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## **Primary Education Redcar & Cleveland 2016-2017**

### **Part 1 Admission Arrangements**

This will be of particular interest to those parents whose children start their primary education in the 2016/17 academic year.

### **Part 2 General Information**

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

### **Part 3 Details of Individual Primary Schools**

### **Part 4 Details of Private/Voluntary Nursery Education**

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## Part 1 Admission Arrangements

This section deals with the arrangements for admitting pupils to primary schools in Redcar & Cleveland in September 2016/17 academic year. These are children born between 1 September 2011 and 31 August 2012.

In addition to this booklet, each primary school produces a prospectus which is available, on request, from the head teacher.

**Parents should note that attendance of a child at a particular nursery school does not entitle him/her to a place in a particular primary school. Places at primary school are offered in accordance with the criteria outlined on pages 9 - 37**

Parents should remember this when deciding on the nursery place for their child. Where a child is in the care of the local authority and the authority has parental responsibility, the People Services Department may, in consultation with others who have parental responsibility, submit a preference for a child.

## At what age will my child start in primary school?

All children starting full time education in Redcar and Cleveland normally start school in September of the academic year in which they become five years of age.

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

Primary School Achievement and Attainment Tables (formerly performance tables) can be obtained from the Department for Education by telephoning 03700002288.

Alternatively, they should be available in your local library. These and other performance tables are also available on the Internet at

<http://www.education.gov.uk/schools/performance>.

Achievement and Attainment 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 People Services Department has a Choice Adviser who can offer impartial advice to you on all aspects of the transfer to primary school. This can include advice about which schools you could choose, help with completing the application form and advice about any other questions you may have about primary school education. A visit to your home or your child's current nursery school can be arranged if preferred. The Choice Adviser can be contacted on 01642 759074.

Email: [christine\\_morris@redcar-cleveland.gov.uk](mailto:christine_morris@redcar-cleveland.gov.uk)

Further information can be obtained for yourself 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 and special educational needs;
- c) 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>.

**Alternatively, they should be available in your local library.**

The addresses and telephone numbers of all the schools are shown on pages 59-64.

## How do I find out in which school admission zone I reside?

Each Local Authority primary school has its own admission zone serving a particular area. You can telephone the school admissions team on 01642-837740 for Redcar and Cleveland Schools or 01642-201890 for Middlesbrough Schools.

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. If parents do not live together and your child lives for periods of time with either parent, the home address will be the one where the parent receiving the Child Benefit lives.

## How do I apply for a school place?

*It is important that you let us know which school you would like your child to attend.*

In **November 2015**, you will be provided with details of how to apply for primary schools and to give reasons for your preference.

If you do not receive this by the end of November you should contact the Admissions Team on 01642 837730 / 837740.

The preferences can include both maintained and voluntary aided schools in this Local Authority or in another Local Authority, if you wish. All preferences will be considered on an equal weighting basis by the relevant Admissions Authorities

If you live within Redcar and Cleveland Local Authority and wish to apply for a place in a school maintained by a Local Authority other than Redcar & Cleveland, you should state this preference on the application, Redcar & Cleveland Local Authority,

will pass your request to the Local Authority concerned for consideration in accordance with its admission criteria. Similarly, if you live outside Redcar & Cleveland and you wish to apply for a place in a school maintained by this Local Authority you should make your request known to the Local Authority in which you live, who will pass your request to Redcar & Cleveland Local Authority for consideration in accordance with the admissions criteria.

If you intend to express a preference for a place in a voluntary aided Roman Catholic School, you will also have to complete an additional form which will be forwarded to the Governors of the school who will allocate places in accordance with the published admissions criteria for that particular school. This additional form will automatically be included in application packs sent to children who attend a Roman Catholic Nursery Schools. Other parents who wish to apply for a place in a Roman Catholic Primary school will need to contact the admissions team on 01642-837730 / 837740 and the additional form will be posted to them. Details of each school's criteria are published on pages 16 to 28 of this booklet.

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.

You should rank your three preferences in your order of priority. Each preference will carry the same weighting, which means that you will have the same chance of getting your child a place in any of your three preferred schools. There will still be an offer of one and only one place. Where a place could be offered at more than one school parents will still only receive one offer of a school place

The closing date for the receipt of the online or paper application, the additional form and any supporting documents is 15 January 2016.

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

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. Any supporting information should be sent to the school admissions team.

If you have any difficulty completing the form, do not hesitate to contact the Choice Adviser on 01642 - 759074 or the Admissions Team on 01642 837740 / 837730.

## What may happen if I don't apply by the closing date?

You may not get your child in a school of your preference. This applies even if you live in the admission zone for the school or you have another child who will be attending the school at the time of admission.

As far as possible, the Local Authority will accept applications which are received late if there is a good reason for their lateness, and if they are received before the allocation of places is made. Examples of good reason for lateness would include serious illness of a parent or moving into the area from outside this Local Authority or moving to a different admission zone within this Local Authority. We may request evidence to support a late reason.

If the form is late without good reason, applications will only be considered after all the other preferences have been allocated.

If late applications are received 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 next school closest to your home with spare places. If other schools near to your home are full, the school offered may be some distance away.

If you do not apply 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, the school offered may be some distance away.

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

All applications submitted on time, i.e. on or before 15 January 2016 will be processed at the same time.

It is the duty of the Local Authority, (or the Governors in respect of a Roman Catholic Aided school or foundation schools or 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 59 to 64. 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 breach infant class size legislation or 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 Local Authority, by neighbouring Local Authorities or by the schools which are their own admission authority. 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 Local Authority will then match these lists against one another and, treating all preferences equally and using the ranked order of priority, decide where a place can be offered.

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 Local Authority 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 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.

On 18 April 2016 a letter will be posted to each parent resident in Redcar & Cleveland who made an application, telling them of their child's allocated primary school place. Those parents who did not make an application will also be sent a letter offering a place in the nearest maintained primary school to their home address which has available places. Parents who applied online will also be sent an e mail on 16 April 2015 informing them of their allocated school.

## Important dates relating to the primary admission process:

**Week commencing 16 November 2015** Parents will receive the application pack and other information.

**15 January 2016** The online or paper application form must be received by this date.

**18 April 2016** A letter will be posted to you notifying you of the place allocated for your child. An e mail will also be sent to those who applied online.

## Other Adjoining Authorities and contact details

The criteria used for Redcar & Cleveland schools can be found on pages 9 to 10. The criteria used for schools in other Local Authorities can be found in each Local Authority's "Guide for Parents" which can be obtained by telephoning the numbers given below:

Stockton on Tees- Stockton Borough Council, People Services PO Box 223, Church Road, Stockton on Tees TS18 1XE Tel 01642 526605

Middlesbrough Borough Council School Admissions, Civic Centre, Middlesbrough, TS1 9FZ Tel 01642 201890

North Yorkshire County Council, School Admissions Team, The Education Office, Ainsty Road, Harrogate. HG1 4XU Tel 08450 349420

Hartlepool Borough Council, Children's Services, Civic Centre, Hartlepool, TS24 8AY Tel 01429 523768

## What does the legislation relating to Infant Class Sizes mean?

Local Authorities have to comply with Government legislation to ensure that Key Stage 1 (Infant) classes have no more than 30 pupils in them to one teacher. This may mean that the Authority would be unable to offer a place in a particular school, even if the pupil lives in the admission zone for the school.

You should be aware that there are very limited circumstances in which Appeal Panels would have the power to place a child in a class which already has 30 pupils.

## Admission (oversubscription) criteria

Sometimes there are not enough places for every pupil who wants to go to a particular school. This is what is meant when a school is said to be oversubscribed. If this is the case, then places will be offered using the criteria listed below, in priority order, to children whose parents have expressed a preference by the closing date, 15 January 2016.

CRITERIA (In priority order)	EXPLANATORY NOTES
i) children who are cared for by the Local Authority	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)
ii) children who are permanently resident in the admission zone defined for the school.	<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 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 Authority will take action should false information be submitted in order to secure a place at a particular school.</p> <p>Attendance of a child at a particular nursery school does not entitle him/her to a place in a particular primary school. Places at primary school are offered in accordance with the criteria outlined in this table.</p>

iii) children not living in the admission zone who have elder brothers or sisters attending the school in the 2016/17 school year.	<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 2016/17 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 family and in every case the child should be living in the same family unit at the same address.</p>
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.	<p>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.</p> <p>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.</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 Authority's professional advisors as to whether or not your application falls into this category.</p>
v) 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 (including flats) and the postcode of the school, with those living closer to the school receiving higher priority.

## 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.

## Aspire Learning Partnership – Admissions Policy 2016 – 2017

This is the admissions policy for the following Foundation schools, which are member schools of the Aspire Learning Partnership, a Co-operative Trust:

Bankfields Primary School  
 Caedmon Primary School  
 Grangetown Primary  
 Overfeilds Primary School  
 South Bank Primary School  
 Teesville Primary School  
 Whale Hill Primary School  
 Wilton Primary School

Where there are more applications for a school than there are places available, places will be allocated using the over subscription criteria shown in the table below

### Over Subscription Criteria 2016/17

CRITERIA (In priority order)	EXPLANATORY NOTES
i) Looked after children in ~ local authority care.	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).
ii) 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 local authority will take action should false information be submitted in order to secure a place at a particular school.

iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2016/17 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 2016/17 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.
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.	Social reasons generally do not include domestic circumstances such as parents’ working commitments, child care arrangements, or 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 local authority’s professional advisors as to whether or not your application falls into this category.
v) 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-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 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.

## Waiting List:

Waiting lists for both reception and year 7 will be maintained until the end of the Autumn Term 2016. Any places that become available will be allocated in accordance with the published oversubscription criteria.

## Late applications:

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time, providing the allocation of places has not already been completed.

## Requests to admit a child outside their normal age group:

Parents wishing to request admission outside their child's normal age group (e.g. a request for a 'summer-born' child whose birthday falls between 1 April and 31 August to be admitted to Reception in the September following the child's fifth birthday) should apply in the admission round at the usual time for the child's normal age group, but should simultaneously request admission outside the normal age group. The admission authority and the LA will consider individual requests for admission outside a child's normal age group and will inform the parent before Offer Day whether or not this can be agreed. If a parent's request is agreed, their application for the normal age group will be withdrawn before a place is offered and the parent must re-apply in the admission round to start Reception in the September following the child's fifth birthday. If their request is refused, the parent must decide whether to accept an offer of a place for the normal age group (to start in the September prior to the child's fifth birthday), or refuse it and make in-year application for admission to Year 1 for the September following the child's fifth birthday. Oversubscription criteria will be applied in all cases where appropriate, regardless of whether or not a child is admitted to their normal age group.

### The admission number for each school for 2016/2017 is shown below

Bankfields Primary School	40
Caedmon Primary School	47
Grangetown Primary School	38
Overfields Primary School	30
South Bank Primary School	45
Teesville Primary School	45
Whale Hill Primary School	78
Wilton Primary School	12

## The East Cleveland Co-operative Learning Trust admissions policy for 2016-17

The East Cleveland Co-operative Learning Trust was established in September 2013 and consists of the following primary schools, which are now all Foundation Schools:

Badger Hill	30	Belmont	45
Chaloner	30	Galley Hill	30
Handale	49	Highcliffe	60
Lingdale	20	Lockwood	30
Whitecliffe	20		

The number next to the school name is the admission number for 2016-17

### Oversubscription Criteria

Where there are more applications than places available, places will be allocated using the over subscription criteria shown in the table below.

CRITERIA (In priority order)	EXPLANATORY NOTES
i) Looked after children in ~ local authority care.	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 a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989)
ii) 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 (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>iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2016/17 school year.</p>	<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 2016/17 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>
<p>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.</p>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, child care arrangements, or 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 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.</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 your application falls into this category.</p>
<p>v) children living closest to the school</p>	<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>

### 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 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.

### Co-ordinated admission arrangements and timetable 2016/17

The LA is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round received an offer of one school place on the same day.

The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round received an offer of one school place on the same day.

The LA has informed us it plans to roll forward last year's co-ordinated scheme for 2016/17 apart from date changes for the timetables. Copies can be obtained from the LA Admissions Section of request. The draft scheme can also be viewed on the Redcar & Cleveland Council website at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk). Under Popular Links click on Schools and Learning > Governor Support Service > News this term

### Mid-Year applications

Applications for places in reception class after the end of the autumn term and for other year groups are coordinated by the local authority. Parents should contact the school admissions team on 01642-837740 / 837730.

### Applications for places in Roman Catholic Aided Schools

The decision on a request for admission to a Roman Catholic Aided School (i.e. St Benedict's, St Bede's, St Gabriel's, St Joseph's, St Margaret Clitherow's, St Mary's, St Paulinus) is made by the governors of the school / Academy Trust. When a Roman Catholic Aided School is oversubscribed the Governors / Academy Trust will consider applications in line with the policies for admissions to that particular school, details of which are given below. Further information is available from each school.

### Nicholas Postgate Catholic Academy Trust 2016-2017

Nicholas Postgate Catholic Academy Trust is a Multi-Academy Trust consisting of three schools in the Catholic Diocese of Middlesbrough: St Bede's Primary Catholic Voluntary Academy; St Joseph's Primary Catholic Voluntary Academy; St Paulinus Primary Catholic Voluntary Academy. All Academies were founded by the Catholic Church to provide education for baptised Catholic children. The schools in Nicholas Postgate Trust are run by the Board of Directors and Local Management Board, as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government 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 school parents or carers are declaring their support for the aims and ethos of the academy. The Local Management Board of Governors of each Academy are the Admissions Authority. The Planned admission numbers for September 2016 are as follows:

- 30 at St Bede's Primary Catholic Voluntary Academy
- 30 at St Joseph's Primary Catholic Voluntary Academy
- 30 at St Paulinus Primary Catholic Voluntary Academy

The partner parishes are:

St Bede's, Marske, Our Lady of Lourdes, Saltburn, St Joseph's Loftus, St Anthony's Brotton, Our Lady Star of the Sea, Staithes, St Paulinus, Guisborough, St Margaret Clitherows, Great Ayton.

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

## How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Roman Catholic Academy should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) 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.

Children who have a statement of Special Educational Need which names one of our Academies will be admitted to the school.

## Late Applications

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

### Oversubscription Criteria

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

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

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2016.)

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. St Bede's Primary Catholic Voluntary Academy – Roman Catholic children whose home address is within the parishes of St Bede's, Marske and Our Lady of Lourdes, Saltburn. St Joseph's Primary Catholic Voluntary Academy – Roman Catholic children whose home address is within the parishes of St Joseph's Loftus, Our Lady Star of the Sea Staithes and St Anthony's Brotton. St Paulinus Primary Catholic Voluntary Academy - Roman Catholic children whose home address is within the parishes of St Paulinus, Guisborough and St Margaret Clitherow Great Ayton.
3. Roman Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other 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. Baptised of other Christian denominations whose baptism is recognised by the Roman Catholic Church (see Note 3)
7. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
8. Other children.

## Additional Notes

### 1. Definition of 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 pupil who is in the care of a LA or provided with accommodation by that 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 Baptised children of other Christian denominations whose baptism is recognised by the Roman Catholic Church

**Baptism is administered only by a washing in real water with the proper form of words [the Trinitarian Formula naming Father, Son, and Holy Spirit] in accordance with c. 849.**

The following information is provided with the hope that it will help in discerning the canonical status of candidates. **It is not exhaustive. When in doubt, reference should be made to the Chancery of the Roman Catholic Diocese of Middlesbrough**

## **Adventist**

African Methodist Episcopal  
Ethiopian Catholic  
Anglican Valid Baptism  
Antiochian: Malabarese  
Antiochian: Maronite  
Armenian Apostolic  
Baptist  
Byzantine: Belarusan  
Byzantine: Croatian  
Byzantine: Greek  
Byzantine: Hungarian  
Byzantine: Romanian  
Byzantine: Ruthenian  
Byzantine: Ukranian  
Church of God  
Church of the Nazarene  
Congregational Church  
Eastern Non-Catholics (Orthodox)  
Episcopal Church  
Evangelical Church of Covenant  
Evangelical United Brethren  
Liberal Catholic Church  
Methodist  
Old Roman Catholic Church  
Polish National Church (is Eastern Rite)  
Reformed Church

Alexandrian: Coptic  
Alexandrian: Valid Baptism  
Amish/ Mennonite  
Antiochian: Chaldean Valid Baptism  
Antiochian: Malankarese  
Antiochian: Syro-Antiochian  
Assembly of God  
Byzantine: Albanian  
Byzantine: Bulgarian  
Byzantine: Czech  
Byzantine: Greek-Melkite  
Byzantine: Italo-Greek  
Byzantine: Russian  
Byzantine: Slovak  
Chinese Catholic Baptism  
Church of the Brethren  
Community of Pope Pius X (Lefebvre)  
Disciples of Christ  
Eastern Rite Catholics  
Evangelical Church of Covenant  
Evangelical Churches  
Latin: Roman Catholic  
Lutheran  
Old Catholic Church  
Orthodox (see Eastern above)  
Presbyterian  
United Church of Christ

A baptismal certificate confirming baptism will be required to be produced to confirm eligibility under criterion 6

## **4. Definition of Sibling**

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

## **5. Multiple Births**

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

## **Tie Breaker:**

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

## **Right of Appeal**

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

## **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, you should give the parental/guardian address at the time of application. The address of child-minders 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 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.

## **Application information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place 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 LA timetable.

# St Benedict's Roman Catholic Primary School

## Admission Policy

Saint Benedict's Catholic VA Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its Governing Body as part of the Catholic Church, in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number, then all preferences will be met. However, when there are more applications than places available, priorities will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying this, parents or carers are declaring their support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the school and intends to admit 54 pupils to Reception in the school year which begins in September 2016.

### Over subscription Criteria:

**At any time, where there are more applications for places than the number of places available, places will be offered in the following order of priority:**

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order;
2. Baptised Catholic children from practising Catholic families who are resident in the parishes of St. Augustine's, St. William's and Sacred Heart and for whom St. Benedict's is the nearest Catholic school;
3. Other baptised Catholic children;
4. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order;
5. Children of other Christian denominations, or of other Faiths, whose parents are in sympathy with the aims and ethos of the school and whose application is supported in writing by a minister of religion or an appropriate religious leader;
6. Children living closest to the school. The distance from home to school will be measured by the Local Authority's computerised measuring system on a straight line basis, using the number and postcode of the house and the postcode of the school.

Catechumens are to be given priority next after baptised Catholic, in each of the above categories.

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following terms will be applied: The attendance of a brother or sister at the school at the time when the younger child starts school will increase the priority of an application within each category (see notes).

### Tie Break:

Where the offer of places to all the applicants in any of the categories listed on Page 1 would lead to oversubscription, the available places will be offered to those living nearest to the school. 'Straight line distance' will be used as a measure (see notes).

### Application Procedures and Timetable

Failure to provide a Common Preference Form (CPF) would mean that the application is not valid and failure to provide a Supplementary Information Form (SIF) could mean that the applicant is placed in the last criteria.

A standard application form, known as the Common Preference Form, must be completed and returned to School Admissions, People Services, Redcar & Cleveland House, Kirkleatham Street, Redcar, TS10 1RT by January 15th 2016. The Supplementary Information Form should be submitted by the same date. Parents or carers will be advised of the outcome of their applications on April 16th 2016. Unsuccessful applicants will be given reasons related to the over-subscription criteria and advised of their right of appeal to an independent appeal panel.

### Waiting Lists:

As well as their right of appeal, unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are normally taken off the list at the end of the autumn term.

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

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

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

1. Catholic: means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

2. Catechumens: are those children who have given an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation. A letter from the Catholic priest preparing the child is required.
3. Looked after Child: has the same meaning as in Section 22 of the Children Act 1999 and means any child in the care of a local authority or provided with accommodation by them e.g. children with foster parents.
4. Defined Area: is a geographical area.
5. Siblings (brothers and sisters): includes children with brothers and sisters (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
6. Twins or Triplets: where a family of twins or triplets request admission and if one sibling has been offered the 54th or last place, the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.
7. Live: in all categories 'live' means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admission purposes, only one address can be used as a child's permanent address. When a child lives with more than one parent/carer at different addresses, we will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.
8. Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.
9. Straight Line Distance: in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority. The distance from home to school will be measured by the Local Authority's computerised measuring system on a straight line basis, using the number and postcode of the house and the postcode of the school.

## 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 2016 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 2016).

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, St Peter'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. 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.
8. 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.
9. Children whose parents or carers confirm in writing they are in sympathy with the aims and ethos of the school.
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.

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

## **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.

## **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.

## Admissions arrangements for 2016/17, Normanby Primary School, Ironstone Academy Trust

To ensure equity and fair access, the Admissions Code states that in drawing up admission arrangements, admission authorities must ensure that the practices and the criteria used by Normanby Primary School decide on the allocation of school places are:

- Clear in the sense of being free from doubt and easily understood;
- Objective and based on known facts. Admission authorities and Governing Bodies must not make subjective decisions or use subjective criteria;
- Procedurally fair and also equitable for all groups of children and actively promote equity across all social groups and communities;
- Enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
- Provide parents or carers with easy access to helpful admissions information;
- Comply with relevant legislation, including infant class sizes and equal opportunities, which have been determined in accordance with the statutory requirements.

## Admission Policy for 2016/17; Normanby Primary School, Ironstone Academy Trust

There are no changes proposed to the school admission policy for 2016/17. Where there are more applications for a school than there are places available, it is proposed that places will be allocated using the over subscription criteria shown in the table below.

CRITERIA (In priority order)	EXPLANATORY NOTES
i) Looked after children in local authority care	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 a (a) in the care of a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989)

ii) Children who are permanently resident in the admission zone defined for the school.	<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>
ii) Children who are permanently resident in the admission zone defined for the school.	<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>
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.	<p>Social reasons generally do not include domestic circumstances such as parent' working commitments, child care arrangements, or 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.</p> <p>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.</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 your application falls into this category.</p>
v) 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-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 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 walker route using the number and postcode of the house and the postcode of the school.

## Co-ordinated Admission Arrangement and timetable 2016/17

The LA is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round received an offer of one school place on the same day.

The LA has informed us it plans to roll forward last year's co-ordinated scheme for 2016/17 apart from date changes for the timetables. Copies can be obtained from the LA Admissions Section of request. The draft scheme can also be viewed on the Redcar and Cleveland website at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk). Under Popular Links click on Schools and Learning>Governor Support Service>News This Term.

## Skelton Primary Academy

Skelton Primary School became an academy on November 1st 2013. The Governors have adopted the Redcar & Cleveland Admissions Policy and coordinated scheme.

### Admission Zone

All parents are strongly urged to consult the 'Redcar & Cleveland Local Authority Guide for Parents' along with our admissions policy. Skelton Primary School admits children from the community of Skelton and beyond.

### Applying for a school place

1. There will be a standard form which will be used for the purpose of admitting pupils into the reception class for primary school and a separate form (mid-year transfer form) for any applications made for a "mid-year transfer" into any year group. Applications for entry into reception class can also be made online.

2. The application forms will –
  - (a) invite parents to express their preference for their child's school
  - (b) invite parents to give their reasons for each preference.
  - (c) for entry into reception will specify a closing date (for the determination year) and where it must be returned.
3. The LA will make appropriate arrangements to ensure that application forms are available on request from the LA. Mid-year application forms for primary school transfer will also be available in primary schools.
4. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Redcar & Cleveland paper or online application or, if resident in another area, their home area's application form upon which the school is nominated. Supplementary forms should be returned to the LA. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

### Processing of Applications

5. Completed online or paper applications should be submitted by the following deadlines:
  - a. for primary schools by the 15 January 2016.
  - b. Online applications can be made up to 11.59pm on 15 January 2016 for reception applications

## Primary Admissions

### - Determining offers in response to applications.

6. The LA will act as a clearing house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where:
  - (a) it is acting in its separate capacity as an admission authority; or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parent has nominated.

## Mid-Year applications

Applications for places in reception class after the end of the autumn term and for other year groups are coordinated by the local authority. Parents should contact the school admissions team on 01642-837740 / 837730.

Timetable for the co-ordinated admission arrangements 2015/2016	
W/C 16 November 2015 23 November 2015	<ul style="list-style-type: none"> <li>• Send out application Information.</li> <li>• Online application website opens.</li> </ul>
15 January 2016	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications</li> </ul>
18 April 2016	<ul style="list-style-type: none"> <li>• The LA to send letters to all parents informing them of their allocated schools</li> <li>• LA to inform schools of allocated pupils.</li> <li>• Parents will be advised of their right to appeal if they are unhappy with their allocated school</li> </ul>
16 May 2016	<ul style="list-style-type: none"> <li>• Closing date for appeals</li> </ul>
June/July 2016	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels</li> </ul>
End of Autumn Term 2016	<ul style="list-style-type: none"> <li>• Admission round ends</li> <li>• Waiting lists close</li> </ul>

## Late Applications

- Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time, providing the allocation of places has not already been completed.

## Waiting Lists

- Waiting lists for both reception will be maintained until the end of the Autumn Term 2016. Any places that become available will be allocated in accordance with the published oversubscription criteria.

## Admission number for 2016 / 2017

- Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools. Skelton Primary School can admit 90 children into each year group.

### Criteria In priority Order

#### i) children who are cared for by the Local Authority

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).

#### ii) 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 Authority will take action should false information be submitted in order to secure a place at a particular school.

#### (iii) children not living in the admission zone who have elder brothers or sisters attending the school in the 2016/17 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 2016/17 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.

#### (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

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 Authority's professional advisors as to whether or not your application falls into this category.

## Criteria In priority Order

### (v) 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-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.

## Mid-Year Admissions

If a pupil moves into the area they should immediately contact the school admissions team to enquire about the availability of school places. A MYPF will be sent out to the parent and should be returned to the LA admissions team within five school days. Parents will be contacted if the MYPF is not returned and if the form is still not received the Children Missing Education Officer and Education welfare Service will be informed.

Parents may also wish to visit their local school in the first instance. A MYPF will be available at the school for the parents to complete. The primary school will then immediately inform the admissions team of the enquiry for a school place and the parent should return the form directly to the LA or alternatively if handed in at the school, the school must submit the completed MYPF to the LA admissions team. The LA will confirm with the school that there is a place available. The offer of a school place must be made by the LA admissions team and the pupil must not be admitted until the offer letter is sent. (A copy of the offer letter will be e mailed to the school.)

If a pupil already attends a Redcar & Cleveland primary school and wishes to transfer to another, they should in the first instance discuss the transfer with the pupil's current school. If they then still wish for the transfer to proceed, they should then contact the school admissions team to request a MYPF. The parent/carer should return the form to the LA within five school days. The LA will contact the school to confirm that there is a place available and a start date agreed.

Should the new school have reached its admission limit, and is unable to admit further pupils, a place will be refused and the parent/carers will be informed of their right to appeal against the decision and issued with the appeal forms.

Should the preferred school have places available in the relevant year group but refuses to admit the pupil and the Authority considers that there is no valid reason for refusal the parent will also be offered the right to appeal against the decision.

1. There will be a standard application form known as the Mid-Year Preference form (MYPF) supplied by the Local authority for parents resident in Redcar & Cleveland, who wish to express a preference(s) for a school in the Authority area or to a school(s) in another LA area.
2. The MYPF will be used for the purpose of admitting pupils into any year group of primary education in the specified year other than at the normal year of entry into reception class.
3. The normal year of entry for admission into reception class will cease at the end of the autumn term of that academic year. Applications received after then, for entry into either of these years, will be deemed as a mid year transfer and dealt with accordingly.
4. The MYPF must be used as a means of expressing one or more preferences, for the purposes of section 86 of the School Standards and Framework Act 1998, by parents for their child:
  - to be admitted to a school within the LA area (including Voluntary Aided Foundation schools and Academies)
  - to be admitted to a school located in another LA's area (including VA, Foundation schools and Academies).
5. The MYPF will invite the parent to express up to three preferences and give their reasons for each preference. All preferences expressed will be considered on an equal weighting basis. Where a pupil is eligible for more than one place they will be offered the highest ranked preference that has available places by the LA as the admissions authority, or on behalf of another LA or the admissions authority of a VA, Foundation School or Academy. If a place cannot be offered at a preferred school a place will be offered at the nearest alternative school that has places available.
6. All preferences expressed on the MYPF are valid applications.
7. Parents who have moved into the Redcar & Cleveland area seeking a place in a school should contact the LA who will send out an MYPF which should be completed and returned to the LA within 5 working days.

8. Parents wishing to transfer schools within Redcar & Cleveland will be directed to the LA who will send out an MYPF which should be returned within 5 school days.
9. If the MYPF is returned to a school it should be forwarded to the LA for processing.

## Processing of Mid-Year Preference Forms

10. Once all completed forms are returned to the LA, the availability of places within Redcar & Cleveland schools will be considered, or if the request is for a school in another LA area, that LA will be contacted to enquire if a place is available.

## Determining offers in response to the MYPF

11. The relevant oversubscription criteria will be applied if there are more applicants than available places.
12. The LA will act as a clearing house for places allocated by all admission authorities to applicants resident in Redcar & Cleveland. Where the LA is the admissions authority it will consider the applications for its own schools and after consultation with the school concerned will notify the applicant of the outcome of their application. Decisions on applications for schools of other admission authorities will be made by the authority concerned. Where a pupil is eligible for a place at more than one school, then a place will be provisionally offered at the highest ranked school for which they are eligible.
13. Where the pupil is not eligible for a place at any of the preferred schools, the pupil will be provisionally offered a place at the nearest appropriate school with a vacancy.
14. The offer/refusal letter will be issued by the home LA on behalf of another admission authority. The letter will give the following information:
  - a. the name of the school at which a place is provisionally being offered whether it be an offer by the LA or on behalf of another admission authority; Or
  - b. the reasons why the pupil is not being offered a place at each of the other schools nominated on the MYPF;
  - c. information about their statutory right of appeal against the decision to refuse places at the other nominated schools;
  - d. contact details for the school and LA (and those nominated Foundation, VA where they were not offered a place, so that they can lodge an appeal with the governing body);
  - e. what to do if the place offered is in another LA area;
  - f. what to do if an offer was not made at the preferred school which was within another LA and who to contact.
15. Parents will have seven working days to respond to the offer letter to accept the school place offered. The LA will then look to withdraw the offer.
16. Waiting lists where held must be ranked in order of oversubscription criteria

## Additional / Supplementary Forms

All parents who list their preferred schools on the LA's application form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and for selective schools.

## Parents / Family Members

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to "parents attendance at church" it is sufficient for just one parent to attend. "Family members" include only parents and siblings.

## Twins / Multiple Births

The local authority will endeavour, wherever possible, not to separate twins or multiple birth children whilst still operating within the infant class size legislation. If a higher ranked preference cannot be met for twins or multiple birth siblings, then the authority will look to the next ranked preference that can accommodate both or all of the siblings.

## 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.

## What is the likelihood of obtaining a place at my most preferred school?

Occasionally, some schools receive more applications than places available. The table below shows the number of places that were refused at the time of the initial allocation of places for the previous four years.

## 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.

2012/13		2013/14		2014/15		2015/16	
Badger Hill	3	Galley Hill	4	Chaloner	1	Bankfields	4
Coatham	4	Coatham	3	Nunthorpe	10	Chaloner	9
Galley Hill	2	Zetland	2	Overfields	2	Coatham	7
New Marske	1			Westgarth	6	Dormanstown	2
Nunthorpe	5			Zetland	12	Galley Hill	1
Ormesby	11					Highcliffe	8
Saltburn	1					Ings Farm	2
Whale Hill	2					John Batty	5
Westgarth	8					Newcomen	9
Whitecliffe	1					Nunthorpe	3
Wilton	1					Ormesby	2
						St Paulinus	1
						Saltburn	7
						Westgarth	2
						Zetland	12

The table below summarises the number of preferences received for all primary schools as at 16th April 2015 for 2015/2016.

School	Preference 1	Preference 2	Preference 3
Badger Hill	21	20	0
Bankfields	48	10	8
Belmont	36	29	24
Caedmon	45	13	3
Chaloner	39	5	1
Coatham	37	15	10
Dormanstown	46	6	2
Errington	31	9	5
Galley Hill	31	27	19
Grangetown	29	3	6
Green Gates	21	6	6
Handale	28	6	6
Highcliffe	68	9	11
Hummersea	30	9	3
Ings Farm	58	50	14
John Emmerson Batty	35	18	7
Lakes	28	6	6
Lingdale	17	2	0
Lockwood	29	3	4
New Marske	39	3	5
Newcomen	56	30	7
Normanby	69	35	10
Nunthorpe	33	23	24
Ormesby	50	27	12
Overfields	21	6	11
Riverdale	24	11	3
Saint Bede's	28	6	5
Saint Benedict's	44	12	11

Saint Gabriel's	26	6	6
Saint Joseph's	22	5	6
Saint Paulinus	31	19	3
Saltburn	67	11	4
Skelton	64	5	4
South Bank	27	5	2
St Mary's	27	2	5
St Peter's	43	4	3
St. Margaret Clitherow's	41	8	2
Teesville Primary	32	11	8
Westgarth	47	32	12
Whale Hill	74	26	18
Wheatlands	55	22	17
Whitecliffe	11	2	2
Wilton	10	1	2
Zetland	42	9	14

The schools shown in the table below were asked if they wished to admit further pupils within their existing resources. The schools agreed and the extra pupils were admitted as this did not breach the Infant Class Size Legislation

School	Pupils Allocated over Amission Limit
Bankfields	4
Belmont	1
Caedmon	1
Chalonder	9
New Marske	4
Normanby	7
St. Gabriels	4
St. Paulinus	2
Wilton	6

The following table shows the number of appeals heard for 2015/16

School	No of Appeals 2015/16	Outcome
Saltburn	2	1 allowed
Zetland	8	8 disallowed
Coatham	5	5 disallowed
Bankfields	3	3 disallowed
John Batty	2	2 disallowed
Highcliffe	2	2 disallowed
Newcomen	9	9 allowed

### **When will I be informed of the outcome of my application?**

A letter will be posted to each parent/guardian living within Redcar & Cleveland on 18 April 2016 informing them which school has been allocated for their child. Applicants who applied online will also receive an e mail on 16 April 2016.

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

If you move to a new address after places have been allocated it may not be possible to give your child a place in your preferred school even if you live in the school's admission zone (see information on page 8 relating to Infant Class Size Legislation). If this is the case, a place will be offered in the nearest school to your home address which is not full. If other schools near your home are full, this may be a school some distance away. You may be asked to provide proof of your residency at the property.

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

If you are not satisfied with the offer you have been offered, 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 Local Authority School you will need to complete and return the acceptance form which will accompany the letter. Once received, you will be sent the appeal form on which you should set out your case for believing that your child 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. Appeals will be heard in June / July 2016. All appeal hearings are arranged by the Assistant Chief Executive, Legal & Democratic Services. He 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 reasons of your appeal 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 Local Authority. You will be notified in writing of the decision of the Appeal Panel.

If you have been refused a place at a Roman Catholic Aided School your appeal would be against the decision of the Governing Body of that school. The school concerned will provide you with details of how to appeal.

### **What happens if vacant places arise before the appeal hearing?**

If places become available in a school before the appeal hearing, they will be allocated to the applicants in accordance with the published oversubscription criteria.

### **Can I make a second appeal?**

Where parents have been unsuccessful in their appeal for a place in a particular school, it is not possible to consider another application for the same school in the same academic year unless there have been significant and material changes in the circumstances of the parent to warrant a further application. The Council's Legal Department will determine whether there has been a significant change to warrant another appeal.

### **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, you may ask the Local Authority to 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 is the waiting list prioritised".

The waiting list will be maintained for admissions to reception class only and will close at the end of the Autumn Term 2016.

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, your child's name will then be removed from the waiting lists of the other schools unless you specifically request to remain on the list.

## 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 the oversubscription criteria.

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, in consultation with the LA Admissions Authority, decides how vacancies are filled. Please check this with the school, if necessary.

## Important Dates

### Admission Process

**Closing date for parents/guardians to return application form**

15 January 2016

**Date parents/guardians advised of outcome of their applications**

16 April 2016

**Independent Appeals Heard**

June/July 2016

### School Term Dates 2016/2017

Autumn Term starts	01 September 2016
Half term holiday	24 -28 October 2016
Autumn Term ends	16 December 2016
Spring Term starts	03 January 2017
Half term holiday	13 - 17 February 2017
Spring Term ends	7 April 2017
Summer Term starts	24 April 2017
Half term holiday	30 May – 2 June 2017*
Summer Term ends	21 July 2017

\* 29th May Bank Holiday

## Part 2 General Information

The Partnership between Schools and Parents

All Redcar and Cleveland primary schools are staffed and equipped to provide education to meet the varying needs of their pupils. Details of the aims and curriculum of each school are given in school prospectuses 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 children to take full advantage of the courses and opportunities available to them. From time to time, you will receive information from schools and there will be open days, parents' meetings and other similar opportunities for you to see how your child is progressing, and how the school is operating.

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 Director of Adult and Children's Services.

## What types of schools are available?

### Nursery Schools : Local Authority Nursery Provision

Every primary school in Redcar & Cleveland has a nursery class attached to it and this is where most children in the borough will begin their education.

Parents should apply directly to the school of their choice for a school nursery place.

In most school nurseries, children may be admitted in the term following their third birthday or in some exceptional cases, immediately following their third birthday.

In some nurseries, however, the demand for places for three year olds is high and some children may have to wait for one or two terms until a place in their preferred nursery class becomes available.

### Eligibility

Local authorities must ensure that children are able to access their free entitlement for up to two years before they reach compulsory school age. A child first becomes eligible in the term after their third birthday.

A child born in the period	Will be eligible for a free place from
1st April to 31st August	1st September following child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following child's 3rd birthday (Spring school term)
1st January to 31st March	1st April following child's 3rd birthday (Summer school term)

If a school nursery class is unable to provide a place for a child as soon as he/she is eligible, the parent/carer should be signposted to the local authority. A place for the child will be found with an approved private/voluntary provider until a school nursery place is available, if that is what they wish. A list of private / voluntary nurseries can be found on page 51 of this booklet.

For further information please contact the Families' Information Service:

Telephone: 0800 073 8800 (24 hour answerphone service)

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

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

### The Local Offer of Flexibility

Redcar and Cleveland local authority is able to offer parents/carers access to their free entitlement in the following ways:

1. 3 hours a day over 5 days a week
2. 5 hours a day over 3 days a week
3. 15 hours flexibly over a minimum of 2 days a week, this can be offered over 2 days providing one day does not exceed 10 hours, e.g. 2 x 7.5 hour sessions.

It should be noted that options 2 and 3 may only be available in a private or voluntary early years setting.

The local authority will support parents/carers to access their free entitlement in their preferred flexible option and setting.

In allocating places at a nursery class, children will be admitted in accordance with the order of the criteria listed below:

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

When decisions have to be taken on prioritising admissions for pupils within the same admission category, priority will be given to the oldest children in that category. The oldest children will be admitted first.

**The nursery school your child goes to does not entitle him or her to a place in that primary school. Places are given in accordance with the criteria already described in this booklet on pages 9 & 37. You should remember this when deciding on the nursery place for your child.**

### Primary Schools

Primary schools in Redcar & Cleveland admit children between the ages of 4+ and 11. They normally enter school via one of the nursery classes attached to schools. A list of schools in your area can be found in Part Three of this brochure. Each school publishes a prospectus describing the school. They are available from the school or may be consulted at the local library.

### Does the Adult and Children's Service 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 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 from People Services Department.

(Tel: 01642 304561/304503)

Alternatively, the Special Education Needs and Disability Information, Advice and Support Service (SENDIASS) can provide information, advice and support to parents/carers who may be concerned about their child's individual needs. (Tel: 01642-759073)

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

Your child may be eligible for free travel between home and school if they are eligible under the Council's home to school travel policy. [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk)

Eligibility is primarily dependent on the distance required to travel from home to school  
Primary: Up to 11yrs (Reception to YR6)

Free travel is available to children of statutory school age attending their nearest appropriate primary school more than two miles walking distance from home along the shortest safe walking route.

#### Secondary: 11- 16yrs (YR7 to YR11)

Free travel is available for children attending their nearest appropriate secondary school more than three miles walking distance from home along the shortest safe walking route.

If your child does not qualify on distance ground the council also offers support to low income families for secondary school children.

For children aged 11 to 16 years from low income families, free travel is available as follows:

- to a choice of up to three of the nearest secondary schools between two and six miles from home
- to the nearest same faith secondary school between two and 15 miles from home.

The child / children will need to be of the same faith as the 'faith school' they are attending and evidence will be needed

Low income is deemed as those children in receipt of free school meals or whose family is in receipt of 'the maximum' level of Working Tax Credit. If your award notice issued by HM Revenues and Custom shows any deductions due to your income, you are not in receipt of 'the maximum' level of award. If you are applying for free travel on low income grounds you will need to provide further evidence to support your application. Personal circumstances can change across the year and entitlement to certain benefits can vary.

Support offered on low income grounds is usually offered for the remainder of the school year (eg up to the end of the summer term). You will therefore need to apply on an annual basis for free travel.

### Dedicated school buses

The Council currently operates dedicated school buses to St. Joseph's RC Primary School, Sacred Heart School in Redcar and Freebrough Academy. **If your children attend one of these schools you may be able to apply for a free place on the bus.** If you are not eligible for free travel you may be able to purchase a spare seat for the school year.

### Other support for travel

If your child has special education or medical needs, please contact the Transport Section for advice. Any support offered on this basis will be subject to an individual transport assessment.

#### Conditions

- The Council will determine which is the nearest appropriate school
- Distance will be measured from the child's usual home address, along the shortest 'safe' walking route for distances of up to three miles and by driving route for distances of between three and six miles. The Council will determine what constitutes a 'safe route' and will automatically assume that parents / responsible adults are accompanying young children on the walking journey to school.
- Free travel is only available at the start and end of the school day.
- Permits are normally provided for travel on public transport although we may offer other alternative travel solutions.
- There is a charge for replacement permits that have been lost or damaged.
- You need to re-apply for free travel each year or if you move home or change school.
- We may check attendance of children and may seek reimbursement from parents for the cost of any travel permit purchased for travel for any periods when this is not used for example due to family holidays in term time or sustained absence from school.
- You have a right of appeal against any free travel for any applications refused

#### How to apply:

To apply for a free travel or to purchase a seat on the dedicated school buses please download an application form from [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk). Or contact us on 01642 776932 / 444973 / 444974

## 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 (For more information contact Education Benefits on 01642 774774)

### **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 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

## 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 Local Authority does require pupils to be adequately covered by insurance of all visits abroad or within the UK which involve an overnight stay or a foreseeable degree of risk.

Such arrangements are made by the head teacher at the appropriate time. Further details on insurance covering school journeys can be obtained from your child's school.

You should note that if you wish your child to be covered by insurance for personal property or accident in school during school hours, you need to make your own arrangements.

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

Part One of this booklet deals with the arrangements for pupils to be admitted to primary schools at statutory primary school age i.e. entry into reception.

There will be occasions, however, when older pupils wish to transfer between schools, for example, if the family moves from one area to another. In this event, you should notify your child's current head teacher of the situation and contact the school admissions team for an application form on the number below.

From time to time you may wish your child to transfer to another 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 school admissions team for an application form on the number below.

It may not be possible, however, to offer a place if a particular school is oversubscribed or if admission would exceed the Infant Class Size legislation which limits to 30 the number of pupils who can be placed in Key Stage 1 (infant) classes (further details on Page 8).

If you have been unable to secure a place for your child in the school of your preference you do have the right of appeal against such a decision (details on Page 32). Alternatively, Officers of the Local Authority will be pleased to advise you on the availability of places in other schools (01642 837740/837730).

Decisions on admission to Aided Schools are made by the Governors of the school concerned.

## 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?

The 'basic' school curriculum includes the 'national curriculum', as well as religious education. Schools must provide religious education but parents can ask for their children to be taken out of the whole lesson or part of it. Schools often also teach personal, social and health education (PSHE), citizenship and modern foreign languages at key stage 1.

The national curriculum is a set of subjects and standards used by primary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject. Full details of the national curriculum at key stages 1 and 2 are available at: <https://www.gov.uk/national-curriculum/key-stage-1-and-2>

Other types of school like academies and private schools don't have to follow the national curriculum. Academies must teach a broad and balanced curriculum including English, maths and science. They must also teach religious education.

The Early Years Foundation Stage is an important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure and support their development, care and learning needs.

The EYFS Framework explains how and what your child will be learning to support their healthy development. Further information can be found at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335504/EYFS\\_framework\\_from\\_1\\_September\\_2014\\_\\_with\\_clarification\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014__with_clarification_note.pdf)

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development. Children should mostly develop the 3 prime areas first. These are:

- Communication and Language
- Physical development; and
- Personal, social and emotional development

These prime areas are the most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary schools, but it's suitable for very young children and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active and through creative and critical thinking which take places both indoors and outdoors.

### The Primary School curriculum in England

Every state-funded school must offer a curriculum which is balanced and broadly based and which:

- Promotes the spiritual, moral, cultural, mental and physical developments of pupils at the school and of society, and
- Prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

The school curriculum comprises all learning and other experiences that each school plans for its pupils. The national curriculum forms one part of the school curriculum. All state schools are also required to make provision for a daily act of collective worship and must teach religious education to pupils at every key stage.

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 programmes of education.

### The National Curriculum in England

#### Aims

The structure of the Primary National Curriculum, In terms of which subjects are compulsory at each stage, is set out in the table below.

The national curriculum provides pupils with an introduction to the essential knowledge that they need to be educated citizens. It introduces pupils to the best that has been thought and said; and helps engender an appreciation of human creativity and achievement.

The structure of the Primary National Curriculum, In terms of which subjects are compulsory at each stage, is set out in the table below.

The national curriculum is just one element in the education of every child. There is time and space in the school day and in each week, term and year to range beyond the national curriculum specifications. The national curriculum provides an outline of core knowledge around which teachers can develop exciting and stimulating lessons to promote the development of pupils' knowledge, understanding and skills as part of the wider school curriculum.

#### Structure

Pupils of compulsory school age in community and foundation schools, including community special schools and foundation special schools and also voluntary aided and voluntary controlled schools must follow the national curriculum. It is organised on the basis of four key stages and twelve subjects, classified in legal terms as 'core' and 'other foundation' subjects.

The Secretary of State for Education is required to publish programmes of study for each national curriculum subject, setting out the matters, skills and processes to be taught at each key stage. Schools are free to choose how they organise their school day as long as the content of the national curriculum programmes of study is taught to all pupils.

The structure of the Primary National Curriculum, In terms of which subjects are compulsory at each stage, is set out in the table below.

	Key Stage 1	Key Stage 2
<b>Age</b>	5-7	7-11
<b>Year Groups</b>	1-2	3-6
<b>Core Subjects</b>		
English	√	√
Mathenatics	√	√
Science	√	√
<b>Foundation Subjects</b>		
Art and Design	√	√
Citizenship		
Computer	√	√
Design and Technology	√	√
Languages		√
Geography	√	√
History	√	√
Music	√	√
Physical Education	√	√

(The National Curriculum in England - Key stages 1 and 2 framework document September 2013)

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

Each school is accountable to a Governing Board which has general responsibility for the effective governance of the school acting within the framework set by national legislation and agreed policies and procedures. A government board may have responsibility for more than one school. The Governing Board is not expected to take detailed decisions about the day-to-day running of the school - that is the role of the head teacher. The composition of the Governing Board will vary depending on the type of school, but most boards will have a minimum of two parent governors. Parent governors are generally elected by the parents as a whole, although in some circumstances they may be appointed by the Governing Board. Parents have a key role to play in the work of the Governing Board and we encourage you to consider standing for election if and when a vacancy occurs. But many schools also advertise vacancies on their website. Most schools buy into packages of support and training for school governors. The cost is met by the school and training is free of charge to individual governors.

Parents are normally notified of any vacancies via a letter sent home with their child. If you would like further information about becoming a governor please contact the School Governor Support Service on 01642 837755.

### 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 relation to 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 it's 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 underachievement and low attainment.

Whilst parents are primarily responsible for the regular attendance of their children, each school has a named Education Welfare Officer who is available to assist parents in this or any other matter which affects a child's education.

If you would like to know, more about the attendance and welfare service or would like help please telephone 01642 837717.

## Part 3 Details of Individual Primary Schools

School Name & address	Telephone Number	Status	Age Range (N) = Nursery	Number of Pupils not including Nursery (July 2015)	Published Admission Limit
Eston, Grangetown, Lazenby, Normanby, Nunthorpe, Ormesby, South Bank, Teesville					
<b>Bankfields Primary</b> Mansfield Road Eston TS6 0RZ	01642 453157	Foundation School	4 - 11 (N)	262	40
<b>Caedmon Primary School</b> Attlee Road, Grangetown, TS6 7NA	01642 453187	Foundation School	4 - 11 (N)	219	47
<b>Grangetown Primary School</b> St Georges Road, Grangetown, Middlesbrough, TS6 7JA	01642 455278	Foundation School	4 - 11 (N)	184	38
<b>Normanby Primary Academy</b> Flatts Lane, Normanby, Middlesbrough, TS6 0NP	01642 469529	Academy	4 - 11 (N)	483	65
<b>Nunthorpe Primary Academy</b> Swan's Corner Nunthorpe, Middlesbrough, TS7 0LA	01642 315508	Academy	4 - 11 (N)	209	30
<b>Ormesby Primary School</b> Henry Taylor Court, Ormesby, Middlesbrough, TS7 9AB	01642 314430	Local Authority Maintained	4 - 11 (N)	331	50
<b>Overfields Primary School</b> Daisy Lane, Ormsby, Middlesbrough, TS7 9JF	01642 314548	Foundation School	4 - 11 (N)	147	30

<b>Saint Gabriel's Roman Catholic Academy</b> Allendale Road, Ormesby, Middlesbrough, TS7 9LF	01642 315538	Academy	4 - 11 (N)	183	30
<b>South Bank Community Primary School</b> Poplar Grove, South Bank, Middlesbrough, TS6 6SU	01642 453451	Foundation School	4 - 11 (N)	206	45
<b>St Mary's RC Primary Academy</b> Tennyson Avenue, Grangetown, Middlesbrough, TS6 7AD	01642 455309	Academy	4 - 11 (N)	170	30
<b>St. Margaret Clitherow's RC Primary Academy</b> St Margaret's Grove, South Bank, Middlesbrough, TS6 6TA	01642 835370	Academy	4 - 11 (N)	243	47
<b>Teesville Primary School</b> The Avenue, Teesville, Middlesbrough, TS6 0DD	01642 453310	Foundation School	4 - 11 (N)	286	42
<b>Whale Hill Primary School</b> Sandsend Road, Eston, Middlesbrough, TS6 8AD	01642 454339	Foundation School	4 - 11 (N)	526	78
<b>Wilton Primary School</b> Lazenby, Middlesbrough, TS6 8DY	01642 453374	Foundation School	4 - 11 (N)	49	12

## Marske, New Marske , Redcar

<b>Coatham Church Of England Voluntary Controlled Primary</b> Coatham Road, Redcar, TS10 1QY	01642 486291	Local Authority Maintained	4 - 11 (N)	207	30
<b>Dormanstown Academy</b> South Avenue, Dormanstown, Redcar, TS10 5LY	01642 483696	Academy	4 - 11 (N)	224	37
<b>Errington Primary School</b> Windy Hill Lane, Marske-By-The-Sea, Redcar, TS11 7BL	01642 482002	Local Authority Maintained	4 - 11 (N)	194	34
<b>Green Gates Primary School</b> Kielder Close, Redcar, TS10 4HS	01642 485463	Local Authority Maintained	4 - 11 (N)	188	30
<b>Ings Farm Primary School</b> Stirling Road, Redcar, TS10 2JZ	01642 485369	Local Authority Maintained	4 - 11 (N)	398	60
<b>John Emerson Batty Primary School</b> Redcar, TS10 3PG	01642 483697	Local Authority Maintained	4 - 11 (N)	179	30
<b>Lakes Primary School</b> West Dyke Road, Redcar, TS10 4JH	01642 485894	Local Authority Maintained	4 - 11 (N)	226	45
<b>New Marske Primary School</b> Birkdale Road, New Marske, Redcar, TS11 8BN	01642 486392	Local Authority Maintained	4 - 11 (N)	216	37
<b>Newcomen Primary School</b> Trent Road, Redcar, TS10 1NL	01642 484318	Local Authority Maintained	4 - 11 (N)	296	47

<b>Riverdale Primary School</b> Hambleton Avenue, Redcar, TS10 4HH	01642 471298	Local Authority Maintained	4 - 11 (N)	185	30
<b>Saint Bede's Roman Catholic Primary School</b> Redcar Road, Marske-By-The-Sea, Redcar, TS11 6AE	01642 485217	Academy	4 - 11 (N)	185	30
<b>Saint Benedict's Roman Catholic Primary</b> Tyne Road, Redcar, TS10 1PX	01642 495770	Academy	4 - 11 (N)	371	54
<b>Westgarth Primary School</b> Redcar Road, Marske-By-The-Sea, Redcar, TS11 6AE	01642 485560	Local Authority Maintained	4 - 11 (N)	313	45
<b>Wheatlands Primary School</b> Hundale Crescent, Redcar, TS10 2PU	01642 489784	Local Authority Maintained	4 - 11 (N)	387	60
<b>Zetland Primary School</b> Redcar Lane Redcar, TS10 3JL	01642 484595	Local Authority Maintained	4 - 11 (N)	195	30
<b>East Cleveland</b>					
<b>Badger Hill Primary School</b> Marston Road, Kilton Lane, Brotton, TS12 2XR	01287 676289	Foundation school	4 - 11 (N)	207	30
<b>Belmont Primary School</b> Lauderdale Drive, Guisborough, TS14 7BS	01287 635332	Foundation school	4 - 11 (N)	312	45
<b>Chaloner Primary School</b> Wilton Lane Guisborough TS14 6LJ	01287 632996	Foundation school	4 - 11 (N)	180	30

Galley Hill Primary School Campion Drive, Guisborough, TS14 8DH	01287 635540	Foundation school	4 - 11 (N)	212	30
Handale Primary School West Road, Loftus, TS13 4RJ	01287 640416	Foundation school	4 - 11 (N)	203	49
Highcliffe Primary School Hutton Lane, Guisborough, TS14 8AA	01287 632293	Foundation school	4 - 11 (N)	364	60
Hummersea Primary School Westfield Way, Loftus, Saltburn, TS13 4XD	01287 641781	Local Authority Maintained	4 - 11 (N)	175	30
Lingdale Primary School Davison Street, Lingdale, TS12 3DU	01287 651723	Foundation school	4 - 11 (N)	70	20
Lockwood Primary School Boosbeck, Saltburn, TS12 3BL	01287 650238	Foundation school	4 - 11 (N)	182	30
Saint Joseph's Roman Catholic Primary School Rosecroft Lane, Loftus, Saltburn, TS13 4PZ	01287 640613	Academy	4 - 11 (N)	175	30
Saint Paulinus Roman Catholic Voluntary Aided Primary The Avenue, Guisborough, TS14 8DN	01287 637978	Academy	4 - 11 (N)	198	28
Saltburn Primary School Saltburn Learning Campus, Marske Mill Lane, Saltburn, TS12 1HJ	01287 622447	Academy	4 - 11 (N)	402	60

Skelton Primary Academy Station Lane, Skelton, Saltburn, TS12 2LR	01287 650689	Academy	4 - 11 (N)	534	90
St Peter's Church Of England Voluntary Controlled Marshall Drive, Brotton, Cleveland, TS12 2UW	01287 676210	Local Authority Maintained	4 - 11 (N)	271	45
Whitecliffe Primary School Kilton Lane, Carlin How, Saltburn, TS13 4AD	01287 640414	Foundation school	4 - 11 (N)	94	20

\* This is the number of pupils that the school is obliged to take if applications are forthcoming.

## Part 4 Local Authority Directory of private & voluntary providers of Free Nursery Entitlement for 3 and 4 year olds

Early Years Setting and Address	Telephone Number	Status	Age range of children
Cheeky Monkees Day Nursery 107 Redcar Road, Marske TS11 6HU	01642 775587	Private day nursery	0 - 5 yrs
Dots'N'Spots Day Nursery Station Lane, Skelton TS12 2LR	01287 654930	Private day nursery	0 - 5 yrs
Guisborough Day Nursery 66A Hutton Lane, Guisborough TS14 6QP	01287 635111	Private day nursery	0 - 5 yrs
Guisborough Montessori Pre-School Sunnyfield House, 36 Westgate, Guisborough TS14 6BA	07866799747	Private day nursery	2 - 5 yrs
Little Waves Daycare, Green Gates Children's Centre, Keilder Close, Redcar TS10 4HS	01642 490014	Private day nursery	0 - 5 yrs
Nunthorpe Early Years Centre The Crescent, Nunthorpe, TS7 0JP	01642 322580	Private day nursery	3 - 5 yrs
Redcar Sunnny Days Playgroup Cotswold Drive, Redcar TS10 4AB	01642 484404	Private day nursery	2 - 5 yrs
Rosedene Nursery Ormesby Daisy Lane Ormesby TS7 9LF	01642 300629	Private day nursery	0 - 5 yrs
Rosedene Nursery Saltburn Marske Mill Lane, Saltburn. TS12 1HU	01287 626180	Private day nursery	0 - 5 yrs
Sunshine Day Nursery 4 Clifford Street, Redcar TS10 1RW	01642 486803	Private day nursery	0 - 5 yrs
The Priory Day Nursery 18 Grange Close, Grangetown, TS6 7LD	01642 453779	Private day nursery	0 - 5 yrs
Tiny Turners Day Nursery Wilton Castle, Wilton Village Redcar TS10 4QY	01642 463647	Private day nursery	0 - 5 yrs
Top Tots Daycare Poplar Grove, South Bank TS6 6FU	01642 456277	Private day nursery	0 - 5 yrs
Little Legs Day Nursery 70 Thames Road, Redcar TS10 1PP	01642 485455 or 01642 290200	Private day nursery	0 - 5 yrs
Tiger Tots Community Day Care Grange Farm Road Grangetown	07845188817	Private day nursery	0 - 5 yrs

Early Years Setting and Address	Telephone Number	Status	Age range of children
Cloud 9 Childcare Nornamby Road, South Bank	01642 455899	Private day nursery	0 - 5 yrs
Puzzles Day Care, Belmont Primary School, Lauderdale Drive, Guisborough, TS14 7BS	01287 200261	Private day nursery	0 - 5 yrs
Redlands Day Nursery, 4 Kirkleatham Street Redcar, Cleveland, TS10 1RE	01642 485662	Private day nursery	0 - 5 yrs
Bow St Nursery, 24 Bow Street Guisborough, Cleveland, TS14 6BP	01287 205303	Private day nursery	2 - 5 yrs
Nanny Bears Daycare, Marston Road Brotton, Saltburn-by-the-Sea, TS12 2XR	01287 679899	Private day nursery	0 - 5 yrs
Tees Valley Women's Centre Napier Street, South Bank	01642 296166	Private day nursery	0 - 5 yrs

## Useful Telephone Numbers

Useful Names, Contact Numbers and Email addresses

### School Admissions Team

Redcar & Cleveland House, 01642 837740  
Cooper Centre, Kirkleatham St, Redcar 01642 837730  
email: [schools\\_admissions@redcar-cleveland.gov.uk](mailto:schools_admissions@redcar-cleveland.gov.uk)

### Choice Advisor

Christine Morris 01642 444193  
email: [christine\\_morris@redcar-cleveland.gov.uk](mailto:christine_morris@redcar-cleveland.gov.uk)

### Free School Meals

01642 774774  
email: [educationalbenefits@redcar-cleveland.gov.uk](mailto:educationalbenefits@redcar-cleveland.gov.uk)

### School Transport

01642 776926  
email: [intergrated\\_transport\\_unit@redcar-cleveland.gov.uk](mailto:intergrated_transport_unit@redcar-cleveland.gov.uk)

### Special Educational Needs

01642 304561/  
01642 304562  
email: [sen@redcar-cleveland.gov.uk](mailto:sen@redcar-cleveland.gov.uk)

### Education Welfare Service

01642 771613

### Advisory Centre for Education (ACE)

0808 800 5793  
(A national organisation which gives independent advice on admissions)

### Local Government Ombudsman

01904 380200