

MIDDLESBROUGH LOCAL AUTHORITY SCHOOL ADMISSIONS POLICY

PRIMARY AND SECONDARY SCHOOLS 2015/16

This admission policy applies to all community schools in Middlesbrough (as listed in Appendix 1).

Schools that are their own admission authority such as Roman Catholic schools, Academies and Foundation schools are responsible for their own admission policies

Admission Numbers

School admission numbers are set with regard to the physical capacity of each school. See Appendix 1

The admission number will apply to the relevant intake year only. (Reception year for primary schools and Y7 for secondary schools). The admission number will remain the same for the relevant year group throughout the progression of the year group through the school.

Proposed Application Procedures and Timetables

It is proposed that the timetable, for both Primary and Secondary Admissions Schemes for 2015/16 is similar to previous years and takes into account the statutory dates in the School Admissions Code.

A summary for each scheme is provided below.

Primary Schools

Middlesbrough has a single admission date, with all reception pupils admitted in September 2015.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age (Age 5). Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

The application procedures for admission to reception classes are in accordance with the Co-ordinated Admission Scheme for Primary Schools and are similar to those for Secondary Schools, but with a different timetable for the process. It should be noted that all children requiring a reception place at a school must apply for a place even if the child attends the school's nursery.

Parents/carers will be provided with their application forms in November 2014, with the national closing date 15 January 2015. Parents must complete an application and can express up to three

preferences for primary schools, including academies, voluntary aided schools and schools maintained by other Local Authorities.

The exchange of information with other local authorities will be completed by 28 March 2015.

All preferences are considered equally and parents will be informed of their allocated schools on 16 April 2015.

Parents/carers will be able to make on-line applications for admissions for the 2015/16 school year via the Middlesbrough Council web site, www.middlesbrough.gov.uk.

The timetable for primary school admission arrangements is as follows;

November 2014	Advertisement in local press inviting parents/carers to apply for primary places within the area for September 2015.
17 November 2014	Letter to parents/carers with Common Application Form.
15 January 2015	Closing date for parents/carers to return form or make on-line application.
31 January 2015	List of applicants sent to other admission authorities (i.e. academies, VA schools and other LAs) received by Middlesbrough LA, as the home authority.
6 March 2015	VA Schools, and Academies inform LA of their allocations, as well as list of pupils who have been refused places, with reasons.
March 2015	Exchange of information with other local authorities.
March – April 2015	Local Authority considers preferences and allocated places.
16 April 2015	Letters posted (2 nd class) to parents/carers confirming outcome of application. (Emails sent to on-line applicants)
June/July 2015	Appeals as required.

Secondary Schools

Early in September 2014, parents/carers of Year 6 pupils will be provided with an application form, upon which to express up to three preferences for secondary schools, including academies, voluntary aided schools and schools maintained by other Local Authorities.

Parents/carers will be requested to return their applications by a closing date of 31 October 2014. Every effort will be made by the Local Authority to ensure that applications are received by the closing date.

All applications will be processed in accordance with Middlesbrough's Co-ordinated Admission Scheme for Secondary Schools and all preferences are considered equally. Parents/carers will be informed of their child's allocated school place on 2nd March 2015.

Parents/carers will be able to make on-line applications for admissions for the 2015/16 school year via the Middlesbrough Council website www.middlesbrough.gov.uk.

The timetable for secondary school admission arrangements is as follows:

8 September 2014	Letter to parents/carers advert in local press
31 October 2014	Closing date for return of parental preference forms and on-line applications.
14 November 2014	List of applicants sent to other admission authorities (i.e. academies, VA schools and other LAs) received by Middlesbrough LA, as the home authority.
12 January 2015	VA Schools, other LAs and Academies inform LA of their allocations, as well as list of pupils who have been refused places, with reasons.
January /February 2015	LA allocate places to own schools, informing other LAs of offers to be made to their residents
2 March 2015	Letters posted (2 nd class) to parents/carers confirming outcome of application. (Emails sent to on-line applicants)
April/May/June 2015	Appeal hearings for all schools held as required.

Over-Subscription Criteria

Where more parents/carers have expressed a preference for a particular school than the admission number, the Local Authority must apply its over-subscription criteria in deciding which parents/carers preferences can be met. After the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan where a particular school is named in the Statement or Plan, the over-subscription criteria for primary and secondary schools will be applied as follows;

Primary and Secondary School Admissions

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

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

N.B. For primary schools attendance at a school nursery does not guarantee a place in the reception class of that school.

Late Applications

Whilst every effort will be made to ensure parental applications are received by the published closing date, applications received after the closing date for oversubscribed schools will only be considered if there is evidence of a good reason for the lateness. Examples of good reasons may include when a single parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available in the preferred school. If the preferred school, including the admission zone school, is full, a place will be offered at the school closest to the home address with places available.

Any parent (except under very limited circumstances) whose child has been refused a school place, for which they have applied, will be offered the right to appeal against the Authority's decision.

Allocation of Places, which become available before Appeal Hearings

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

Waiting Lists

Waiting lists will be maintained for those unsuccessful at gaining a place at their preferred school for admission to Reception Year (primary) and Year 7 (secondary). The waiting lists will be maintained until the end of the Autumn Term, 2015, after which time they will close.

Choice Adviser

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

