



# Primary and Secondary Education in Middlesbrough

**A Guide for Parents 2010 - 2011**





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## MIDDLESBROUGH COUNCIL

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

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

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

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

If you require more details or clarification about admission arrangements, admission zones or education in general, please write to the Children, Families and Learning Department, Middlesbrough Council, P.O.Box 69, Vancouver House, Middlesbrough, TS1 1EL.

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

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# PART ONE - ADMISSIONS ARRANGEMENTS

## 1. TYPES OF SCHOOL

Primary schools in Middlesbrough admit children between the ages of 4 and 11. They normally enter school via one of the nursery classes attached to schools. All our schools are age 4-11 primary schools.

All secondary schools maintained by Middlesbrough LA are 11-16 comprehensive schools. Macmillan Academy (11-18), The King's Academy (11-18), Trinity Catholic College (11-16) and Unity City Academy (11-16) are also located in Middlesbrough.

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

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

## 2. NURSERY EDUCATION

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

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

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

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 admitted first. Where nurseries are under capacity, children may be admitted the day after their third birthday.

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

### 3. SCHOOL ADMISSIONS GENERAL INFORMATION

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

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

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

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

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

The preference forms must be completed and returned before the specified closing dates. There are spaces for up to three schools to be specified on the forms, you are strongly advised to enter three different schools, in order to give your child the best chance at being allocated a school of your choice.

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

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

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

## How are the school places allocated?

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

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

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

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

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

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

## Appeals Procedure

In the event of parents not being satisfied with the response to their preferences, there is an opportunity to make an appeal to an Independent Appeals Panel which is empowered to make a final decision on the matter. Parents have the opportunity to put their own case to the Appeals Panel, if they so wish.

Full details of how to make an appeal will be sent to you, should the Local Authority be unable to meet your preference for a particular school. Parents can only appeal once in any academic year unless there has been a change in circumstances relevant to the application.

The appeal panel's decision is final and binding on the schools, parents and Local Authority. If a parent is not satisfied with the appeal panels decision, the only recourse is to the Local Government Ombudsman and would need to prove mal-administration.

In 2009 appeals for admissions to reception class were held in respect of the following primary schools: Abingdon, Breckon Hill, Caldicotes, Chandlers Ridge, Green Lane, Pallister Park, Thorntree, St Alphonsus, St Clare's, St Joseph's and Sacred Heart

In 2009 appeals for admissions to Y7 classes were held at the following secondary schools in Middlesbrough: Acklam Grange, Ormesby, The King's Academy, Macmillan Academy and Trinity Catholic College.

### Which school admission zone do I live in?

All schools have their own admissions zone serving their local area. Community schools and Catholic schools have separate admission zones. To find out which admissions zones serve your home address, please telephone the Admissions Section 01642 728094.

Macmillan Academy has a separate admission zone, details of which are available from the Academy or from the Academy's prospectus

Pupils living in the admission zone of a school are not guaranteed a place at that school.

### Late Applications

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

### Waiting Lists

Waiting lists will be maintained for those unsuccessful at gaining a place at their preferred school for admission to Reception Year and Year 7. The waiting lists will be maintained until the last day of the autumn term, after which time they will close. If places become available, they will be allocated according to the over-subscription criteria. If appeals are pending, places will still be allocated before appeals are heard.

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

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

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

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

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

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

School Performance Tables can be obtained from the Department for Children, Schools and Families by telephoning 0800 242322. Alternatively they should be available in your local library. They are also available on the Internet at [www.dcsf.gov.uk/performance tables](http://www.dcsf.gov.uk/performance%20tables). Performance Tables should only be used as part of the overall decision about the school you feel is most appropriate for your child.

### Choice Adviser

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

### On-Line School Admission Applications

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

The advantages of applying on-line are:

- If you apply on-line you will not have to fill in and post a paper application.
- You will be able to print your on-line preference form for your records.
- You can change the details of your preferences if you wish (provided it is before the closing date).
- If you are able to give an e-mail address, details of your preferences will be e-mailed to you for your records. (An e-mail address is not essential to apply on-line)

- You will be able to log-on to the admissions system on the notification date to find out which school your child has been allocated. (You must keep the details of your log-on id and password to do this)

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

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

## 4. PRIMARY SCHOOL ADMISSIONS

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

This section deals with the arrangements for admitting children into full time education at maintained primary schools in Middlesbrough during the 2010/11 academic year.

The children concerned are those born on or between 1 September 2005 and 31 August 2006. The first full-time class into which children start is called the reception class. Children start in reception in the academic year in which they turn five years of age\*.

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

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

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

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

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

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

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

You **must** complete and return the preference form and return it by the closing date, (see timetable). Applications can also be made on-line, further details are given in the section on School Admissions General Information. **All children requiring a reception place at a school must apply for a place – even if your child attends the school's nursery.**

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

### Primary Admissions Over-subscription Criteria

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

Listed below is the over-subscription criteria for Middlesbrough community schools. The over-subscription criteria for Middlesbrough's Roman Catholic primary schools are listed in Appendix A.

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

- (i) 'children looked after' in public care for whom the school has been expressed as a preference.
- (ii) pupils permanently resident in the admission zone who express a preference for that school (proof of address may be required).
- (iii) pupils who will have a brother/or step brother and /or sister and/or step sisters living at the same address attending the school in the following September.

- (iv) pupils with social and/or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors.
- (v) pupils who attend the nursery of the school they wish to attend in reception.
- (vi) pupils who reside closest to a particular school, "as the crow flies". The measure will be taken from the front door of the pupils home to the main entrance of the school.

When distinguishing between people within the same criteria the person with the highest second criteria will be admitted i.e. a pupil living within the admission zone who had a brother or sister attending the school in September 2010 will have a higher criteria than a pupil living within the zone who does not have a brother or sister attending that school.

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

**The Authority will consider action should false information be submitted in order to secure a place at a particular school.**

#### **Breakdown of Primary School Allocations for September 2009 Intake**

The following table shows how community school places were allocated in the academic year 2009/10. Information on the breakdown of allocations for over-subscribed Catholic Primary Schools are given with their admissions criteria in Appendix A

School	Number admitted under over-subscription criteria							Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated Sept 2009	School Admission Limit 2009/10
	SEN*	i	ii	iii	iv	v	vi					
Abingdon	0	0	46	7	0	8	0	1	1	73	61	60
Acklam Whin	0	0	27	8	0	12	4	N/A	N/A	95	51	60
Archibald	0	2	22	7	0	7	4	N/A	N/A	79	42	52
Ayresome	1	0	46	4	0	13	12	N/A	N/A	120	13	90
Beechwood	0	0	29	2	0	1	5	N/A	N/A	56	37	60
Berwick Hills	0	1	36	4	0	4	3	N/A	N/A	97	48	60
Brambles	0	0	24	3	0	5	4	N/A	N/A	82	36	38
Breckon Hill	0	0	28	10	0	15	2	1	1	106	55	54
Caldicotes	0	0	20	6	0	5	0	3	1	55	31	30
Captain Cook	0	1	30	9	0	10	7	N/A	N/A	107	57	60
Chandlers Ridge	0	0	23	17	0	8	0	3	3	114	48	45
Easterside	0	0	29	2	0	3	0	N/A	N/A	44	34	40
Green Lane	0	0	45	19	0	16	0	1	0	184	80	80
Hemlington Hall	0	0	35	1	0	3	1	N/A	N/A	67	40	50
Kader	0	0	19	11	0	9	4	N/A	N/A	109	43	55
Lingfield	0	0	13	11	0	5	1	N/A	N/A	93	30	30
Linthorpe	0	0	40	4	0	14	16	N/A	N/A	148	74	75
Marion Grove	0	0	20	7	0	1	5	N/A	N/A	43	33	60
Marion Manor	1	0	17	5	0	4	1	N/A	N/A	49	28	30
Newham Bridge	0	0	5	10	0	18	3	N/A	N/A	58	36	40
Newport	0	1	12	7	0	12	3	N/A	N/A	58	35	38
North Ormesby	0	0	11	1	0	5	3	N/A	N/A	36	20	40
Pallister Park	0	0	39	11	0	10	0	3	0	112	60	60
Park End	0	0	44	4	0	4	3	N/A	N/A	93	55	60
Pennyman	3	0	22	8	0	13	5	N/A	N/A	74	51	54
Rose Wood	0	0	31	5	0	8	1	N/A	N/A	71	45	50
Sunnyside	0	0	26	1	0	6	1	N/A	N/A	54	34	45
The Avenue	0	0	14	4	0	6	6	N/A	N/A	62	30	40
Thorntree	0	0	37	5	0	9	1	2	1	77	52	52
Viewley Hill	0	0	21	7	0	7	0	N/A	N/A	58	35	45
Whinney Banks	0	0	34	6	0	10	2	N/A	N/A	75	52	60

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

## Timetable for Primary School Admissions

**Dec 2009** Advertisement in Press inviting parents to apply for primary places within the area for September 2010.

**11 Jan 2010** Letters to parents with common application form.

**26 Feb 2010** Closing date for parents to return form or make on-line applications.

**26 April 2010** Letter to parents confirming outcome of application

**June 2010** Appeals as required

## Primary School Details

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
Abingdon Primary, Abingdon Road, Middlesbrough, TS1 3JR abingdon@middlesbrough.gov.uk www.abingdon.mgrid.org.uk	210567	Community	4+ to 11	417	60	61
Acklam Whin Primary Carlbury Avenue, Middlesbrough, TS5 8SQ acklamwhin@middlesbrough.gov.uk www.acklamwhin.mgrid.org.uk	813938	Community	4+ to 11	359	60	51
Archibald Primary Ayresome Green Lane, Middlesbrough, TS5 4DY archibald@middlesbrough.gov.uk www.archibald.mgrid.org.uk	804101	Community	4+ to 11	292	45	42
Ayresome Primary Parliament Road Middlesbrough, TS1 4NT ayresomeprimary@middlesbrough.gov.uk www.ayresome.mgrid.org.uk	244961	Community	4+ to 11	480	90	77
Beechwood Primary Beechwood Avenue, Middlesbrough, TS4 3AP beechwoodprimary@middlesbrough.gov.uk www.beechwood.mgrid.org.uk	818577	Community	4+ to 11	224	60	37
Berwick Hills Primary Westerdale Road, Middlesbrough, TS3 7QH berwickhillschool@middlesbrough.gov.uk	245598	Community	4+ to 11	324	45	48

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
Brambles Primary Kedward Avenue Middlesbrough, TS3 9DB brambles@middlesbrough.gov.uk www.brambles.mgrid.org.uk	210704	Community	4+ to 11	252	45	37
Breckon Hill Primary Breckon Hill Road Middlesbrough, TS4 2DS breckonhillprimary@middlesbrough.gov.uk www.breckonhill.mgrid.org.uk	243044	Community	4+ to 11	352	54	55
Caldicotes Primary Spencerfield Crescent, Thorntree, Middlesbrough, TS3 9HD caldicotes@middlesbrough.gov.uk www.caldicotes.mgrid.org.uk	243040	Community	4+ to 11	194	30	31
Captain Cook Primary Stokesley Road, Marton, Middlesbrough, TS7 8DU captaincookprimary@middlesbrough.gov.uk www.captaincook.mgrid.org.uk	315254	Community	4+ to 11	331	60	57
Chandlers Ridge Primary Chandlers Ridge, Nunthorpe, Middlesbrough, TS7 0JL chandlersridge@middlesbrough.gov.uk www.chandlersridge.mgrid.org.uk	312741	Community	4+ to 11	352	45	48
Corpus Christi R.C.-Aided Primary Cargo Fleet Lane, Middlesbrough, TS3 8NL corpuschristi@middlesbrough.gov.uk www.corpuschristi.mgrid.org.uk	211597	Aided	4+ to 11	194	40	38

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
Easterside Primary Erith Grove, Easterside, Middlesbrough, TS4 3RG eastersideprimary@middlesbrough.gov.uk www.easterside.mgrid.org.uk	273006	Community	4+ to 11	214	40	34
Green Lane Primary Green Lane Middlesbrough, TS5 7RU greenlaneprimary@middlesbrough.gov.uk www.greenlane.mgrid.org.uk	277407	Community	4+ to 11	541	80	80
Hemlington Hall Primary Briscoe Way, Hemlington, Middlesbrough, TS8 9DA hemlingtonhallschool@middlesbrough.gov.uk www.hemlingtonhall.mgrid.org.uk	591171	Community	4+ to 11	260	50	39
Kader Primary Standrop Drive, Acklam, Middlesbrough, TS5 8NU kader@middlesbrough.gov.uk www.kader.mgrid.org.uk	286599	Community	4+ to 11	334	60	43
Lingfield Primary Buxton Avenue, Marton, Middlesbrough, TS7 8LP lingfieldprimary@middlesbrough.gov.uk www.lingfield.mgrid.org.uk	319918	Community	4+ to 11	209	30	30
Linthorpe Primary Roman Road, Linthorpe, Middlesbrough, TS5 6EA linthorpeprimary@middlesbrough.gov.uk www.linthorpe.mgrid.org.uk	885222	Community	4+ to 11	513	75	74

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
Marton Grove Primary Lambton Road, Middlesbrough, TS4 2RF martongrove@middlesbrough.gov.uk www.martongrove.mgrid.org.uk	827808	Community	4+ to 11	232	50	33
Marton Manor Primary The Derby, Marton Manor Estate, Middlesbrough, TS7 8RH martonmanor@middlesbrough.gov.uk www.martonmanor.mgrid.org.uk	285004	Community	4+ to 11	174	30	28
Newham Bridge Primary Cayton Drive, Middlesbrough, TS5 7NJ newhambridge@middlesbrough.gov.uk www.newhambridge.mgrid.org.uk	816884	Community	4+ to 11	251	40	35
Newport Primary St Paul's Road, Middlesbrough, TS1 5NQ newportprimary@middlesbrough.gov.uk www.newport.mgrid.org.uk	861911	Community	4+ to 11	185	40	36
North Ormesby Primary James Street, North Ormesby, Middlesbrough, TS3 6LB northormesby@middlesbrough.gov.uk www.northormesby.mgrid.org.uk	247985	Community	4+ to 11	132	40	20
Pallister Park Primary Gribdale Road, Pallister Park, Middlesbrough, TS3 8PW pallisterpark@middlesbrough.gov.uk www.pallisterpark.mgrid.org.uk	242174	Community	4+ to 11	367	60	60

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
Park End Primary Overdale Road, Middlesbrough, TS3 0AA parkendprimary@middlesbrough.gov.uk www.parkend.mgrid.org.uk	314309	Community	4+ to 11	386	60	55
Pennyman Primary Fulbeck Road, Ormesby, Middlesbrough, TS3 0QS pennyman@middlesbrough.gov.uk www.pennyman.mgrid.org.uk	314750	Community	4+ to 11	327	54	50
Rose Wood Primary The Garth, Couby Newham, Middlesbrough, TS8 0UG rosewood@middlesbrough.gov.uk www.rosewood.mgrid.org.uk	595353	Community	4+ to 11	263	50	45
Sacred Heart R.C. Aided Primary Ayresome Street, Middlesbrough, TS1 4NP sacredheart@middlesbrough.gov.uk www.sacredheart.mgrid.org.uk	816083	Aided	4+ to 11	266	40	42
St. Alphonsus' R.C. Aided Primary Cadogan Street, North Ormesby, Middlesbrough, TS3 6PX stalphonus@middlesbrough.gov.uk	243400	Aided	4+ to 11	183	30	29
St. Augustine's R.C. Aided Primary Gunnegate Lane, Couby Newham, Middlesbrough, TS8 0TE staugustines@middlesbrough.gov.uk	599001	Aided	4+ to 11	184	30	31

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
St. Bernadette's R.C. Aided Primary Cookgate, Nunthorpe, Middlesbrough, TS7 0PZ stbernadettes@middlesbrough.gov.uk www.st.bernadettes.org.uk	310198	Aided	4+ to 11	186	30	27
St. Clare's R.C. Aided Primary Trimdon Avenue, Acklam, Middlesbrough, TS5 8RZ stclares@middlesbrough.gov.uk www.stclaresprimary.org.uk	815412	Aided	4+ to 11	229	34	37
St. Edward's R.C. Aided Primary Eastbourne Road Middlesbrough, TS5 6QS stedwards@middlesbrough.gov.uk www.stedwardslinthorpe.co.uk	819507	Aided	4+ to 11	334	50	50
St. Gerard's R.C. Aided Primary Avalon Court, Hemlington Middlesbrough, TS8 9HU stgerardsprimary@middlesbrough.gov.uk www.stgerardsrscschoolhemlington.ik.org	591820	Aided	4+ to 11	114	30	17
St. Joseph's R.C. Aided Primary Marton Road Middlesbrough, TS4 2NT stjosephsrc@middlesbrough.gov.uk www.stjosephsprimaryschool.ik.org	819252	Aided	4+ to 11	286	40	42
St. Pius X R.C. Aided Primary Amersham Road Middlesbrough, TS3 7HD stpiusx@middlesbrough.gov.uk www.stpius.ik.org	314453	Aided	4+ to 11	177	30	19

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
St. Thomas More R.C. Aided Primary Erith Grove, Easterside, Middlesbrough, TS4 3QH stthomasmore@middlesbrough.gov.uk www.st-thomasmore.mgrid.org.uk	317350	Aided	4+ to 11	110	25	14
Sunnyside Primary Manor Farm Way, Coulby Newham, Middlesbrough, TS8 0RJ sunnyside@middlesbrough.gov.uk www.sunnyside.mgrid.org.uk	596422	Community	4+ to 11	253	50	34
The Avenue Primary The Avenue, Nunthorpe, Middlesbrough, TS7 0AG avenueprimary@middlesbrough.gov.uk	318510	Community	4+ to 11	162	40	29
Thorn tree Primary The Greenway, Thorn tree, Middlesbrough, TS3 9NH thorn treeprimary@middlesbrough.gov.uk	242309	Community	4+ to 11	257	60	52
Viewley Hill Primary Andover Way, Hemlington, Middlesbrough, TS8 9HL viewleyhill@middlesbrough.gov.uk www.vhps.co.uk	591053	Community	4+ to 11	190	45	36
Whinney Banks Primary Fakenham Avenue, Middlesbrough, TS5 4QQ whinneyprimary@middlesbrough.gov.uk www.whinneybanksprimary.org.uk	817713	Community	4+ to 11	335	60	52

## 5. SECONDARY SCHOOL ADMISSIONS

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

This section deals with the arrangements for transferring pupils to maintained secondary schools in Middlesbrough in September, 2010. The children are those born on or between 1 September, 1998 and 31 August, 1999.

In addition to this booklet, each secondary school produces a prospectus, and parents will be sent a copy of the prospectus about the secondary school in whose admission zone they reside.

Hall Garth and Kings Manor Schools are closing at the end of July 2010 and will be replaced by a single school, on the same site, which will open in September 2010. The new school has not been named at the time of publishing this brochure.

Copies of other prospectuses may be obtained on request from the schools concerned and copies of all secondary school prospectuses will be available in local public libraries and at the Children, Families and Learning Department, Middlesbrough Council, PO Box 69, Vancouver House, Gurney Street, Middlesbrough, TS1 1EL.

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

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

Parents are invited to submit preferences for a place in their preferred secondary school in the September that your child is in Year 6. Application packs will be sent out from the Local Authority in which your home address is situated. Applications can be made on-line, further details are shown in the section School Admissions General Information.

You must complete and return the preference form by the closing date, (see timetable).

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

## Secondary Admissions Over-subscription Criteria

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

Listed below is the over-subscription criteria for Middlesbrough community schools namely Acklam Grange, Ormesby and the new school at Acklam Base. The over-subscription criteria for Macmillan Academy, The King's Academy, Trinity Catholic College, and Unity City Academy are listed in Appendix B.

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

- (i) 'children looked after' in public care for whom the school has been expressed as a preference.
- (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 / or step brother and / or sister and / or step sisters living at the same address attending the school in the following September.
- (iv) pupils with social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors.
- (v) pupils who reside closest to a particular school, "as the crow flies". The measure will be taken from the front door of the pupil's home to the main entrance of the school.

When distinguishing between people within the same criteria the person with the highest second criteria will be admitted i.e. a pupil living within the admission zone who had a brother or sister attending the school in September 2009 will have a higher criteria than a pupil living within the zone who does not have a brother or sister attending that school.

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

**The Authority will consider action should false information be submitted in order to secure a place at a particular school.**

## Breakdown of Secondary School Allocations for September 2009 Intake

The following table shows how community school places were allocated for the academic year 2009/10. Information on the breakdown of allocations for Macmillan Academy, The King's Academy, Unity City Academy and Trinity Catholic College is given with their admissions criteria in Appendix B

School	Number admitted under over-subscription criteria						Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated Sept 2009	School Admission Limit 2009/10
	SEN*	i	ii	iii	iv	v					
Acklam Grange	1	0	148	27	14	86	30	10	542	276	271
Hall Garth***	7	0	55	10	0	31	N/A	N/A	224	103	220
Kings Manor***	1	2	77	2	0	38	N/A	N/A	256	138	220
Ormesby	13	0	26	39	12	82	13	7	312	173	173

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

\*\*\* Hall Garth and Kings Manor Schools will be replaced by a single new school in September 2010  
Numbers correct at 31st July 2009

## Timetable for Secondary School Admissions

**11 September 09** Letter to parents

**23 October 09** Closing date for return of parental preference forms and online applications.

**1 March 2010** Offers made to all parents by their home LA..

**April/May 2010** Appeal hearings for community schools held as required.

## Secondary School Open Days

School	Date	Time
Acklam Grange	Mon Oct 5th 2009	6pm
Ormesby	Tues Sept 8th 2009	6pm
Hall Garth / Kings Manor new school***	Weds Sept 30th 2009	TBA
The King's Academy	Thurs 24th Sept 2009	6pm
Unity City Academy	Weds 23rd Sept 2009	4:30pm to 7:30pm
Trinity Catholic College	Thurs 1st Oct 2009	6pm
Macmillan Academy	Thurs 17th Sept 2009	4:30pm to 8pm

\*\*\* Hall Garth and Kings Manor schools will be replaced by a single new school in September 2010

Times and dates should be confirmed with individual schools

## Secondary School Details

School Address, e-mail and website	Tel No. (all code 01642)	Status	Age Range of Pupils	Number expected on School Roll (at Sept 2009) Excl. Nursery	Admission Limit for 2010/11	Number of Pupils to be admitted 2009/10
Acklam Grange School (Specialist in Maths and Computing) Lodore Grove, Middlesbrough. TS5 8PB <a href="http://www.acklamgrange.org.uk">www.acklamgrange.org.uk</a> <a href="mailto:acklamgrange@acklamgrange.org.uk">acklamgrange@acklamgrange.org.uk</a>	Tel. 277700	Community	11-16	1353	282	276
"Acklam Base" School Hall Drive, Middlesbrough Hall Garth and Kings Manor Schools are closing and will be replaced by a single school which will open September 2010 and has yet to be named.	Tel. 298100 or 813776	Community	11-16	1341- - joint figure for Hall Garth and Kings Manor	270	241 - joint figure for Hall Garth and Kings Manor
Macmillan Academy (Specialist in Science, Outdoor Learning and Vocational Education) PO Box 8, Stockton Road, Middlesbrough. TS5 4YU <a href="http://www.macmillan-academy.org.uk">www.macmillan-academy.org.uk</a> <a href="mailto:office@macmillan-academy.org.uk">office@macmillan-academy.org.uk</a>	Tel. 800800	Academy	11-18	Not known at time of publishing	220	222
Ormesby School (Specialist in Engineering) Stockwith Close, Middlesbrough. TS3 0RG <a href="http://www.ormesby.middlesbrough.sch.uk">www.ormesby.middlesbrough.sch.uk</a> <a href="mailto:ormesby@middlesbrough.gov.uk">ormesby@middlesbrough.gov.uk</a>	Tel. 452191	Community	11-16	835	165	173
The King's Academy Stainton Way, Coulby Newham, Middlesbrough. TS8 0GA <a href="http://www.the kingsacademy.org.uk">www.the kingsacademy.org.uk</a> <a href="mailto:enquiries@the kingsacademy.org.uk">enquiries@the kingsacademy.org.uk</a>	Tel. 577577	Academy	11-18	1004	200	208

<p>Trinity Catholic College                  St David's Way,                  Middlesbrough, TS5 7EY                  Website and e-mail not available at time of publishing.</p>	<p>Tel. 245598</p>	<p>Aided</p>	<p>11-16</p>	<p>1463</p>	<p>240</p>	<p>244</p>
<p>Unity City Academy                  Ormesby Road,                  Middlesbrough, TS3 8RF                  www.unityacademy.org.uk                  learning@unityacademy.org.uk</p>	<p>Tel. 326262</p>	<p>Academy</p>	<p>11-16</p>	<p>712</p>	<p>210</p>	<p>115</p>

## 6. TRANSFER ARRANGEMENTS BETWEEN SCHOOLS

### General Arrangements

This booklet primarily deals with the arrangements for pupils to be admitted into primary and secondary schools. There will be occasions, however, when other pupils wish to transfer between schools, for example, if a family moves into the area. In this event, the parent should contact the Children, Families and Learning Department 01642 728094.

From time to time, parents may wish for their child transfer to another school for other reasons. In the first instance, parents should consult the Head Teacher of the child's present school with a view to resolving any problems. If, after speaking to the Head Teacher, it is still the parent's preference for a change of school, the parent should contact The Children, Families and Learning Department (tel. 201834 or 201831) for advice regarding the submission of a written request for a change of school.

Where the transfer involves admission to a community school, the Local Authority will consider the request on its merits. Priority for admission when considering such requests will be given to pupils who meet the criteria set out earlier in this guide. Request for a transfers to Roman Catholic Schools and Academies, must be made through the Local Authority and will be relayed to the relevant school, the decision will be made by the school concerned.

In the event of parents not being satisfied with the response to their request for a transfer, it will be possible to make an appeal to an Independent Appeal Committee.

### Fair Access Protocols

#### Secondary Schools

There is an expectation that all schools recognise that they share a collective responsibility to ensure that vulnerable<sup>1</sup> children are admitted to a suitable school as quickly as possible.

Middlesbrough's Secondary Head Teachers and Principals have agreed a protocol to ensure that pupils from vulnerable groups are placed in secondary schools without undue delay in a way that ensures that no school is asked to take an excessive number of pupils who might otherwise be hard to place.

## Primary Schools

Primary School Head Teachers work very closely with the Local Authority to ensure that no pupils, including those from vulnerable<sup>1</sup> groups, are out of school for unreasonable lengths of time and the extremely low level of permanent exclusions means that no school has been expected to take an excessive number of potentially difficult pupils.

Primary School Head Teachers are currently working with the Local Authority to embed these effective procedures into a formal protocol.

**Note 1.** Vulnerable children as defined in the protocol are those children who are 'looked after' (in public care), children of refugees and asylum seekers, traveller children, pupils living in refuges or temporarily housed as a result of domestic violence, pupils who have been out of school for over one term at the time of referral, pupils who move to the area in Year 11 of their education, pupils who have been permanently excluded from their school.

## PART TWO GENERAL INFORMATION

### 1. The Partnership Between Schools and Parents

All Middlesbrough schools are staffed and equipped to provide education to meet the varying needs of their pupils. Details of the courses available are given in school prospectuses available from the school concerned. The schools are also concerned to help children's personal development as well as their progress in academic study.

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

Parents can also help by contacting the school when they think that something is wrong. Head Teachers and their senior staff are always willing to discuss problems and are glad of any help parents can give. The Head Teacher is the first person to contact on such matters.

Further advice, where necessary, can be obtained from the Executive Director, Children, Families and Learning.

### 2. School Transport

Pupils resident in Middlesbrough who attend the catchment area school for their address would normally receive free transport if the shortest walking distance from their home to school is two miles or more for primary aged pupils and three miles for secondary aged pupils.

Furthermore, pupils whose parents are in receipt of the maximum level of Working Tax Credit or whose children are eligible for free school meals may qualify for free transport to secondary school. To qualify the child must live over two miles from the secondary school and the school must be one of the three nearest appropriate schools to their home.

Pupils, from low-income families whose parents have expressed a wish based on their religion or belief, for their child to attend a particular secondary school may qualify for free transport. To qualify the child must live over two miles and less than 15 miles from the school and the school is the closest appropriate school.

The Local Authority does not normally give free transport to pupils admitted to faith schools out of parental preferences if their parent/guardian does not adhere to that faith. In those circumstances, the appropriate school would be the catchment area school for that address.

The Local Authority reserves the right to consult with the relevant bodies in arriving at decisions on individual cases.

A copy of the Home to School Transport Policy and the Councils Sustainable Travel Policy is available by contacting the Pupil Support Service, Middlesbrough Council, Middlesbrough Teaching and Learning Centre, Cargo Fleet Lane, Middlesbrough, TS3 8PE. Telephone 01642 201888. It can also be accessed at [www.mgrid.org.uk](http://www.mgrid.org.uk)

### 3. Special Education Provision

All schools have procedures in place to identify and assess pupils' special educational needs. They are able to make provision for most pupils from their own resources. In a small number of cases, additional support is required from the Local Authority.

Key aims are to identify pupils with special educational needs at the earliest possible opportunity, to work in consultation with parents and to educate children in mainstream schools, wherever possible.

For a small number of children, a place in a special school will be the best option. Such a decision will be made only after a thorough assessment of the child's needs during which the parents have an opportunity to express their views and preferences. Wherever possible, however, children's special needs will be met in mainstream schools.

Where parents have concerns about their child's special educational needs, they should, in the first instance, contact the Head Teacher of their child's school. General enquiries can be made to the Pupil Support Team of the Children, Families and Learning Department, Tel. 201833 or 201830. Alternatively, the Parent Partnership Service can provide information, advice and support for parents / carers who may be concerned about their child's needs. Tel 201872. A range of booklets is available on request.

### 4. School Uniform

Many schools encourage parents to provide their children with certain items of uniform (e.g. tie, jumper), and parents are advised to check the school's policies before admission. There is no financial assistance available to parents to meet the cost of school uniform at primary schools.

For secondary pupils, there is a scheme of assistance which is based on parents' financial circumstances, to help with the purchase of such items for pupils about to transfer to secondary school. A grant of £20 is available for the first four years at secondary school. Physical education clothing is expected to be provided by parents, although some items of kit might be available, on loan, from the school in cases of hardship.

Parents can obtain further information and application forms for assistance with the purchase of items of school uniform from Head Teachers or by post from Mouchel, PO Box 352, Student Support, Middlesbrough House, Corporation Road, Middlesbrough.

## 5. Provision of Meals, Milk and Other Refreshments

There is provision in each school for pupils to receive a mid-day meal. The cost is currently £1.90\* per day primary and £2.00\* per day secondary. Many secondary schools operate a cafeteria system where individual items can be purchased.

A free meal will be available to children whose parents are in receipt of Income Support, Income based Job Seekers Allowance or Child Tax Credit (but not entitled to Working Tax Credit and whose income does not exceed £16,040\*).

Enquiries on eligibility for free meals can be made by post to the Mouchel, PO Box 352, Student Support, Middlesbrough House, Corporation Road, Middlesbrough. Tel 726541, or in person at Middlesbrough House, Middlesbrough and application forms can also be obtained from schools.

Whilst the school meal is recommended as a healthy, nutritious and well balanced meal, facilities exist within each school for children who prefer to bring packed lunches. The Authority does not provide free milk.

\*Figures correct at time of printing, but may be subject to annual review

## 6. Insurance of Pupils

It should be noted that pupils are not automatically covered by any insurance for personal accident during school hours. The Authority however, does require pupils to be adequately covered by insurance for all visits abroad, and whilst not compulsory, advises that for visits within the UK, which involve a foreseeable degree of risk or an overnight stay, insurance arrangements should be made. Such arrangements are made by the Head Teacher at the appropriate time. Parents should note that if they wish their children to be covered by insurance for personal accident during school hours (including visits out of school during school hours and sporting activities), they need to make their own arrangements.

## 7. National Curriculum

All Middlesbrough's primary and secondary schools provide the National Curriculum as required by law, along with a range of other opportunities and experiences.

Further details are available in individual school prospectuses and from the Head Teachers concerned.

If parents have any concerns, they should be raised with the Head Teacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained from the Head Teacher or from the Children, Families and Learning Department, Middlesbrough Council, PO Box 69, Vancouver House, Gurney Street, Middlesbrough, TS1 1EL.

## 8. Public Examinations

A decision on whether a pupil should be entered for external examinations is made by the Head Teacher and is based on the combined professional judgement of the Subject Teacher, the Head of Department and the Head Teacher. This decision is reached over a period of time during which a pupil's ability and progress are assessed and monitored. Where it is decided that a pupil should be entered for a public examination, the school will decide which is the appropriate examination and level of entry. Any queries in this respect should be addressed directly to the Head Teacher.

## 9. Charging for School Activities

Pupils have the right to free school education for activities offered wholly, or mainly during 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.

## 10. Governing Bodies of Schools

Every school has its own governing body, which is responsible for the conduct and direction of the school and in partnership with the headteacher, is crucial in promoting high standards of educational achievement. The governing body comprises of a cross-section of the local community and can range from a minimum of 9 to a maximum of 20. Parents make up one third of the governing body and are elected by the parents. If you feel you have the personal interest, time and

commitment to become a governor please discuss this with your headteacher or contact the Governor Development Service, tel: 01642 728108.

## 11. School Leaving Date

The school leaving date, which marks the end of compulsory education, falls on the last Friday in June in the school year in which a child reaches 16.

## 12. Education Provision at age 16

Pupils can choose to stay in full-time education, if they so wish, and may move on to sixth form provision in a school, or a sixth form college or a college of further education.

More information regarding educational opportunities for pupils aged 16+ will be made widely available towards the end of their secondary school career

## 13. Middlesbrough Childrens, Families and Learning website

More information on the services offered by Middlesbrough Children, Families and Learning Department can be found on the Middlesbrough Grid for Learning web site at: [www.mgrid.org.uk](http://www.mgrid.org.uk)

## Appendix A

Below are the over-subscription criteria for Catholic Primary schools in Middlesbrough. Where the Catholic School was over-subscribed for September 2009 intake, a breakdown is shown of how applicants were accepted under the schools over-subscription criteria.

### Corpus Christi Catholic Primary School

The Governing Body of Corpus Christi Catholic Primary School is the Admissions Authority for this school.

The Admissions Policy Criteria will be applied on an Equal Preference basis. The Governing Body intends to admit up to 40 pupils to the Reception year group in September 2010. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

#### Over-subscription Criteria

- 1) Catholic Children who are 'Looked after' Children (Children in the care of the Local Authority).
- 2) Catholic Children whose home address is within the parish boundaries of Corpus Christi Parish.
- 3) Catholic Children whose home address is outside of the parish boundaries of Corpus Christi Parish, but who regularly worship in the Church of Corpus Christi Parish.
- 4) Catholic Children whose home address is outside of the parish boundaries of Corpus Christi Parish with a brother or sister already attending the school at the time of admission.
- 5) Catholic Children whose home address is outside of the parish boundaries of Corpus Christi Parish who do not have a brother or sister already attending the school at the time of admission.
- 6) Non-Catholic Children who are Looked after Children (Children in the care of the Local Authority).
- 7) Children of other Christian denominations who have a brother or sister already attending the school at the time of admission.
- 8) Children of other Faith traditions who have a brother or sister already attending the school at the time of admission.
- 9) Children of other Christian denominations who do not have a brother or sister at the school.
- 10) Children of other Faith traditions who do not have a brother or sister at the school.
- 11) Other children.

## Sacred Heart Catholic Primary School

Sacred Heart Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and it seeks at all times to be a witness to Jesus Christ.

The Governing Body of Sacred Heart Catholic Primary School is the Admissions Authority for this school and intends to admit 40 pupils to the Reception year group in September 2010. (The total school roll will not exceed 280 plus 52 place nursery.)

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

### Over-subscription Criteria

- 1) Catholic 'looked after' children in the care of the Local Authority.
- 2) Catholic children who are resident in the parish of Sacred Heart.
- 3) Catholic children whose home address is outside the boundaries of Sacred Heart Parish, but who regularly worship in Sacred Heart Church.
- 4) Catholic children whose home address is outside the boundaries of Sacred Heart Parish with a brother or sister already attending the school at the time of admission.
- 5) Catholic children whose home address is outside the boundaries of Sacred Heart Parish who do not have a brother or sister already attending the school at the time of admission.
- 6) Children of other faith traditions who have a brother or sister already attending the school at the time of admission.
- 7) Children of other faith traditions who do not have a brother or sister at the school.
- 8) Any other applicants.

### Additional Notes

Catholic children are children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. In the case of children from other countries we will strive to obtain as much information as possible.

If applicants are seeking admission under criteria 6 or 7 above, we will strive to ask for a letter of support from their minister or Faith leader, or suitable equivalent. For Christian applicants a baptismal certificate should be provided.

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

## Special Medical or Social Needs

Children who have a statement of special educational need which names our school will be admitted to the school.

We will consider individual applications involving medical or social needs. This kind of application must be supported in writing by relevant professional agencies i.e. a doctor or social worker. This supporting evidence should set out the particular reasons why the school is most suitable and the difficulties that would be caused if the child had to attend another school.

If your child has special educational needs but does not have a 'statement' of need then your application will be considered on the basis of the school's admission criterion.

If you believe your child's special needs are relevant to the reasons for applying to our school, for example on medical or social grounds, then you should tell us about this on your application form including why you want your child to attend our school and what difficulties it would cause should they not be accepted. In these circumstances you must also provide supporting evidence, in writing, from a professional, i.e. a doctor or a social worker.

In exceptional circumstances we will determine if it is appropriate to allocate your child a place.

## Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school when measured by the shortest walking route.

## Breakdown of School Allocations for September 2009 Intake

Number admitted under over-subscription criteria (as above)									Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
SEN*	1	2	3	4	5	6	7	8					
1	0	22	3	0	1	9	5	1	5	1	50	42	40

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

## 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.

### St Alphonsus Catholic Primary School

The Governing Body of St Alphonsus' Catholic Primary School is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an equal preference basis. The Governing Body intends to admit up to 30 pupils to the reception Class each September. This number will apply to the Reception year and every other year in Key Stage 1.

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

#### Over-subscription Criteria

- 1) Catholic Children who are 'looked after' Children (Children in the care of the Local Authority)
- 2) Catholic Children whose home address is within the parish boundaries of St Alphonsus Parish
- 3) Catholic Children whose home address is outside of the parish boundaries of St Alphonsus Parish, but who regularly worship in the Church of St Alphonsus
- 4) Catholic Children whose home address is outside of the parish boundaries of St Alphonsus Parish with a brother or sister already attending the school at the time of admission.
- 5) Catholic Children whose home address is outside of the parish boundaries of St Alphonsus Parish who do not have a brother or sister already attending the school at the time of admission.
- 6) Non-Catholic Children who are 'looked after' children (Children in the care of the Local Authority)
- 7) Children of Christian denominations who have a brother or sister already attending school at the time of admission.
- 8) Children of other faith traditions who have a brother or sister already attending school at the time of admission
- 9) Children of other Christian denominations who do not have a brother or sister at the school.
- 10) Children of other faith traditions who do not have a brother or sister at the school.
- 11) Other Children

### St Augustine's Catholic Primary School

St. Augustine's RC Primary School Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. It is desirable that all applicants declare their positive support for the aims and ethos of the school.

The governing body has sole responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year, which begins in September 2010.

### **Over subscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- 1) 'Looked After' children from Catholic families.
- 2) To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest
- 3) Baptised Catholic Children from practicing Catholic families who are resident in the parish of St Mary's Cathedral for whom St Augustine's is the nearest Catholic school.
- 4) Other baptised Catholic children who are resident in the parish of St Mary's Cathedral for whom St Augustine's is the nearest Catholic school.
- 5) Other baptised Catholic children.
- 6) Other baptised children with brothers and sisters already attending at the time of their admission
- 7) Other children with brother and sisters already attending at the time of their admissions
- 8) Other baptised children
- 9) Other 'looked after' children.
- 10) Any other applicants whose parents are in sympathy with the aims and ethos of the school.

Note: Catechumens, children whose parents are catechumens, those who are candidates for reception into the church and members of an Eastern Christian Church are to be given priority next after baptised Catholics 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 provisions will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can be most appropriately be met at this school.

### Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured in a straight line from the home to the school.

### Breakdown of School Allocations for September 2009 Intake

Number admitted under over-subscription criteria (as above)											Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
SEN*	1	2	3	4	5	6	7	8	9	10					
0	0	0	17	6	0	5	3	0	0	0	1	1	55	31	30

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

### Application Procedures and Timetable

The standard LA application form must also be completed and returned in accordance with the LA timetable as detailed in this booklet. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above. Names will normally be removed from the waiting list after a period of six months.

### 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 notes form part of the over subscription criteria)

'Looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'Practicing Catholic' means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis and where the application is supported by a Catholic priest. The governing body will expect this practice to be verified by a reference from a priest in the standard format laid down by the diocese.

'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

### St Bernadette's Catholic Primary School

St. Bernadette's Roman Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the reception class during the school year, which begins in September 2010

#### **Over-subscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- 1) 'Looked after' children.
- 2) Catholics who are resident in the parish of St. Bernadette's, Nunthorpe.
- 3) Catholics who are resident in the parish of St. Joseph's, Stokesley and including St. Margaret Clitherow, Great Ayton, for whom St. Bernadette's is the nearest Catholic school.
- 4) Other Catholic children.
- 5) Catechumens and members of an Eastern Christian Church.

- 6) Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
- 7) Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
- 8) Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately be met at this school.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school.

### **Application Procedures and Timetable**

Middlesbrough Local Authority will administer applications and liaise with the Governing Body. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and will be maintained until the last day 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 of 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 notes form part of the over subscription criteria)

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

Distances will be measured from the main entrance of the school in a straight line to the home address.

### St Clare's Catholic Primary School

The Governing Body of St Clare's Roman Catholic Primary School is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis. The Governing Body intends to admit up to 34 pupils to the Reception year group in September 2010. This number will apply to the Reception Year and to every other year in the school.

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

#### Over-subscription Criteria

- 1) Looked after Children (Children in the care of the Local Authority).
- 2) Catholic children who reside in the catchment area and whose families are verified to be actively involved in the life and worship of St Clare's, St Francis or another parish community and who have a sibling already on the roll at St Clare's RC School at the time of admission.
- 3) Catholic children who reside in the catchment area and whose families are verified to be actively involved in the life and worship of St Clare's, St Francis or another parish community.
- 4) Catholic children who have a sibling on the roll of St Clare's RC School at the time of admission and live in the catchment area.
- 5) Catholic children who reside inside the catchment area.
- 6) Catholic children who reside outside the catchment area, with a sibling on the roll at the time of admission at St Clare's RC School, and whose families are verified to be actively involved in a parish community.
- 7) Catholic children who reside outside the catchment area with a sibling on the roll at the time of admission at St Clare's RC School.
- 8) Catholic children who reside outside the catchment area.

- 9) Children of other Christian denominations who have a sibling already attending the school at the time of admission.
- 10) Children of other Faith traditions who have a sibling already attending the school at the time of admission.
- 11) Children of other Christian denominations who do not have a sibling at the school.
- 12) Children of other Faith traditions who do not have a sibling at the school.
- 13) Other children.

### **Additional Notes**

Catholic Children are Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under these criteria will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

Verification of involvement in the life and worship of a parish community is to be supported by a reference from a priest in the standard format laid down by the diocese.

If applicants are seeking admission under any of criteria 9, 10, 11, or 12 above, they will be asked for a letter of support from their minister or Faith leader, or suitable equivalent. For Christian applicants a baptismal certificate should be provided.

Parent/Family Member - parent is any person who has parental responsibility for or who is the legal guardian of the child.

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

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

We will consider individual applications involving medical or social needs. This kind of application must be supported in writing by relevant professional agencies i.e. a doctor or social worker. This supporting evidence should set out the particular reasons why the school is most suitable and the difficulties that would be caused if the child had to attend another school.

Sibling - Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/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.

Where there are places available for some, but not all applicants within a particular criterion, 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.

### Breakdown of School Allocations for September 2009 Intake

Number admitted under over-subscription criteria (as above)														Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
SEN*	1	2	3	4	5	6	7	8	9	10	11	12	13					
0	0	14	15	4	3	1	0	0	0	0	0	0	0	3	3	74	37	34

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

### 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.

### Additional/supplementary forms

All parents who list their preferred schools on the Local Authority's Common Application form are regarded as having made valid applications. An additional form will need to be completed for applications considered under faith criteria for admission to St Clare's RC Primary School. This will be in the format of a reference from your parish priest. A baptismal certificate for your child is also required.

### 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 list will be maintained until the last day 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. Places will then be allocated by strict application of the above criteria.

### St Edwards Catholic Primary School

The Governing Body of St Edward's Catholic Primary School is the Admissions Authority for this school.

The Admissions Policy Criteria will be applied on an Equal Preference basis. The Governing Body intends to admit up to 50 pupils to the Reception year group in September 2010. This number will apply to the Reception Year and to every other year in the school.

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

#### Over-subscription Criteria

- 1) Catholic Children who are Looked after Children (Children in the care of the Local Authority).
- 2) Catholic Children whose home address is within the parish boundaries of Holy Name of Mary Parish community.
- 3) Catholic Children whose home address is outside of the parish boundaries of Holy Name of Mary Parish community, but who regularly worship in the Church of Holy Name of Mary Parish.
- 4) Catholic Children whose home address is outside of the parish boundaries of the Holy Name of Mary Parish with a brother or sister already attending the school at the time of admission.
- 5) Catholic Children whose home address is outside of the parish boundaries of Holy Name of Mary Parish, who do not have a brother or sister already attending the school at the time of admission.
- 6) Non-Catholic Children who are Looked after Children (Children in the care of the Local Authority).
- 7) Children of other Christian denominations who have a brother or sister already attending the school at the time of admission.
- 8) Children of other Faith traditions who have a brother or sister already attending the school at the time of admission.
- 9) Children of other Christian denominations who do not have a brother or sister at the school.
- 10) Children of other Faith traditions who do not have a brother or sister at the school.
- 11) Other children.

### St Gerard's Catholic Primary School

St. Gerard's Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year, which begins in September 2010

### **Over subscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- 1) 'Looked after' children
- 2) Catholics who are resident in the parish of St. Mary's Cathedral
- 3) Catholics who are resident in the parish(es) of [name(s)] for whom St Gerards is the nearest Catholic school.
- 4) Other Catholic children.
- 5) Other 'looked after' children.
- 6) Catechumens and members of an Eastern Christian Church.
- 7) Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
- 8) Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
- 9) Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied.

The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category. The school will follow LA definition of sibling.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately be met at this school.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distances will be measured in a straight line from the home to the school.

### **Application Procedures and Timetable**

A standard LEA application form must be completed and returned to the Local authority in accordance with their standard timetable. Unsuccessful applicants will

be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and will be maintained until the last day of the autumn term in the school year your child starts reception.

### **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 of 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 notes form part of the over subscription criteria)

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

## **St Josephs Catholic Primary School**

The Governing Body of St Joseph's Catholic Primary School is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis. The Governing Body intends to admit up to 40 pupils to the Reception year group in September 2010.

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

### Over-subscription Criteria

- 1) 'looked after' children from Catholic families
- 2) other 'looked after' children
- 3) Catholics who are resident in the neighbouring parishes
- 4) Catholics who are resident in the neighbouring parishes for whom St Joseph's RC Primary School is the nearest Catholic school
- 5) Other Catholic children
- 6) Catechumens and members of an Eastern Christian Church
- 7) Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion
- 8) Children of other Faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader
- 9) Any other applicants

### Breakdown of School Allocations for September 2009 Intake

Number admitted under over-subscription criteria (as above)										Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
SEN*	1	2	3	4	5	6	7	8	9					
0	0	0	26	0	10	0	2	3	1	7	4	103	42	40

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

### St Pius X Catholic Primary School

This Admissions policy has been formally adopted by the Governing Body of St Pius X R.C. Primary School. The Planned Admission Number for St. Pius X R.C. Primary is 30 pupils. 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 St Pius school should also complete the supplementary information form available from the school. All forms must be returned by the closing date set by the Local Authority.

### Over-subscription Criteria

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

- 1) Children who have a statement of Special Educational Needs, which names our school will be admitted to the school.
- 2) Looked After children from Catholic families.
- 3) Other Looked After children.
- 4) Baptised Catholics who are resident in St. Pius X parish.

- 5) Baptised Catholics who are resident in the parish of the nearest Catholic school.
- 6) Other Baptised Catholic children.
- 7) Other Baptised Catholic children with brother/step-brother or/and sister/step-sister or sibling living at the same address already attending the school.
- 8) Other children with brother/step-brother or/and sister/step-sister or sibling living at the same address already attending the school.
- 9) Other Christian children whose parents wish them to benefit from the religious nature of the school.
- 10) Other applicants who express a wish to attend the school.

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

If applicants are seeking admission under criteria 6 & 7 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

### **Additional Notes**

**Definition of Catholic** - Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 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.

**Definition of Children in the care of a Local Authority** - A child, who is in the public care of a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and who the Local Authority can confirm, will still be in public care at time of admission to the school.

**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.

### **Churches Together in England**

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union, British Antiochian Orthodox Church, Cherubim and Seraphim Council of Churches, The Church of England, Church of God Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox, Council of African and Caribbean Churches, Council of Oriental Orthodox Churches, Ichthus Christian Fellowship, Independent Methodist Churches, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, The Methodist Church, United Reform Church, Wesleyan Holiness Church

### **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, 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, the Local Authority will make every effort 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.

### **Waiting List**

If your child has not been awarded a place, they will be placed on a waiting list. If a place becomes available priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be maintained 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. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.

## **St Thomas More Catholic Primary School**

St. Thomas More Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

The governing body has sole responsibility for admissions to this school and intends to admit pupils up to 25 pupils to the reception class in the school, which begins each September.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. It is desirable that all applicants declare their positive support for the aims and ethos of the school.

### Over subscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

- 1) 'Looked After' children (Children in the care of the Local Authority)
- 2) Baptised Catholic children whose home address is within the parish boundaries of one of the partner parishes of St. Thomas More and the Holy Name of Mary.
- 3) Other baptised Catholic children whose home address is outside of the parish boundaries.
- 4) Catechumens and members of an Eastern Christian Church
- 5) Christians of other denominations whose parents are in sympathy with the aims and ethos of the school.
- 6) Children of other faiths whose parents are in sympathy with the aims and ethos of the school.
- 7) Any other applicants

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can be most appropriately be met at this school.

### Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distances will be measured from the main entrance of the school in a straight line to the home address.

### Application Procedures and Timetable

Applications must be on the standard Local Authority formed in accordance with the Local Authority timetable as detailed in this booklet. Unsuccessful applicants will be given reasons to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and not in the order in which applications are received or added to the list. The list will be maintained until 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:**

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'practicing Catholic' means Catholic children from practicing Catholic families who habitually worship at Mass on a regular basis and where the application is supported by a Catholic priest. The governing body will expect this practice to be verified by a reference from a priest in the standard format laid down by the diocese.

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

## Appendix B

Below are the over-subscription criteria for Academies and Catholic Secondary schools in Middlesbrough

### Macmillan Academy

#### Admission Arrangements Approved by the Secretary of State

The admission arrangements for the Macmillan Academy for the year 2010/11 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) The Macmillan Academy has an agreed admission number of 220 students. The Macmillan Academy will accordingly admit at least 220 students in the relevant age group each year if sufficient applications are received;
- b) The Macmillan Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Macmillan Academy will follow a consultation process. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

#### Process of application

The Macmillan Academy will participate in the Local Authority's coordinated admissions scheme and will adhere to their timetable for admissions. Applicants should apply for a place at Macmillan Academy by completing the Local Authority preference form which will be issued to parents in September. Also included in the Academy's prospectus is an 'indication of application' form which all students are required to complete and return to the Academy by the end of October. Forms will be available at the Academy and will also be available on the open evenings.

#### Consideration of applications

The Macmillan Academy will consider all applications for places. Where fewer than 220 applications are received, the Macmillan Academy will offer places to all those who have applied.

#### Procedures where the Macmillan Academy is oversubscribed

Students applying will be assessed using a non-verbal reasoning test and will be placed into equal ability bands and in direct proportion to the range of applicants.

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with Statements of Special Educational Needs where the Macmillan Academy is named on the statement, the criteria will be applied in the order in which they are set out below.

a) Children in public care.

b) The Macmillan Academy will admit up to (10% of 220) students by reference to aptitude in Sport. Arrangements for selecting those students will be fair and transparent building upon expertise gained in applying such tests in other establishments with specialisms. It will be on the basis of aptitude and not ability.

c) Those applicants who on the date of admission will have a sibling i.e. a natural brother or sister, or a half brother or sister, or a legally adopted half brother or sister or any relative that has proof of receiving child benefit who will be living with them at the same address at the date of their entry to the Academy.

d) Admission of applicants for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical need substantiated on medical advice and acceptable to the Academy.

e) Of the remaining places:

i) 51% will be offered to students living within the inner catchment area (see below), on the basis of proximity; i.e. students who live the shortest safe walking distance to the Academy on the close of the admission application date. Where a student lives for a part of each week at different addresses, the "home" address shall be that given on the application form as the address of the parent to which all communications from the Academy are to be sent).

ii) The remaining 49% will be offered to students living within the outer catchment area (see below) on the basis of an independently operated random allocation.

f) For children living outside the catchment area an allocation based on distance from the Academy, as the crow flies from home address to the Academy's main entrance.

### Breakdown of School Allocations for September 2009 Intake

The following table shows how school places were allocated for Macmillan Academy in the academic year 2009/10.

Number admitted under over-subscription criteria (as above)								Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
SEN*	(a)	(b)	(c)	(d)	(e)(i)	(e)(ii)	(f)					
0	2	22	89	5	54	51	0	106	3	934	223	220

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

### **Operation of waiting lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme the Academy will operate a waiting list.

Where in any year the Macmillan Academy receives more applications for places than there are places available, a waiting list will operate until the last day of the autumn term. This will be maintained by the Macmillan Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

### **Arrangements for appeals panels**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Macmillan Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admissions Appeals published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided Schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admissions Appeals and it is binding on all parties.

The Academy will prepare guidance about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. Further details on appeals for the Academy is available from the Academy.

### **Arrangements for admission to post 16 provision**

The Macmillan Academy has an agreed admission number of 40 external students in each year of the Post 16 phase. Students admitted to Post 16 will be expected to meet the academic requirements as published in the Post 16 prospectus for specific courses. Priority may be given to students who have completed Year 11. Students will complete an application form and their current schools will be asked to confirm their expected examination results. There will be a right of appeal to the Appeals Panel for unsuccessful applicants. The Macmillan Academy will wish to encourage all Post 16 students whether or not they have previously been students of the Academy to demonstrate a high level of commitment to their chosen course.

If more than 40 applicants meet the selection criteria an allocation will be based on distance from the Academy, as in criteria (e) in the over-subscription criteria above.

### **Arrangements for admission to Years 8 – 11**

Subject to any provisions in the LA's co-ordinated admission arrangements relating

to applications submitted for years other than the normal year of entry the Academy must consider all such applications and if the year group applied for has a place available, admit the student. If more applications are received than there are places available, the over-subscription criteria shall apply. Parents whose applications are turned down are entitled to a right of appeal.

## **APPENDIX I Macmillan Catchment Areas**

### **The Outer Catchment Area**

The northern and western boundary is the River Tees, the southern boundary commences where the Tees meets Bassleton Beck and follows the Beck to the A1045.

The boundary continues east along the A174 to meet the Middlesbrough Borough Council boundary and then turns south then east to join the B1365 north of Cherry Hill Nurseries.

The boundary continues along the B1365 to the Blue Bell roundabout and then goes easterly along the B1380 to meet Spencerbeck, continues north along Spencerbeck to its junction with Greystone Road but makes a detour to include St Patrick's Road, St George's Road and including St David's Road in Grangetown.

Thereafter, north along Teesdock Road and to the River at Tees Dock.

### **The Inner Catchment Area**

The existing boundary on the west. The southern boundary continuing on the A174 from Parkway junction until it meets the A172 (Marton Road). The eastern boundary A174 north until it meets A66 which returns to the Newport Bridge approach the existing north west boundary.

The centre of the roads and waterways are deemed to be the boundary.

## **Trinity Catholic College**

### **Admission Policy**

The Governing Body of Trinity Catholic College is the Admissions Authority for this school. The Governing Body intends to admit up to 240 pupils to Year 7. This number will apply to Years 7 to 11. Trinity Catholic College serves the Catholic community in the whole of Middlesbrough and some pupils from the surrounding area. These are referred to thereafter as the partner parishes.

Where there are insufficient places available to meet all parental preferences, after the admission of students with Statements of Special Educational Needs where the Trinity Catholic College is named on the statement, priority will be given to applications in the following order:

1. Children who are Looked after Children (Children in the care of the Local Authority)
2. Catholic pupils whose home address is within the parish boundaries of one of the partner parishes and who attend a Partner Catholic Primary School.
3. Catholic pupils who have a brother or sister attending the college at the time of admission.
4. Catholic pupils resident in Middlesbrough and the surrounding parishes.
5. Other Catholic pupils.
6. Christian of other denominations and pupils of other faiths who have a brother or sister attending the college at the time of admission.
7. Christians of other denominations and pupils of other faiths whose parents are in sympathy with the aims and ethos of the college and whose application is supported by a minister of religion.
8. Any other applicants.

### Breakdown of School Allocations for September 2009 Intake

Number admitted under over-subscription criteria (as above)									Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
SEN*	1	2	3	4	5	6	7	8					
0	0	163	9	9	2	19	11	31	2	2	400	244	240

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

### Additional Notes

The Admissions Policy Criteria will be applied on an Equal Preference basis. Catholic Children are Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under these criterions will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

If applicants are seeking admission under criteria 6 or 7 above, they will be asked for a letter of support from their minister or Faith leader, or suitable equivalent. For Christian applicants a baptismal certificate must be provided.

We will consider individual applications involving medical or social needs. This kind of application must be supported in writing by relevant professional agencies i.e. a doctor or social worker. This supporting evidence should set out the particular

reasons why the college is most suitable and the difficulties that would be caused if the child had to attend another school. If you believe your child has needs that are relevant to the reasons for applying to our college, for example on medical or social grounds, then you should tell us.

The governing body may increase the priority of an application within a criterion where evidence is provided at the time of application. In these circumstances you must also provide supporting evidence, in writing, from a professional i.e. a doctor or a social worker.

### **Tie-break**

Where there are places available for some, but not all applicants within a particular criterion, allocation will be made on a random basis with lots drawn.

### **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.

### **Application**

Formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then 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 by the Local Authority in accordance with their timetable.

### **Right of Appeal**

Parents who are refused a place have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Governors at the school address.

## **The King's Academy**

### **The King's Academy Intake Policy**

The King's Academy Intake Policy follows that laid down within its Funding Agreement with the DCSF and works alongside the established practices already in place for all maintained Secondary Schools in Middlesbrough.

The King's Academy does not take up its option of selecting up to 10% of its students on ability or aptitude and the intake is therefore wholly comprehensive. It does, however, reserve 100 places in total for students who have Statements of Special Need with regard to Deafness, Hearing and/or Visual Impairment and Moderate Learning Difficulties.

## The King's Academy Admission Arrangements 2010/11

The following over-subscription criteria will be applied if The King's Academy is over subscribed.

- 1). "Children Looked After"
2. Children with Statements of Special Educational Need, DHI, VI and MLD and for whom The King's Academy has consented to be named on the Statement \*1
3. Those who have a sibling\*3 who will be on the Academy Roll in the September of the proposed entry
4. Those living permanently in the Admission Zone \*2
5. Those who have social and/or medical reasons for attending the Academy which, in the latter circumstances, are substantiated by the Middlesbrough Authority's medical advisers and accepted by the Academy
6. Those children whose front door is closer to the Academy boundary, as the crow flies, than it is to the nearest alternate school.

If it has not been possible to decide between children on the above bases, the deciding factor will fall in favour of the child who lives closer to the Academy boundary as the crow flies.

*\*1 Detailed information will be made available on request.*

*\*2 The Admission Zone incorporates the areas which formerly served Brackenhoe and Coulby Newham Schools. If you are unsure, please contact Mrs Baxter, PA to the Principal, at The King's Academy on 01642 577577.*

*\*3 A sibling is defined as a brother, half-brother, step-brother, sister, half-sister or step-sister who lives permanently in the same home as a student already attending the Academy.*

The Secretary of State may direct The King's Academy to admit a named student on application from the LA. The Secretary of State shall in such circumstances consult The King's Academy before making such a direction and have regard to its comments.

Once parents have made their preferences, local authorities must not allow them to be changed without a genuine reason for doing so, for example, if the family has recently moved address.

If the parents are not successful in gaining a place at The King's Academy they have the right to appeal to an Independent Appeals Panel.

## Breakdown of School Allocations for September 2009 Intake

Number admitted under over-subscription criteria (as above)						Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
1	2	3	4	5	6					
2	15	67	119	0	5	39	9	502	208	200

\*\* Includes 1st, 2nd and 3rd Preferences  
Numbers correct at 31st July 2009

### Operation of Waiting Lists

Where in any year The King's Academy receives more applications for places than there are places available, a waiting list will operate until the last day of the autumn term. This will be maintained by The Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list; following an unsuccessful application and the failure of any appeal.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

Children applying to go into other year groups will be admitted if there are places available.

## Unity City Academy

### Admissions Year 7

This Policy contains information regarding the admission arrangements for Unity City Academy.

Unity City Academy produces a prospectus, containing information of a general nature about the day to day running of the Academy, including details of the admissions policy agreed by the Academy and the Governing Body.

### The Partnership between Unity City Academy and its Parents

Unity City Academy is staffed and equipped to provide an education to meet the varying needs of its students. Details of the courses available are given in the Academy prospectus. The Academy is also concerned with the students' personal development as well as their progress in academic study.

A student's progress depends, to a great extent, on the support received from home, and it is hoped that parents/carers will encourage their children to take full advantage of the courses and opportunities available to them. From time to time, parents/carers will be asked to help make decisions for their children, for example, on the choice of courses. Parents/carers will receive regular information

from the Academy and there will be open days, parents' meetings and other similar opportunities to view the work of the Academy.

Parents/carers can also help by contacting the Academy when they think that something is wrong. The Principal and staff are always willing to discuss problems and are glad of any help parents/carers can give.

### Unity City Academy Over Subscription Criteria

When the Academy is oversubscribed, after the admission of students with Statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below.

- a) Children looked after, living in the Academy admissions zone, shall be guaranteed a place.
- b) Students permanently resident within the Academy admission zone who express a preference for the Academy.
- c) Students who will have a sibling attending the Academy in the following September.
- d) Students with social and/or medical reasons for attending the Academy, which in the latter circumstances, are substantiated by medical advice.
- e) Students who reside closest to the Academy as the crow flies.

Where it is not possible for the Academy to comply with parental preferences, an appeal to an independent Appeal Committee is available.

Notwithstanding the provisions of clauses 1a – If the Secretary of State may direct the Academy to admit a named student to the Academy on application from an LEA. The Secretary of State shall in such circumstances consult the Academy before making such a direction and have regard to its comments.

### Breakdown of School Allocations for September 2009 Intake

Number admitted under over-subscription criteria (as above)						Number of appeals	Number of successful appeals	Number of Preferences Received**	Total Allocated	School Admission Limit
SEN*	(a)	(b)	(c)	(d)	(e)					
0	1	107	4	0	3	N/A	N/A	188	115	210

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 31st July 2009

### **Operation of Waiting Lists**

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy until the last day of the autumn term and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application and appeal for the Academy.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

### **Arrangements for appeals panels**

If a place cannot be allocated for your child at the Unity City Academy, there is an opportunity to make an appeal to an independent Appeals Committee, which will be set up in accordance with the Admissions Code of Practice and is empowered to make a final decision on the matter. Parents have the opportunity to put their own case to the Appeals Committee, if they so wish. Full details of how to make an appeal will be sent to you, should the Local Education Authority be unable to meet your preference for a place at Unity City Academy.

## PART THREE CONTACT DETAILS

### Middlesbrough School Admissions Contact Details

School Admissions  
Middlesbrough Council  
Children, Families and Learning Department  
P.O. Box 69  
Vancouver House  
Middlesbrough  
TS1 1EL

Telephone: 01642 728094 Fax; 01642 728973

E-mail: [admissions@lea.mgrid.org.uk](mailto:admissions@lea.mgrid.org.uk)

Web site: [www.mgrid.org.uk](http://www.mgrid.org.uk)

Middlesbrough Council LA is always trying to improve its service to members of the public. To assist us in this we would be grateful to receive any comments on how this information for parents could be improved

### Useful Telephone Numbers

**School Admissions Enquiries 728094**

**Special Education Needs 201833**

**Free School Meals / School Uniform Grants 726541**

**Transport 201888**

**Governor Development Service 728108**

## Contact Names and Addresses of Neighbouring LAs

### **Redcar and Cleveland Borough Council**

Education Department, School Admissions  
PO Box 83, Kirkleatham Street, Redcar.TS10 1YA  
Phone: 01642 444108  
Mike Sivills - School Admissions Officer  
mike\_sivills@redcar-cleveland.gov.uk

### **North Yorkshire County Council**

The Admissions Team, Harrogate Education Office  
Ainsty Road, Harrogate. HG1 4XU  
Tel: 0845 0349467

### **Darlington Borough Council**

Education Department, School Admissions  
Town Hall, Darlington. DL1 5QB  
Phone: 01325 388812  
Melanie Stainthorpe – School Admissions Officer  
melanie.stainthorpe@darlington.gov.uk

### **Stockton Borough Council**

Children Education & Social Care  
School Admissions, Municipal Buildings  
P.O. Box 228, Stockton-on-Tees. TS18 1XE  
Phone 01642 526605  
Janet Ansell/Joanne Penketh – Admissions Officers  
schooladmissions@stockton.gov.uk

### **Hartlepool Borough Council**

School Admissions Team  
Education Department, Civic Centre  
Hartlepool, TS24 8AY  
Phone: 01429 523768  
Fax: 01429 523765  
Julie Picken / Janet Dennis - School Admissions Officers  
julie.picken@hartlepool.gov.uk  
Janet.dennis@hartlepool.gov.uk



We can provide this information upon request, in an alternative format that meets your needs.

Please contact **01642 728092**

or email **admissions@lea.mgrid.org.uk**

يمكننا توفير هذه المعلومات بتنسيق آخر عند الطلب، حسب احتياجاتك.

**01642 728092**

رجاءً اتصل على الرقم

أو راسلنا على البريد الإلكتروني

**admissions@lea.mgrid.org.uk**

我们可以根据请求以符合您的需要的格式提供本信息。

请致电**01642 728092**

或

发送电子邮件至

**admissions@lea.mgrid.org.uk**

与我们联系。

हम यह जानकारी आपकी आवश्यकतानुसार एक वैकल्पिक प्रारूप में उपलब्ध करा सकते हैं  
कृपया **01642 728092** पर संपर्क करें, या

**admissions@lea.mgrid.org.uk** पर ई-मेल करें.

ਬੇਨਤੀ ਕਰਨ ਤੇ, ਅਸੀਂ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਇਕ ਬਦਲਵੇਂ ਫਾਰਮੈਟ, ਜੋ ਤੁਹਾਡੀਆਂ ਜ਼ਰੂਰਤਾਂ ਨੂੰ ਪੂਰਾ ਕਰੇ, ਵਿਚ ਪ੍ਰਦਾਨ ਕਰ ਸਕਦੇ  
ਹਾਂ।

ਵਿਰਧਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ **01642 728092**

ਜਾਂ ਈਮੇਲ ਕਰੋ

**admissions@lea.mgrid.org.uk**

درخواست کرنے پر ہم یہ معلومات ایسے متبادل فارمیٹ میں فراہم کر سکتے ہیں جس سے آپ کی ضرورت کی  
تکمیل ہوتی ہے۔

**01642 728092** یا ای میل کریں

براہ کرم رابطہ کریں

**admissions@lea.mgrid.org.uk**

**Children, Families and Learning Department**

Middlesbrough Council, P.O. Box 69,

Vancouver House, Gurney Street,

Middlesbrough, TS1 1EL

**Tel: 01642 728094**

Email: [admissions@lea.mgrid.org.uk](mailto:admissions@lea.mgrid.org.uk)

[www.mgrid.org.uk](http://www.mgrid.org.uk)

  
**Middlesbrough**  
moving forward