

# Primary and secondary admissions prospectus

## Introduction to applying for a school place

According to the [School Admissions Code \(1 September 2021\)](#), we are responsible for coordinating all applications for school places from Stockton-on-Tees residents.

If you are a resident of Stockton-on-Tees, you need to apply for a school place using our Common Application Form on [the Citizen Portal](#) even if your preferred school is in another Borough.

It is important that you submit your application for a school place before the closing date so that your application will be considered fairly.

## Apply for a primary school place

Most children start primary school in the September after their fourth birthday. This means they will turn 5 during their first school year.

You can learn more about the school starting age on [the GOV.UK website](#).

Show all sections

**Applications to start primary school in September 2024** **+**

**Applications to start primary school in September 2025** **+**

**Children born between April and August (summer born)** **+**

## Apply for a secondary school place

[Applications to start secondary school in September 2024](#) **+**

[Applications to start secondary school in September 2025](#) **+**

## Secondary school open evenings

Attending secondary school open evenings is a good way of getting to know different schools in the Borough. The timetable shows secondary school open evenings for children starting secondary school in September 2025.

School	Open evening date	Time
All Saints CE Academy	Thursday 3 October 2024	5pm to 7pm
Outwood Academy Bishopsgarth	Tuesday 24 September 2024	4pm to 6:30pm
Conyers School and Sixth Form College	Tuesday 24 September 2024	5pm to 8pm
Egglescliffe School and Sixth Form College	Thursday 26 September 2024	5:30pm to 8pm
Ian Ramsey CE Academy	Wednesday 2 October 2024	5pm to 7:30pm
Ingleby Manor Free School & Sixth Form	Tuesday 1 October 2024	5pm to 7pm
Northfield School	Monday 23 September 2024	6pm

School	Open evening date	Time
North Shore Academy	Tuesday 17 September 2024	4:30pm to 6:30pm
Our Lady and St Bede Catholic Academy	Tuesday 1 October 2024	4pm to 7pm
St Michael's Catholic Academy	Monday 9 September 2024	6pm to 8pm
St Patrick's Catholic College	Tuesday 17 September 2024	From 4:30pm. Talks at 5pm and 6pm.
The Grangefield Academy	Tuesday 24 September 2024	4pm to 6pm
Thornaby Academy	Tuesday 17 September 2024	4pm to 6pm

## Admissions policies

School places are allocated according to the admission criteria set out by admissions authorities.

We are the admissions authority for:

- community schools
- voluntary-controlled schools

[Read our school admission arrangements for 2024](#) >

We are not the admissions authority for:

- voluntary-aided schools
- academies
- free schools

These schools set their own admissions policies. They should be available to view on the school's website. You can also request a hard

copy of the admissions policy by [contacting the school](#).

## Admissions zones

Our admissions zones policy gives every school in the Borough a defined area.

Our admissions zones are designed so that most postcodes in Stockton-on-Tees are "in-zone" for at least one community school and one faith school.

We cannot guarantee to meet your preferences for a school within your admission zone if the school is full.

## Your preferences

You can choose several preferences as part of your application, 3 for primary schools and 4 for secondary schools. We recommend that you use all the preferences available. You can list any school in the Borough as one of your preferences, even if your address is not in that school's admission zone.

Only naming one school as a preference or listing the same school multiple times does not increase your chances of being offered a place at that school.

If your child has a sibling at one of the schools you are applying to, make sure to tell us this as part of your application.

You can learn more about schools in the Borough by arranging visits to primary schools or attending secondary school open evenings.

## Change your preferences

You can change your preferences up until the closing date. We will only accept a request to change your preferences after the closing date if your circumstances have changed and are deemed exceptional. Each request will be considered on a case by case basis.

## Online applications

If you applied online, you can edit your application and resubmit it any time before the closing date.

## Paper applications

If you have sent us a paper application, [email or write to](#) the School Admissions team to change your preferences.

## **Pupils with Special Educational Needs (SEN)**

All mainstream schools provide resources for children with special educational needs (SEN) and every school will have a special educational needs coordinator who has specific responsibility for pupils with SEN. The majority of children who have special educational needs have their needs met within local mainstream schools and receive additional resources where necessary through SEN Support.

## **Statemented pupils or pupils with an Education, Health and Care Plan (EHCP)**

If your child has an EHCP, you will receive a school preferences form from the Special Educational Needs and Disabilities (SEND) and Inclusion Service. If your child's EHCP states specialist provision and you express a preference for this type of school, your child will be given priority for a specialist school place.

In all cases, the SEND and Inclusion Service will consult with your preferred schools to make sure the schools would be able to meet your child's needs.

## **Appeals process**

If your child has a EHCP and you are not satisfied with the school place that the local authority has determined for your child you will be able to appeal to the special educational needs and disability tribunal. You will be given details about the appeal procedure when your child is issued with an amended EHCP identifying the allocated secondary school.

## **Advice**

*Contact the SEND and inclusion service for support >*

## **Children of service personnel or Crown servants**

The following information only applies to community and voluntary-controlled schools.

Voluntary-aided, academies and free schools may have different policies related to families of service personnel. Admissions policies are usually available on school websites.



We will consider applications from families of service personnel on an individual basis.

We will try to offer your child a place in advance of your family arriving if:

- we receive your application before the closing date
- you can provide an official letter declaring your relocation date and a unit postal address or quartering area address

If your move into the Borough of Stockton-on-Tees is not related to a military posting, we will treat your application as normal and can only consider an address as your main residence if you can prove that you already live in the property.

## **Children arriving in the UK from abroad**

[Contact us](#) - or your own local authority if you live outside of the Borough - if your child is arriving into the UK from abroad and you want to apply for a school place in Stockton-on-Tees.

Visit the government web page on [school admission applications from overseas children](#), which provides advice on:

- eligibility to enter the country to access a school
- requirements for admission authorities in processing applications (i.e. requirements within the School Admissions Code and the law)
- advice on processing applications made from those living outside England but returning to live in England

## **Shared custody**

If you share parental responsibility for a child, you should agree between you who is responsible for completing an application for a school place. If your child lives between two addresses, you should use their home address as directed by the Court or the address at which they spend most of the school week (Monday to Friday).

## **Your address**

We use a parent's or legal carer's permanent residence when processing an application. If you have two addresses, we will use the address at which you actually live to determine your school admission zone.

If we find that you have given an address which is not yours, such as that of a childminder or a family member, we can withdraw your offer of a school place.

## Providing proof of address



### Moving house

If you are moving to a new house and you want to apply for a school whose admission zone covers your new address, you need to provide proof that you have already moved and you are living in the new property.

If you can prove that you have moved after the application closing date but before we have allocated places, we will process your application based on your new address.

If you are moving into the admission zone of a school that is usually or likely to be oversubscribed, it may not be possible for us to offer you a place in that school even though your new property is in the school's admission zone.

### Temporary accommodation

We will only consider a temporary address for use in your application in exceptional circumstances. Otherwise, we will use the address at which you were living before the temporary move took place.

### Late applications

Submitting your application late reduces your chances of being offered a place at one of your preferred schools. We will consider it after we have processed all the forms we received on time.

Your form will be classed as late if we receive it after the closing date.

If we have not received your application, we will send you letter to remind you to apply 2 weeks before the closing date. Contact us if you receive the letter and you are sure that you have already applied.

We will class your application as being on time if circumstances out of your control prevented you from applying before the deadline and you can provide evidence to show us what those circumstances were, this will be considered on a case by case basis.

[Contact us](#) if you have not yet applied for a Reception or Year 7 place for your child to start in September. We will send you an in-year application to complete and return to School Admissions. We can help with any questions or if you have not applied for a place for your child.

## Receiving your offer

We will try to offer you a place at one of your preference schools.

The offer is made on National Offer Day (1 March for secondary schools or 16 April for primary schools) or the next working day if the National Offer Day falls on a weekend or bank holiday, in the year your child will start school.

If you applied via the Parent Portal you are advised to login into your account during National Offer Day and your child's offered school notification will be available there.

Those that applied late or submitted a paper application and where we were unable to meet any of your preferences you may receive a letter or an email notification.

There is no need to contact us to confirm that you accept the offer, only contact us if you wish to discuss submitting a late application with revised preferences.

If you have applied and you have not received your offer within 7 days of the National Offer Day, [contact us](#).

If it has not been possible for us to offer you a place at one of your preferred schools, you have [the right to appeal](#).

## Allocating places

Once we receive your application, we go through several steps to make sure we allocate places fairly. As a local authority, we are responsible for managing the coordination of all applications to make sure that no child receives more than one offer.

If you have applied for a place at a voluntary-aided, academy or free school, we will send your application to that school. We will only share the details that they need to process the application.

If you have applied for a school outside of the Stockton-on-Tees Borough Council area, we will pass on your application to the local authority which maintains those schools. They will then send your



applications to any voluntary-aided, academies or free schools that you have applied for.

Schools are never informed which position they have in your preferences. They only receive the information they need to process your application.

If you have applied for a church place, schools may send you an additional form to determine whether you meet their criteria.

The admissions authority for each school then decides which pupils will be offered a place based on their admissions criteria.

Once the admissions authorities have decided which pupils they want to offer places to, they inform us of their decision. We then use your preferences to determine which offer to give to you.

If you have been offered a place at more than one of your preferred schools, we will offer you your highest preference and release the other offers to other pupils.

## **Tie Breaker**

In the event of two or more applicants tying when any of the admission criteria is applied, positions will be determined by distance, measured in a straight line 'as the crow flies'.

For example, this may occur if the distance between the home and the School is exactly the same. The Local Authority uses a Geographic Information System, known as GIS, to identify and measure the distance from the central point of the home to the central point of the school.

The distance is measured electronically from the central point of the school taken from the council maintained Local Land and Property Gazetteer, LLPG, (the same point for all applications) to the central point of the home (including flats) also taken from the LLPG. The Geographic Information System (GIS), undertakes all measures in the same way for every applicant, to ensure consistency and fairness.

## **Appeal a school place decision**

You can only submit an appeal if you have received a formal letter of refusal. If you would like to appeal decisions made by more than one school, you need to submit a separate appeal for each school.

Before submitting your appeal, read the admissions arrangements for the school you would like to appeal to. If the school is a voluntary-aided,

academy or free school this information will be on their website. If the school is a community school or voluntary-controlled, read our [school admissions arrangements](#). This will help you to understand how places are allocated and may help you to build a case for your appeal.

If you are not sure whether an appeal is the right option for you, you can also [speak to one of our admissions team](#) to discuss other options that are available to you.

[Submit your appeal](#) >

**Admissions appeal timetable 2024** +

**Admissions appeal timetable 2025** +

## What happens after you submit your appeal

You will attend a formal hearing before an independent panel.

The appeal process allows the admission authority to explain why your child was refused a place at your preferred school. You will explain why you believe your child should get a place at that school.

You can learn more about the appeal process and how panels reach decision on [the government website on school admissions appeals](#).

## Waiting lists

If we cannot offer you a place at your first or second preference, we will automatically place your child on a waiting list for your preferred schools until the end of the Autumn term. [Contact us](#) if you want your child to remain on the waiting list after this date.

Academies, free schools and voluntary-aided schools are responsible for their own waiting lists. If you want to know whether your child has been placed on their waiting list or request that your child be added to that list, you need to contact the school after the National Offer Day.

Waiting lists are ranked according to over subscription criteria.

## Fair Access Protocol

Every local authority is required to have a Fair Access Protocol. This ensures that, outside of the main primary and secondary admissions rounds, children who do not have a school place are placed in a suitable school as quickly as possible.

All schools, academies and free schools have agreed to participate in the protocol which means that they are sometimes required to admit more children than their published admission limit even if they are already considered to be full.

## Neighbouring local authorities

You can find information about admissions arrangements in other our neighbouring local authorities by visiting their websites:

- [School admissions - Darlington Borough Council](#)
- [School admissions - Durham County Council](#)
- [School admissions - Hartlepool Borough Council](#)
- [School admissions - Middlesbrough Borough Council](#)
- [School admissions - North Yorkshire County Council](#)
- [School admissions - Redcar and Cleveland Borough Council](#)

## Contact us

If you have questions relating to the application process or you need to talk to us about your application, contact the School Admissions Team.

Telephone: 01642 526605

Email: [school.admissions@stockton.gov.uk](mailto:school.admissions@stockton.gov.uk)

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