

People Group

Secondary Schools Admissions 2024/25

Guide for Parents



**DARLINGTON**  
Borough Council

## **Welcome**

Dear parent

Starting any school for the first time is a huge milestone in a child's life. Moving schools at any age or because you move home means that further important decisions must be made.

This guide gives you information about admissions to secondary school. We hope it will help you to understand the process and find the right school place for your child.

It is important that you visit schools and read about their admission arrangements before you state any preferences. The secondary schools normally hold open evenings during September prior to the year of entry. These dates are published in this guide and on the Council's website.

Every year some schools are oversubscribed. This means that not all requests for places can be met. If a place cannot be offered at one of your preferred schools, this guide provides advice on what you might do. It is therefore important that you read this guide, as well as the prospectuses from individual schools, very carefully. This will tell you about stating preferences and how decisions are made about allocating places. Staff in the Schools Admissions Team, whose contact numbers are given in this guide, will be pleased to provide further information and assistance.

All the schools in Darlington are committed to the success of their pupils academically and across a wide range of activities. Wherever your child secures a school place, I hope she/he will be very happy and successful.

Best Wishes



**Councillor Nick Wallis**  
**Member for Children and Young People**

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## Darlington Secondary School Open Evenings

During the weeks commencing 11 and 18 September 2023 all secondary schools in Darlington have open evening events scheduled, when parents will have the opportunity to visit the schools and in doing so hopefully help in making an informed decision about the preferences they will have to make with their child.

Each school will have a free prospectus with information about that school.

Secondary School	Date	Time
Carmel College	11 September 2023	6.00pm
Polam Hall School	12 September 2023	5.30pm
St Aidan's CoE Academy	13 September 2023	5.30pm
Wyvern Academy	5 October 2023	6.00pm
Haughton Academy	18 September 2023	5.30pm
Longfield Academy	19 September 2023	5.30pm
Hummersknott Academy	20 September 2023	6.30pm
Hurworth School	21 September 2023	5.30pm

The Headteacher will give a short talk at the open evening, this will be followed by an opportunity to tour the school.

Members of staff from the Local Authority's Schools Admissions Team will be present to offer any advice or answer any questions you may have about the application process.

**Remember: Attendance at these events has no effect on the offer of a place at a school.**

## Parental Responsibility

Throughout the guide those with parental responsibility will be referred to as 'parent'.

In order for the Local Authority to co-ordinate the application process we are required to obtain certain basic information about the child the application is for, i.e. name, date of birth and address. We must also know that the person making the application has the right to do so and therefore we have provided below information on those individuals who have parental responsibility:

- All mothers automatically have Parental Responsibility
- If a child's parents were married at the time of the birth, both parents automatically have Parental Responsibility
- For children born from the 1 December 2003 where the father's name is on the birth certificate the father and mother will both have Parental Responsibility.
- In all other cases, fathers are required to officially obtain Parental Responsibility e.g. through a Parental Responsibility Order or Parental Responsibility Agreement
- Parental Responsibility can be acquired by other family members or friends through a Court Order, such as a Child Arrangements Order (Living With) and Special Guardianship Order
- Parental Responsibility cannot be lost by a parent, except by legal adoption, although it does not guarantee contact.

## Summary timetable for admission to secondary schools in Darlington for the school year 2024/2025

The dates relate to the process for Darlington residents. The arrangements will, as far as possible, follow the timetable below.

<b>Date</b>	<b>Action</b>
September 2023	A letter advising parents about the application process is distributed to all Year 6 children resident in Darlington. The LA will send by post, letters to all Year 6 Darlington residents attending schools in other Local Authorities. The guide and application form are available on-line on the Darlington website: <a href="http://www.darlington.gov.uk/Admissions">www.darlington.gov.uk/Admissions</a> or on request by post.
October 2023	<b>The on-line application form must be completed and submitted prior to midnight on 31 October 2023.</b>
November 2023	The LA liaises with and issues list of applicants and supplementary forms to admission authority schools.
November 2023	The LA liaises with and issues list of applicants to other Local Authorities
January 2024	Exchange of information between admission authorities regarding 'late' applications (e.g. families who have moved into the Authority)
January 2024	Initial allocations are completed.
February 2024	The LA liaises with admission authorities to agree final allocations.
March 2024	March 1 <sup>st</sup> is the national offer date. The home LA informs parents of the school their child has been offered a place at.
March 2024	Acceptance/refusal slip must be returned to the Schools' Admissions Team, Town Hall, Darlington, DL1 5QT
May/June 2024	Appeal hearings if necessary
September 2024	Admission to secondary school.
Autumn Term 2024	Closure of waiting lists by the end of the autumn term.

## Applying for a secondary school place for September 2024

If you want to give your child the best chance of obtaining a place at the secondary school you prefer, please READ the whole of this guide very carefully. If you are unsure about any of the information you should seek advice from the relevant admissions authority.

<p>General advice</p> <p><b>REMEMBER: There is no automatic transfer from primary to secondary school – Parents MUST fill in and return the application form at the back of this guide <u>or</u> apply on-line.</b></p> <p>Children born between 1 September 2012 and 31 August 2013 are of age to transfer. Parents have a right to state a preference but there is no guarantee that a place can be allocated at a preferred school.</p> <p>Parents can name up to three schools that they would like their child to attend. Name the schools in a ranked order – your highest preference is number 1. You can name schools in Darlington and if you wish those in other Local Authorities areas. If naming schools outside Darlington, it is strongly recommended that you obtain the information guide from the relevant authority. You need to find out about their co-ordinated scheme and the details about the schools(s) you are interested in.</p> <p>Consider how your child will get to school, the eligibility criteria for free travel are included in this guide and must be read if stating preferences for schools' that are further distance than the nearest to the home address as your child may not be eligible for travel assistance. It is therefore expected that you will state your nearest school as one of your preferences.</p>	<p>Do you live in the Borough of Darlington?</p> <p><b>YES</b> – Then you must apply on the Darlington application form. No matter which primary school your child goes to and whatever secondary schools you are interested in, you need to complete the Darlington application form. If you live in Darlington – that means you pay your Council Tax to Darlington Borough Council – you must use the Darlington application form at the back of this guide. Confirmation of receipt of your paper application form will be sent to your child's primary school.</p> <p>Alternatively, you can complete the on-line application form at <a href="http://www.darlington.gov.uk/Admissions">www.darlington.gov.uk/Admissions</a> you will receive confirmation of your submitted application.</p> <p><b>NO</b> – If you don't live in Darlington then you must apply on the application form supplied by the Authority you live in, NOT the application form in this guide. However, if you want to apply to a Darlington school, this guide has useful information for you. You need to list Darlington schools on your authority's form.</p> <p>Each council has its own policies and procedures, so ensure you are not late and check with your home authority. Allegations from late applicants stating that their application form has been lost in the post or lost by Darlington LA will not be considered without proof of receipt from you.</p>
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### Special Educational Needs

For some children in Yr5 who have an Education, Health and Care Plan (EHCP) they may have discussed their preference of secondary provision as part of their annual review. If this did not occur then it will take place during the autumn term in Yr6, therefore there is no requirement for an application to be made for a child with an EHCP. However, those children who are undergoing a statutory assessment **must** complete the application form, as the process may not be completed before the closing date.

**DON'T BE LATE - THE CLOSING DATE FOR RETURNING THE  
SECONDARY SCHOOL APPLICATION FORM IS 31 OCTOBER 2023**

### Completing the paper application form

Print out the Secondary School Application Form in this guide and return to School Admissions Team, Education Services, Town Hall, Darlington, DL1 5QT

Remember: Any questions – seek advice from those who know (Schools Admissions Team). Queries to schools will be directed to the Admissions Team. **DON'T BE LATE – CHECK THE CLOSING DATE**

## On-Line Applications

### The on-line application portal

Darlington Borough Council offers on-line application portal to parents who are applying for a school place for September 2024. Instead of completing a handwritten form and submitting it, you can complete the on-line application form. This means you will need access to a computer linked to the Internet and a current e-mail address.

### Some of the benefits of applying on-line are:

- It's quick and easy to use.
- This service is normally available from home 24 hours a day, seven days a week.
- No risk that the application will get lost in the post.
- The system guides you through the application and alerts you if any errors have been made.
- You will receive confirmation that your application has been received.

### Making changes to your on-line application after you have submitted it

If you decide that you would like to make a change to your on-line application after submitting it, you can do so up to the closing date. For change of address see *Address checks*.

### Completing the on-line application form

- Access the internet on your computer in the normal way.
- Type in the Darlington Borough Council website address [www.darlington.gov.uk/admissions](http://www.darlington.gov.uk/admissions)
- This will take you to the admissions pages and from there click on the link 'Apply Online'. If you **are not** a Darlington resident, **DO NOT** complete the Darlington form. You should contact the council in the area you live. That authority will provide you with details of how to apply on their own form.
- Follow the instructions as detailed throughout the process.
- You will be asked for the same information as on the paper form.
- Please note that if you are submitting additional information, it must be received no later than five school days after the closing date. Please see note 1 below.
- If you apply on-line after the closing date of 31 October 2023 your application will be classified as 'late' and will be considered after those submitted by the national closing date.

**Note 1:** If you are submitting additional information to support your application e.g. exchange of contracts, then they must be uploaded before the closing date. After this date then documents would need to be emailed so, please ensure your child's name and date of birth are clearly stated at the top of each page and return before 3 November 2023. The information can be e-mailed to: [schools.admissions@darlington.gov.uk](mailto:schools.admissions@darlington.gov.uk) or sent by post to: The Schools Admissions Team, Education Services, Darlington Borough Council, Town Hall, Darlington, DL1 5QT.

**Note 2:** If you are not a Darlington resident and are stating a preference for Carmel College on your home application form and applying under one of the faith categories, a Supplementary Information Form is required. You will need to visit the schools' website or contact the school directly to access the form and on completion return to Carmel College directly.

If you would like advice or support completing your on-line application form, please contact the Schools' Admissions Team on (01325) 406333 or e-mail [schools.admissions@darlington.gov.uk](mailto:schools.admissions@darlington.gov.uk)



## Darlington Co-ordinated Scheme

### What is a co-ordinated Scheme?

All local authorities must formulate and publish on their website ([www.darlington.gov.uk](http://www.darlington.gov.uk)) a scheme for the relevant academic years' entry for all publicly funded schools within their area. All admission authorities must participate in co-ordination.

### Applications for other Local Authority schools

Darlington Borough Council will liaise with other local authorities if applications are received for a place in another local authority school. This will also work in reverse. Parents expressing a preference for a school in another local authority must contact the authority concerned to understand the process for applications. Should an offer of a place be made then the 'home' authority will send the offer letter to the parent regardless of which local authority the school is situated in. There will be only a single offer of a school place.

### Consideration of late applications

If you believe that there are exceptional/individual circumstances which prevented submission of the secondary application form by the stated deadline, 31 October 2023, e.g. families who have moved into the area after the closing date, or if you are a single parent and have been ill for some time or have been dealing with the death of a close relative, then you must provide clear evidence for Darlington local authority to decide why you were unable to submit an application form by the stated deadline.

Darlington local authority will consider each application on an individual basis subject to verification, if the authority decides that the reason given is unacceptable then the application will be considered after the applications received by the deadline and the decision of Darlington local authority will be final. For the purposes of the co-ordinated scheme, where preferences **must** be passed to other admission authorities by the agreed deadline, the latest these applications will be considered is up to and including 3 November 2023. All other applications will be considered once the process for allocating places has been applied to those applications received by the deadline.

**Remember it is the responsibility of the parent to return the application form by 31 October 2023.**

### Can I change my preferences?

For the purposes of the co-ordinated scheme Darlington Local Authority will not allow a change of preference after 31 October 2023 and before 3 November 2023 without a genuine reason for doing so. A change would only be allowed in exceptional circumstances, for example, if you move to another area within Darlington Borough and can provide evidence to support the fact. You must contact the Schools' Admissions Team to make a request and if allowed you will need to supply accompanying documentary evidence.

### Address Checks

Darlington Local Authority acting in its capacity as co-ordinating authority can undertake address checks on behalf of the admission authority schools in Darlington, we will use the Council Tax records as proof of residence for applicants unless evidence can be provided to the contrary. Evidence can include mortgage statements, utility bills, driving licence etc.

The Schools' Admissions Team may check addresses against other records held by Darlington Borough Council, such as the electoral register. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where a family intends to move into the Borough or move address from one property to another in Darlington a request for a school place based on a new address cannot be considered until a letter is provided from a licensed conveyancer or solicitor confirming exchange of contracts. For the purposes of the co-ordinated scheme, where preferences must be passed to other admission authorities by the agreed deadline, the latest these applications will be considered is up to and including 3 November 2023.

For families purchasing a 'new build' property, along with a contract the property must be habitable. It is the parents' responsibility to inform the LA immediately of any permanent change of address during the period from receipt of application up to the 5 February 2024, this ensures that correspondence is sent to the correct address.

### **What happens if I am unable to gain a place at my preferred school?**

There are often more applications for some schools than there are places available, therefore a place cannot be guaranteed at the preferred school. To assist you we have included tables on pages 61/62. They show the number of preference applications received for the last 3 years, the admission number for the schools, along with the number of successful multiple appeals for those schools (multiple appeals are a number of individual appeals for a particular school heard within the same timeframe).

### **Appeals**

If it has not been possible to offer your child a place at your preferred school, you have the right to appeal against the decision of the relevant admission authority, in the case of it being an Academy it is the governing body. However, an appeal cannot be made if an application for a particular school has not been received.

Independent panels hear appeals for all schools in Darlington and parents are given the opportunity to state their case in writing and to attend the hearing in person. Parents can bring along a friend or representative to support them. If you do wish to appeal against the decision not to offer your child a place at one of your preferred schools, you should complete the options form, which is sent with the 'offer of place' letter and return it to the Schools' Admissions Team within 7 working days. Details can then be sent of the independent appeals procedures and a 'Notice of Appeal' form. If appealing, Notice of Appeal forms should then be completed and returned no later than 16 April 2024 to: the Clerk of Admission Appeal Hearings, Democratic Services Department, Town Hall, Darlington, DL1 5QT. Democratic Services provides an impartial, independent service for the processing and administration of appeals for all schools. They are independent of the school(s) involved and of Children, Families and Learning. Appeals must be heard within 40 school days from the date the appeal must be lodged.

The decision of the appeal is binding on the admission authority and the appellants. To make a new appeal during the same academic year for a school that an appeal has already been heard is at the discretion of the admission authority. For instance, if there has been a significant or material change in the family circumstances; a house move, for example. Requests for a new appeal must be made in writing and sent to the relevant admission authority.

### **Any other changes in circumstances**

It is important that you notify the Schools' Admissions Team in writing of any changes in circumstances which would affect the offer of a school place, including a change in preference or an intention to move out of the authority or place your child at an independent school.

## Further Information

### Transition Days

Once a child has been allocated a school place the Local Authority will pass their details onto the receiving school. The secondary school will contact the primary school that the child is attending, and arrangements will be made for a visit to their future school. The transition days for all schools' bar Carmel will take place on 26, 27 & 28 June 2025. Carmel's transition days are 26 and 27 June only.

### Applications for overseas children

In most cases children arriving from overseas have the right to attend schools in England. Nationals entering the UK who wish to apply for a state-funded school place should check that they have a right of abode or the conditions of their visa otherwise permit them to access a state-funded school. For further information/guidance please visit the DfE website at [www.gov.uk](http://www.gov.uk) or use the following link

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

Applications from families moving into/back to the Borough of Darlington will be considered as part of the co-ordinated processes as outlined in this guide, however timescales for admission processes will still be adhered to. Evidence of the property a family intends to reside at will be requested, evidence can include a mortgage, a rental agreement or deeds for a property.

### Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the Borough of Darlington, or crown servants returning from over-seas to live in the Borough, Darlington LA will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit Postal Address or Quartering Area Address when considering the application against the schools' oversubscription criteria. Darlington Local Authority will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children. Where a family plans to move into the Borough, the address the family intend to move to will be used if parents provide evidence (see address checks). Timescales for admission processes will still be adhered to.

### Measurements

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority acting on behalf of an admission authority in Darlington, will measure the distance using a geographical information system this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe\*. However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement. Measurements for travel assistance will also be measured utilising the same measuring tool – ArcGIS Pro.

## Equal Preference

### What is equal preference?

Equal preference is a framework for all admission procedures. All authorities now use similar equal preference arrangements. The advantage of equal preference is that all your school preferences are considered at the same time.

### How does an equal preference system work?

When parents apply for a place, they can list up to three schools on the application form. The school that is named as the highest preference would normally be the one that parents really want.

For example:

1. Hurworth School – this is the school you want most
2. St Aidan's CE Academy
3. Polam Hall School

The admission policy for each school is applied to the child's application along with all the other applications for the same school (at this point it doesn't matter whether the school has been listed as preference 1,2 or 3). All applications for a particular school are put into order according to the school's oversubscription criteria. The places at each school are filled, taking those at the top of the list first. Darlington Borough Council, as the co-ordinating authority, will receive the results for each school – the answer for each child will either be yes, a place is available or no, there is no place available. If more than one school can offer a place, then and only then does the order of the preferences get looked at.

If all three school places can be offered, the highest of those that can offer a place will be offered. Sometimes all schools can offer a place, however **only one school offer will be made** –:

For example (using the schools listed prior)

- |                          |     |
|--------------------------|-----|
| 1. Hurworth School       | Yes |
| 2. St Aidan's CE Academy | No  |
| 3. Polam Hall School     | Yes |

In this example an offer will be made of Hurworth – the highest available.

If none of the stated preferences can be met, Darlington local authority, as the co-ordinating authority, will offer your child a place at an alternative school (usually the school that is closest to your home address that has places available). Residents of Darlington will have an initial 14 working days to respond to the offer letter to accept/decline the school place offered. You are required to reply to the offer by **20 March 2024**. Parents will then receive a reminder letter and after 21 working days from the offer being made, the admission authority will then look to withdraw the offer. Applicants' resident outside of Darlington are asked to respond directly to their home local authority if offered a Darlington school. A reminder will be sent if no confirmation is received via the local authority.

When you list the schools you want, don't repeat the same school – this will not increase your chances of a place. **The Headteacher or any member of staff at a school cannot offer your child a place or guarantee that a place will be available at the school.**

### Withdrawal of a school place

Places can be withdrawn by admission authorities if the offer has been made in error, a parent has not responded within a reasonable period, or it has been established that the offer was obtained through a fraudulent or an intentionally misleading application.

## Statutory Transport Arrangements

### Eligibility Criteria

The legal requirement for ensuring that a child attends school is that of the parent therefore when stating your preference for a school place it should not be determined by the availability of travel arrangements that are in operation via the school or the Council. This means that a parent must take all the action necessary to enable their child to attend school. It is Darlington Local Authority's responsibility to make free of charge travel arrangements for all 'eligible' children resident in its area if:

- The child attends the nearest suitable secondary school, as determined by the Local Authority and that school is more than 3 miles, from the parents' home address using the shortest walking route judged to be safe\*\*.
- The child cannot access their nearest suitable school using an identified 'safe walking route to school'.
- The child has special educational needs, a disability or mobility problems and would not be able to walk to their nearest school even if accompanied by a parent (without an EHCP) applicants will be assessed on an individual basis.

### Extended Rights

- The child who is in receipt of free school meals or whose parent(s) receives the maximum level of working tax credit and they attend one of their 3 nearest suitable schools, if that school is more than 2 miles and less than 6 from the parents' home address using the shortest walking route judged to be safe.
- The child who is in receipt of free school meals or whose parent(s) receives the maximum level of working tax credit and they attend the nearest suitable school preferred on the grounds of religion or belief, having regard to the religion or belief of the school where that school is more than 2 miles but less than 15 from the parents' home address using the shortest walking route judged to be safe and there is no suitable school nearer to their home.

### **Notes:**

The nearest suitable\* school is the nearest available school which offers an efficient full-time programme of education.

\*\* Safe - lit at regular intervals, paved/tarmacked.

The Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward, is successful in gaining a place their nearest suitable school; where the route measured (see measurements paragraph) by the Local Authority, is paved/tarmacked but not lit in its entirety, then the Local Authority will provide travel assistance.

Details of the travel support for compulsory aged students can be found on the Council's website at [www.darlington.gov.uk/education-and-learning/school-years/school-travel-and-transport](http://www.darlington.gov.uk/education-and-learning/school-years/school-travel-and-transport) or by contacting the School Travel & Transport Team on: (01325) 406333

Darlington local authority would expect any parent who intends to apply for free travel; as they believe that their child would be an eligible child as described above; to state their nearest school as a preference. If you are unsure about eligibility and which would be your nearest school, then you must contact school admissions to find out. Determining which school would be the nearest for the purposes of eligibility will be based on the offers sent out on national offer day.

### **Example**

A child is offered a school on national offer day that is 4.5 miles away from their home, this was stated as a first and only preference by the parent. The nearest secondary school is 2.1 miles away from their home, but the parent chose not to apply for it even though they could have sought information about free school eligibility before submitting their application. Their nearest school was undersubscribed on offer day and would have been offered a place had they applied. Therefore, the child is not eligible for free travel.

### **Non-Statutory Transport Arrangements**

It is assumed that Hurworth, Hummersknott and Carmel schools will be operating school coaches throughout the 2024/2025 academic year where there is a demand to do so but this will be constantly reviewed by these schools. There is no guarantee that transport will continue each academic year for each school that currently operates a route. Therefore, children who **are not** entitled to free transport their parents may apply for a fare paying place on an existing coach where there are spaces available by contacting the relevant school. Details on these arrangements will be sent to parents after the allocation of places has been made and acceptance of the offer has been received by the Local Authority.

Should these arrangements cease it is a parents' responsibility to get their child to school and your preference for a school should not be determined by the availability of transport.

## School Details and Admission Policies

Each school has a published admission number (PAN), this is the number of places available for pupils starting in Year 7. The admission authority will not normally offer more than this number of places. If the number of children seeking a place is less than the admissions number, all children who have applied will be offered a place.

If there are not enough places for all the applicants, then the oversubscription criteria detailed in the admissions policy for that school will be used to decide who is offered a place.

If a child cannot be offered a place at one of their stated preferred schools, their name can be placed on a waiting list if requested. After the initial offers have been made and where places become available (refusals made by parents) further offers will be made every 3 weeks, this process will start after 31 March 2024.

Parents will also be offered the right of appeal (see page 10 for details). When stating a preference, you are entitled to state a reason for doing so. However, the only criteria used to allocate places are those published on page 15-47 in this guide.

**Non-Darlington resident Catholic applicants:** if your authority's form does not ask you to state whether your child is a baptised Catholic and which parish the baptism took place, please state these two facts in the reasons section of the application form.

Schools in Darlington LA do not select pupils by aptitude and do not therefore allocate places according to a school's specialism, only Carmel College operate feeder schools and Polam Hall School have postcode areas as part of random allocation of places.

It is important that you notify us in writing of any change in circumstances which would affect the offer of a school place, for example an intention to move out of the LA or place your child at an Independent School.

## **Carmel College**

The Headlands, Darlington, DL3 8RW

Telephone Number: 01325 254525

Email Address: [admin@carmel.org.uk](mailto:admin@carmel.org.uk)

Principal: Mrs Melanie Kane

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### **Published Admission Number**

The trust has set the published admission number (PAN) at 180 pupils at the normal point of entry in Y7 for 2024.

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription 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.

- Priority 1:** Catholic looked after and previously looked after children. (see notes 2&3)
- Priority 2:** Catholic children who attend a Catholic feeder primary school. (see note 3&13)
- Priority 3:** Other Catholic children. (see note 3)
- Priority 4:** Other looked after and previously looked after children. (see note 2)
- Priority 5:** Catechumens and members of an Eastern Christian Church. (see notes 4&5)
- Priority 6:** Other children who attend a Catholic feeder primary school. (see note 13&14)
- Priority 7:** Children of a member of school staff (see note 11) who has been employed at the school for two or more years at the time at which application for admissions to the school is made.
- Priority 8:** Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
- Priority 9:** Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
- Priority 10:** Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) 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 met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)



### **Application Procedures and Timetable**

If you do not provide the information required in section 5 on the Secondary School Application (SSA) form and return it by the closing date, your child will not be placed in the relevant priority group, and this is likely to affect your child's chance of being offered a place.

The information supplied must have been correct at the date of closing for applications. If not provided, evidence may be sought by the governing body following the closing date for applications. All applications which are submitted on time will be considered at the same time. Supporting documentation and for families who are not residents of Darlington who need to complete the SIF; which can be found on the Academy's website; these must be returned directly to Hayley Wooding at Carmel College.

### **Late Applications**

Late applications will be administered in accordance with Darlington local authority's coordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

### **Notes and definitions**

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **Home Address**

A child's **home address** refers to the address where the child usually lives with a parent and will be the address provided on the Secondary School Application Form (SSA). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given on the SSA, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. A **member of staff** includes all school staff who are under the direct employment of the Directors of Carmel Multi-Academy Trust and who work at Carmel College.

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

13. **Feeder Primary Schools**

The feeder primary schools are:

St Augustine's Primary School, Beechwood Avenue, Darlington, DL3 7HP  
Holy Family Primary School, Prior Street, Darlington, DL3 9EN  
St Bede's Primary School, Kingsway, Darlington. DL1 3ES  
St Teresa's Primary School, Harris Street, Darlington, DL1 4NL  
St William's Primary School, Elwick View, Trimdon Village, Co Durham, TS29 6HY  
St Mary's Primary School, Birch Road, Barnard Castle, DL12 5NP  
St Mary's Primary School, Central Avenue, Newton Aycliffe, DL5 5NP  
St Joseph's Primary School, Garburn Place, Newton Aycliffe, DL5 7DE

14. Children who are not Catholic attending a Catholic feeder school.

### **False evidence**

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in these admission arrangements and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked). The local authority accepts there may be exceptions and will treat each case on its merits.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the Headteacher of the school. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admission authority will take account the views of the parents and of appropriate medical and education professionals.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority School Admissions Team at the Town Hall. Parents will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out in the policy, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see waiting lists – operation of). The parent has the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year.

## Carmel College 6<sup>th</sup> Form

### Application Procedures and Timetable

The sixth form is available for all existing Students subject to Students fulfilling the individual requirements of suitable courses. Remaining places in the sixth form of the College will be offered in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. To apply for a place at this College, the parent/student must complete an application form available from the College. The parent/student will be advised of the outcome of the application by the College.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications. All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 December 2023. Applications received after this date will be considered on a rolling basis.

### Published Admission Number

The governing body has set its published admission number (PAN) at 250 students to year 12 in the College year which begins in September 2024.

### Entry requirements

Both internal and external Students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. The minimum entry requirement for admission into Year 12 for Level 3 courses is 5 x grade 4 GCSE, or equivalent, plus subject specific requirements as per prospectus.

In addition to the sixth form's minimum academic entry requirements Students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Details of the specific entry requirements and courses available may be obtained from the College.

Course requirements are published annually in the College's prospectus and on its website.

### **When year 12 is under-subscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.**

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below. Where there is a space in year 13 i.e. where there are fewer than 250 Students in the year group, the College will admit additional Students up to this number using the oversubscription criteria set out below.

### **Oversubscription Criteria (for external applicants)**

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

*First priority in each category will be given to students who will have a sibling (note 9) attending the College in September 2024.*

1. Catholic looked after and previously looked after students. (see notes 2&3 of Carmel Academy Policy)
2. Other looked after and previously looked after students. (see note 2 of Carmel Academy Policy)
3. External applicants who meet entry requirements.

## Haughton Academy

Salters Lane North, Darlington, DL1 2AN

Telephone Number: 01325 254000

Email Address: [admin@educationvillage.org.uk](mailto:admin@educationvillage.org.uk)

Principal: Mrs Su Gill

### Published Admission number

The admission number for Haughton Academy at the normal point of entry in Yr7 is 180 pupils.

### Process of application

Applications for places at the Academy will be made in accordance with the coordinated admission arrangements for Darlington Local Authority and will be made on the Secondary School Application form provided and administered by the Local Authority. Prospective pupils and their parents are encouraged to visit the Academy before making an application.

### Consideration of applications

Where fewer applications than the admission number are received, the Academy will offer places to all those who have applied. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health & Care Plan (EHCP) where the Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

#### Priority 1: Public Care

Children in Public Care (Looked after Children); or who have been in state care outside of England and ceased to be in state care as a result of being adopted (See Note 1 below)

#### Priority 2: Family Links

Students whose siblings (see Note 2 below) currently attend the school and who will continue to do so on the date of admission;

#### Priority 3: Distance

Students who live nearest the Academy measured from the front door of the home address to the main school gate, by the shortest walking route judged to be safe (lighting at regular intervals and paved/tarmacked). This will be based on the child's permanent home address (See Note 3 below). To remain consistent, the Academy will measure distance using the Geographical Information System adopted by the Borough Council to measure all distances.

#### Priority 4: Medical Reasons

Children with very exceptional medical factors directly related to placement at the Academy. Applications under this criterion should be supported by written evidence from a doctor (see Note 4 below).

### Note 1: Definition of Children in Public Care or Previously in State Care Outside of England

Children who are currently in public care (looked after children) including adopted children who were previously in care. A 'looked after' child is a child who is looked after by a LA in accordance with Section 22 of the Children's Act 1989(b) at the time when application for admission to the Academy is made and whom the LA can confirm will still be looked after at the time of admission. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### Note 2: Definition of 'sibling'

Siblings (brothers or sisters) are those children who live at the same address and either:

- have one or both natural parents in common;
- are related by a parent's marriage,
- are adopted or fostered, or;
- their parents are married/co-habiting and children live together in the same household;
- they are children of the same household

### **Note 3: Home Address**

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child.

For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

### **Note 4: Children with medical factors directly relating to an Academy admission**

If you state a preference for Haughton Academy and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the reasons why the Academy is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

### **Measurements**

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements.

### **Tie Break**

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, which may involve an officer walking the route using a pedometer.

### **Multiple Births**

For multiple births where only 1 place remains at Haughton Academy, then the Academy will use its discretion in deciding whether to offer a place(s) that will exceed its admissions number (180).

### **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 Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. 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.

The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this policy. When a vacancy occurs, places they will be allocated to children on the waiting list in accordance with the oversubscription 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 Academy. The Appeal Panel will be independent of the Academy. Contact the school admissions team for details on how to appeal – Tel 01325 406333.

### **In-Year Applications**

Families who move into the area who require a place(s) at the Academy must contact Schools Admissions at the Town Hall. Should a place be available at the school a meeting with the Principal or his/her representative will take place before a start date is agreed. Should however a parent request a place and there is none available, then they will be informed about the appeals process and the availability of alternative school places.

Anyone wishing to contact the Academy regarding its admission arrangements should contact the school office, Telephone (01325) 254000.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the Headteacher of the Academy. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take account the views of the parents and of appropriate medical and education professionals. Applications will be considered at anytime but those wishing to apply for a place at the normal point of entry should do so before the national closing date of 31 October in the year prior to the year of admission.

## Hummersknott Academy

Edinburgh Drive, Darlington, DL3 8AR

Telephone Number: 01325 241191

Email Address: [enquiries@hummersknott.org.uk](mailto:enquiries@hummersknott.org.uk)

Head of School: Mr Nick Merifield

### Admission Policy

#### Application Process

Applications for places at Hummersknott Academy are made on the Secondary School Application (SSA) form in accordance with the Local Authority's co-ordinated admission arrangements.

#### Published Admissions Number (PAN)

The published admission number at the normal point of entry in Yr7 is 240.

#### Oversubscription Criteria

After the admission of children with an Education Health and Care Plan where Hummersknott Academy is named on the plan, and where the number of applicants is greater than the Published Admission Number (PAN), applications will be considered against the criteria set out below, in the order:

**Priority 1: Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children**

A Looked After Children and children who were Previously Looked After but immediately after becoming Looked After became subject to Adoption, a Child Arrangement Order or Special Guardianship Order. Children who appear to Hummersknott Academy to have been in state care outside of England and ceased to be in state care as a result of being adopted (see explanation).

**Priority 2: Medical Reasons**

Children with very exceptional medical factors directly related to school placement. Applications under this criterion should be supported by written evidence from a professional health care practitioner (see explanation).

**Priority 3: Family Links**

Children who have a brother or sister already attending the Academy and who are expected to be on roll at the Academy at the time of admission (see explanation).

**Priority 4: Children of Staff**

Children of staff members who have worked at Hummersknott Academy for at least two years at the time at which application for admissions to the school is made.

**Priority 5: Associated Areas**

Children living within the rural areas of Heighington and Coniscliffe within the Borough of Darlington and children living within the area of Park East - Skerne Park and the Pastures estates. (See Associated Area explanation and map).

**Priority 6: Distance**

Children who live nearest the Academy measured from the front door of the home address (including flats) to the main school gate by the shortest walking route judged to be safe (lit at regular intervals and paved/tarmacked). This will be based on the child's permanent home address (to remain consistent the Authority uses a Geographical Information System to measure all distances).

#### Tie Break

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, which may involve an officer walking the route using a pedometer.



## Explanations

### **Definition of Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children** (at the time of making an application for the school)

- A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989).
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.
- A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
- A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Medical Criterion**

If a parent states a preference for Hummersknott Academy and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional health care practitioner. The supporting evidence should set out the reasons why Hummersknott Academy is the most suitable choice and why other schools could not provide the appropriate support for the child. The Governing Body may seek the opinion of a specialist where the information submitted from the health care practitioner does not contain enough information to determine how the condition can affect a child and their admission to school. In such cases permission will be sought from the child's parents to do so.

### **Family Links**

Children have a family link if:

- They are half-brother or full brother or sister.
- They are adoptive brother or sister.
- Their carers' are co-habiting and children live together in the same household.

### **Associated Areas for Hummersknott Academy are:**

The following areas have been deemed by the Academy's Governing Body to be Associated Areas for over-subscription criteria to Hummersknott Academy.

#### Heighington and High Coniscliffe (map on pg 27)

Children living within Heighington and Coniscliffe in the Borough of Darlington as identified on the map.

#### Park East (map on pg 28)

Children living in the area to the south of Parkside within the Ward of Park East in the Borough of Darlington as identified in the area hatched on the map. Also, areas identified by the parish boundaries identified on the map.

The maps are also available on the Council's website and on Hummersknott Academy's website.

### **School Transport Arrangements**

Details on transport arrangements for which the Local Authority are responsible are available on pg 13.

### **Home Address**

This is the child's permanent address where he or she generally resides. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. Where shared care arrangements are in place, the home address shall be as directed by the court or the address where the child lives for the majority of the school week.

If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. Where the temporary change of address is due to the sale of property, evidence of the circumstances will be required to determine the home address for the purposes of the application. Any permanent change of address during the period from making an application to the offer being made, must be notified to the Local Authority immediately, as this may affect the admission offer made. In the event of a change of address affecting the application for your child to attend Hummersknott Academy, the Academy will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

### **Measurements**

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements.

### **Multiple Births**

Where a single place remains and the next child to be offered is a twin or other multiple births, then Hummersknott Academy will use its discretion in deciding whether to offer over the PAN.

### **Operation of a waiting list**

The Local Authority will maintain a waiting list for Year 7 pupils only until the end of the autumn term of the academic year of admission and it will be open to any parents to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criterion.

### **Arrangements for Appeals**

Parents will have the right to appear before an Independent Appeal Panel if they are dissatisfied with an admission decision of the Local Authority made on behalf of Hummersknott Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be made by the Local Authority in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. Parents who are refused a place for their child have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the Academy address.

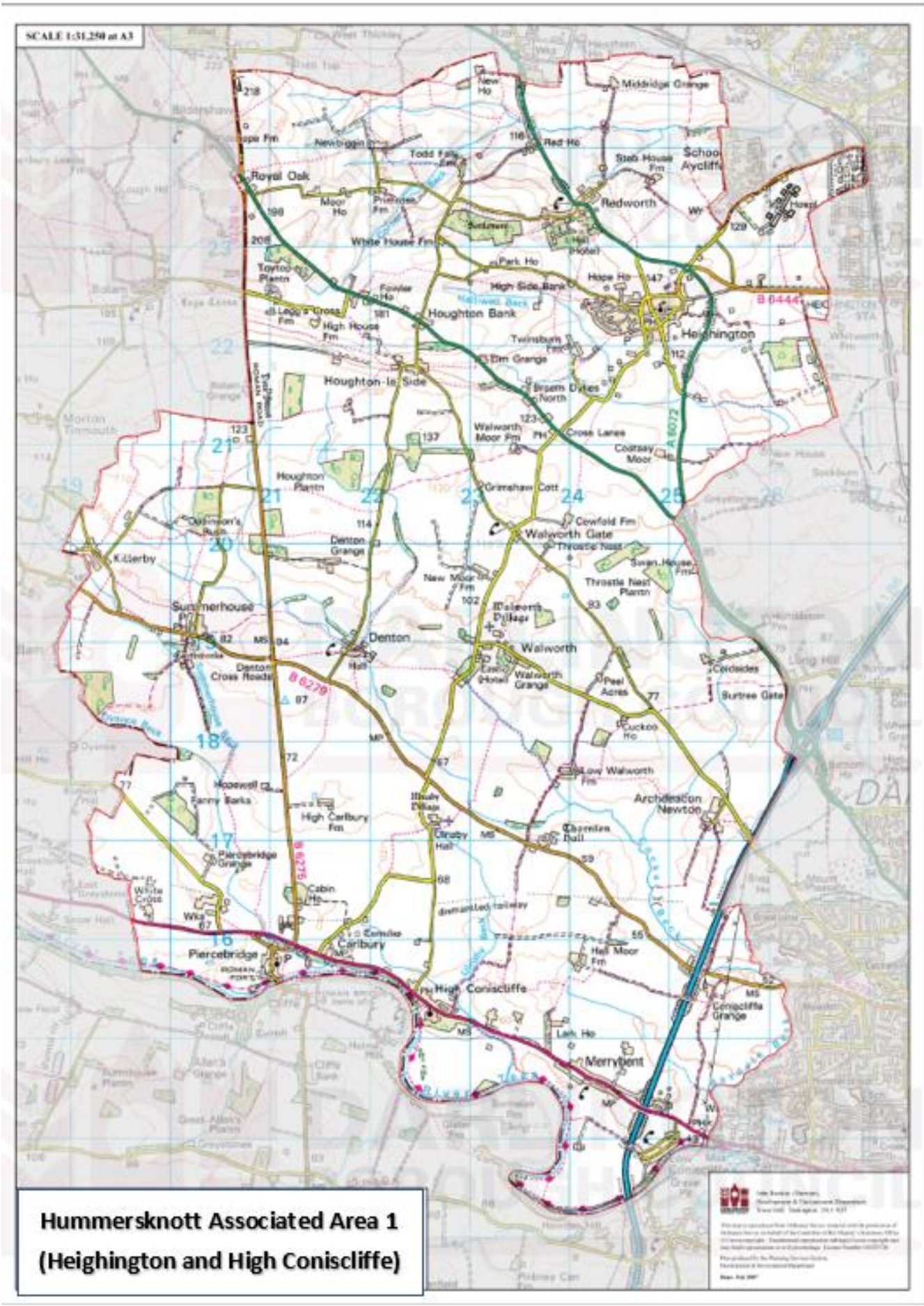
### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent, bearing in mind the age group the child has been educated in up to that point. The process for requesting such an admission is to apply to the Academy in writing giving a clear explanation of why the request is being made. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such. Parents have a statutory right to appeal against the refusal of a place but this does not apply if the authority can offer a place but it is not in the year group that has been requested.

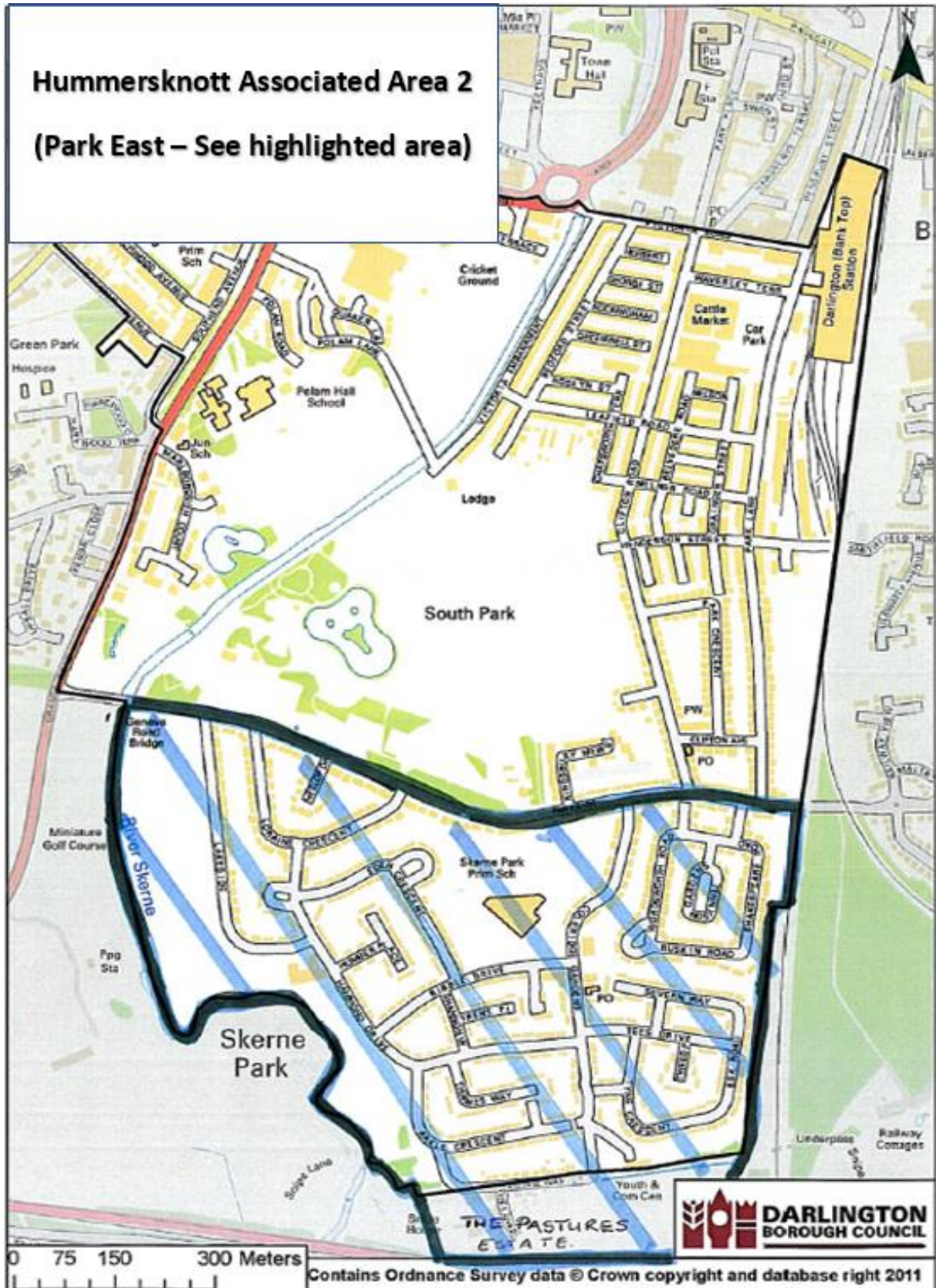
### **In-Year admissions**

Families who move into the area who are seeking a place outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall. Parents will be sent an In-year Application Form (IYAF) out and directed to the Council's website for a copy of the Guide for Parents. Should a place be available at the school a meeting with the Head of School will take place before a start date is agreed, this will be arranged via the school. Should a parent request be refused, then they will be informed about the appeals process.

Anyone wishing to contact the Academy regarding its admission arrangements should contact Joanne Woods, Officer Manager.







## Hurworth School

Croft Road, Hurworth-on-Tees, Darlington, DL2 2JG

Telephone Number: 01325 720424

Email Address: [enquiries@hurworthschool.org.uk](mailto:enquiries@hurworthschool.org.uk)

Head of School: Mrs Rachel Somerville

### Admissions Policy

The Governing Body of Hurworth School is the Admissions Authority for this school.

### Published Admissions Number

The published admission number at the normal point of entry, Yr7, is 127.

### How to apply for a place

Applications for places will be made in accordance with Darlington LA's co-ordinated admission arrangements and must be made on the application form in the back of the Local Authority's Guide for Parents or by applying online on the Council's website.

After the admission of children with an Education Health and Care Plan where Hurworth School is named on the plan, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below in the order:

**Priority 1: Looked After, Previously Looked After Children & Internationally Adopted Previously Looked After Children** (see definition)

**Priority 2: Children of a Member of School Staff**  
Children of a member of staff who has been employed at the school for two or more years at the time at which application for admissions to the school is made. (see definition)

**Priority 3: Family Links**  
Children who have a brother or sister already attending Hurworth School and who are expected to be on roll at the school at the time of admission. (see definition)

**Priority 4: Medical Reasons**  
Children with very exceptional medical factors directly related to school placement. Applications under this criterion must be supported by written evidence from a professional practitioner. (see definition)

**Priority 5: Children living in Hurworth & Hurworth Place** (see map for Priority 6).

**Priority 6: Associated Areas**  
Children who live within the following areas: The villages of Middleton St George, Middleton One Row, Neasham, Bishopton, Sadberge, Great Stainton, Little Stainton and the rural areas of Sockburn, Low Dinsdale and Hurworth Moor (as defined on maps A, B & C)

**Priority 7: Distance**  
Pupils who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate (see measurements).

### **A Looked After or Previously Looked After Child & A child in State Care Outside of England** (at the time of making application to the school).

- A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989)
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

- A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
- A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Children of a member of school staff**

A member of staff includes all school staff who are under the direct employment of the Directors of Swift Academies and who work at Hurworth School.

### **Family Links**

Children have a family link if:

- They are half-brother of full brother or sister.
- They are adoptive brother or sister.
- They are a foster brother or sister
- Their carers are married/co-habiting and children live together in the same household.
- They are children in the same household (e.g. carers have Special Guardianship/Child Arrangements order)

### **Medical Criterion**

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner. If you state a preference for Hurworth School and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner.

The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

### **School Transport Arrangements**

Details on transport arrangements for which the Local Authority are responsible are available on pg 13.

Transport to Hurworth School will only be provided to this Academy by the Local Authority if:

- Hurworth is the nearest appropriate and/or suitable school and is more than three miles from the parents' home.
- Hurworth School is the nearest appropriate and/or suitable school and there is no identified safe route.

If your rural area is not mentioned in the list, please refer to the maps found on the school admissions website or contact the school for further clarification.

### **Home Address**

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

### **Late Applications**

Late applications will be administered in accordance with the home local authority coordinated admissions scheme.

### **Tie Break**

In the event of more applications in any oversubscription criteria where the PAN will be reached, distance will be the deciding factor, which may involve an officer walking the route using a pedometer (see measurements).

### **Measurements**

For applications which require a measurement to be undertaken in order to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe\*. However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement (\*lighting at regular intervals and paved/tarmacked).

### **False Information**

The governing body reserves the right to withdraw the offer of a school place, or where a child is already attending the school, the place itself in the first term of attending where it is satisfied that the offer or place was obtained fraudulently.

### **Multiple Births**

Where a single place remains and the next child to be offered is a twin or other multiple birth, then the school will use its discretion in deciding whether to offer over the PAN.

### **In-Year Applications**

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the Local Authority Fair Access Protocol. Applications should be made by contacting the Local Authority Schools Admissions Team on 01325 406333. Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available, a parent has a right to appeal.

### **Waiting Lists**

If your child has been refused admission, a waiting list will be held by the Local Authority. Priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term 2024.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority 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 contacting Mrs Lucy Clark, Data Officer on 01325 720424.

### **Admission of children outside their normal age group**

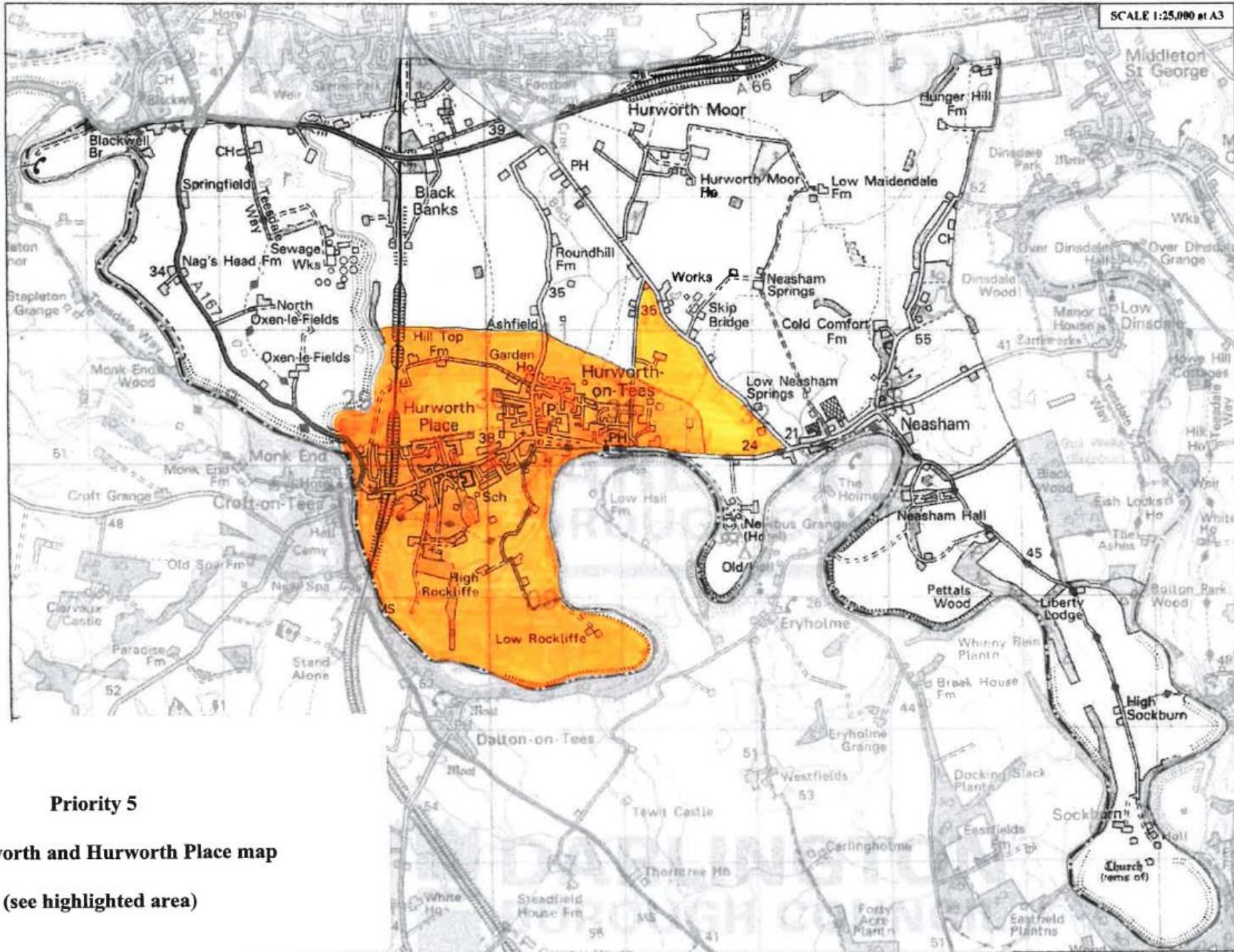
Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally fall into a lower age group if it were not for being born prematurely, they must also take into account the views of the Head Teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

If a parent seeks a place in a year group other than the year that their child would 'normally' be in (outside of their chronological age), they need to put their request in writing with a clear explanation of why they are making their request, for example their child is gifted and talented, they have missed a significant part of their education due to a medical problem.

If a parent seeks a place for their child to start Year 7 when they are in a year group outside of their chronological age and it is within the co-ordinated timeframe for applying (beginning of September to 31st October) then this will be considered as part of the normal admissions round.

Any application will be forwarded to the Head Teacher, Hurworth School and will be considered by the Admissions Sub-Committee. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such, if parents do not agree with the decision, they have a statutory right to appeal against the refusal of a place at the school. This does not apply if they are offered a place at the school but it is not in their preferred age group. In this instance parents must complete an In-Year Application Form.





**Priority 5**

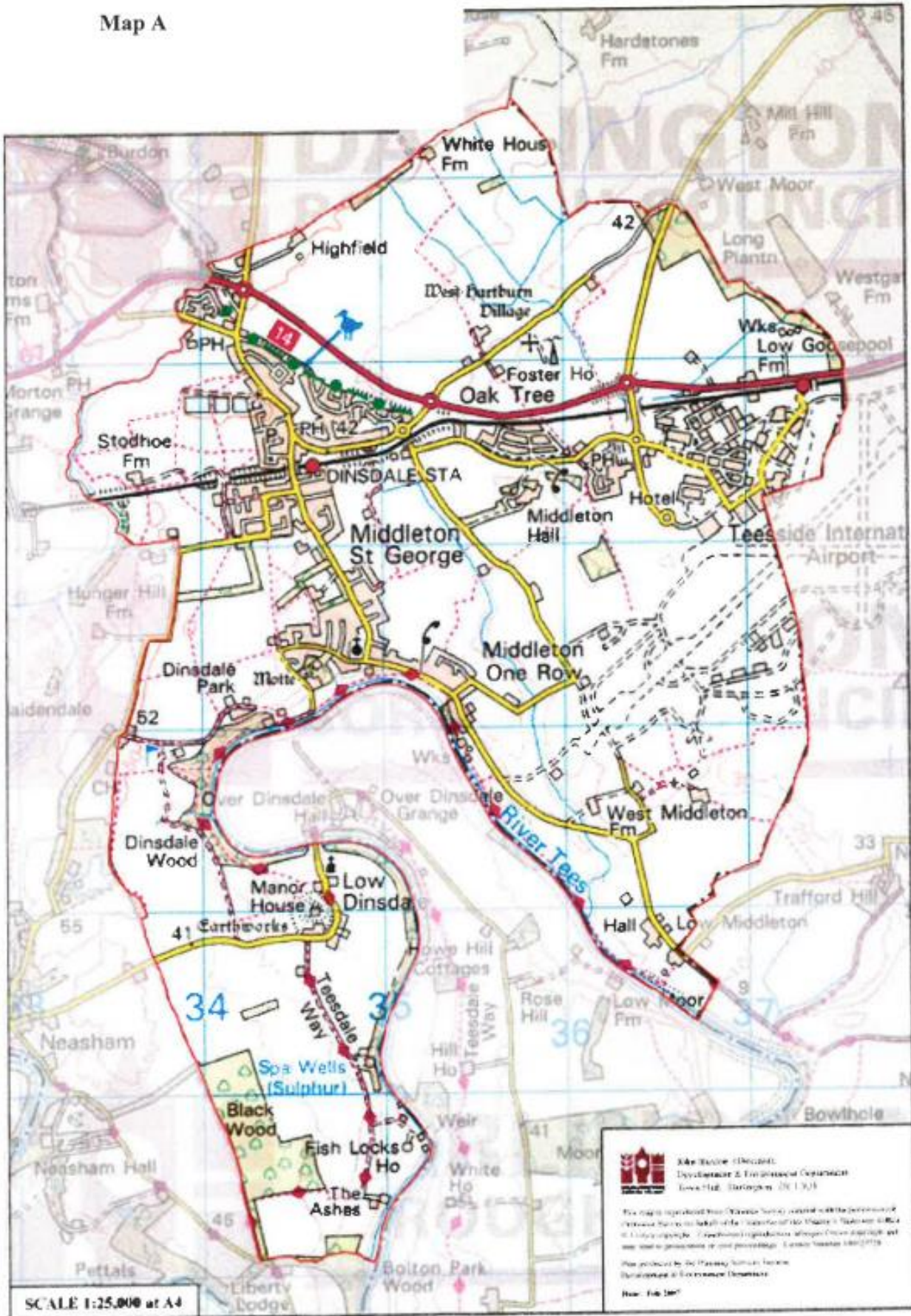
**Hurworth and Hurworth Place map**

**(see highlighted area)**

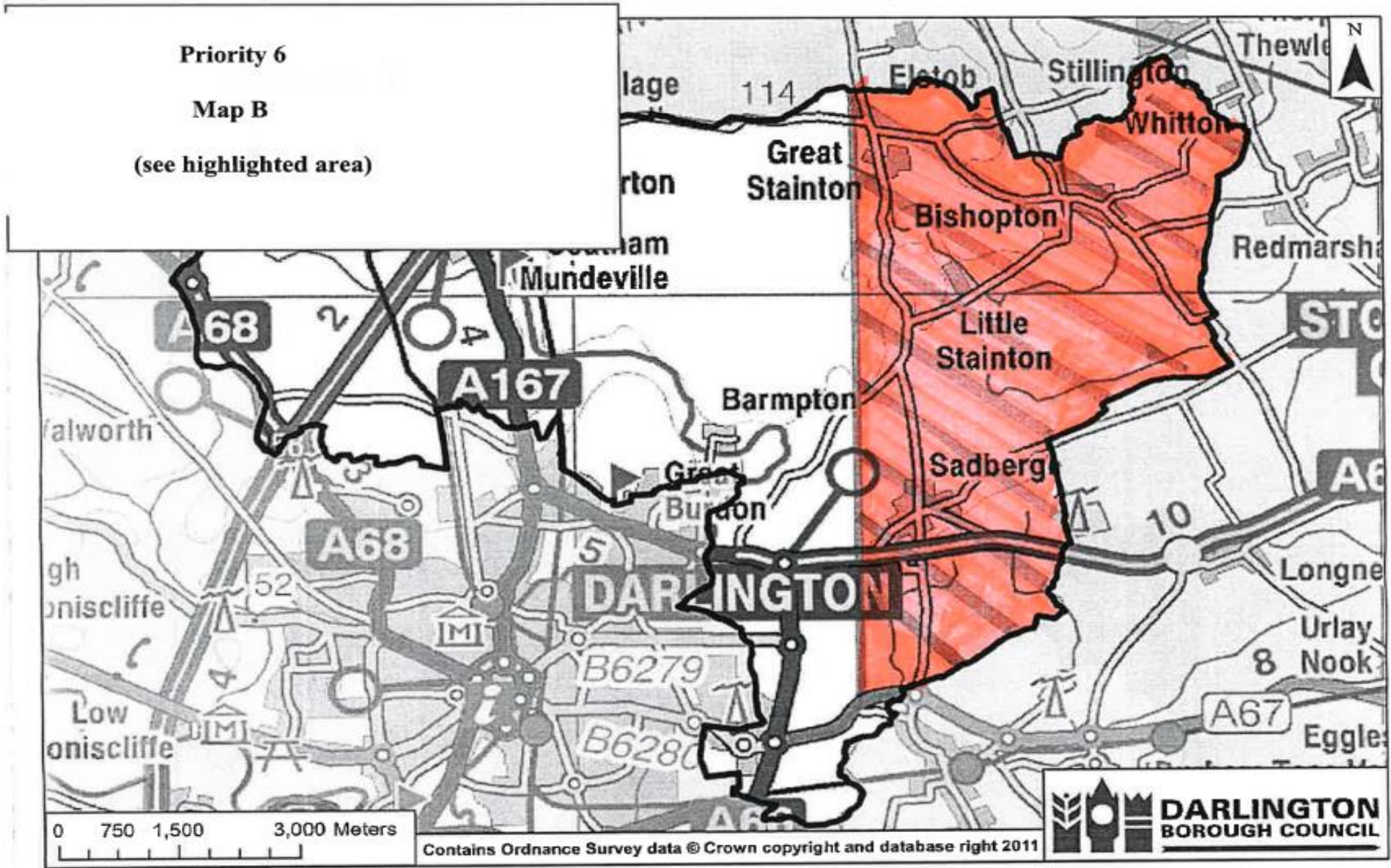


Priority 6

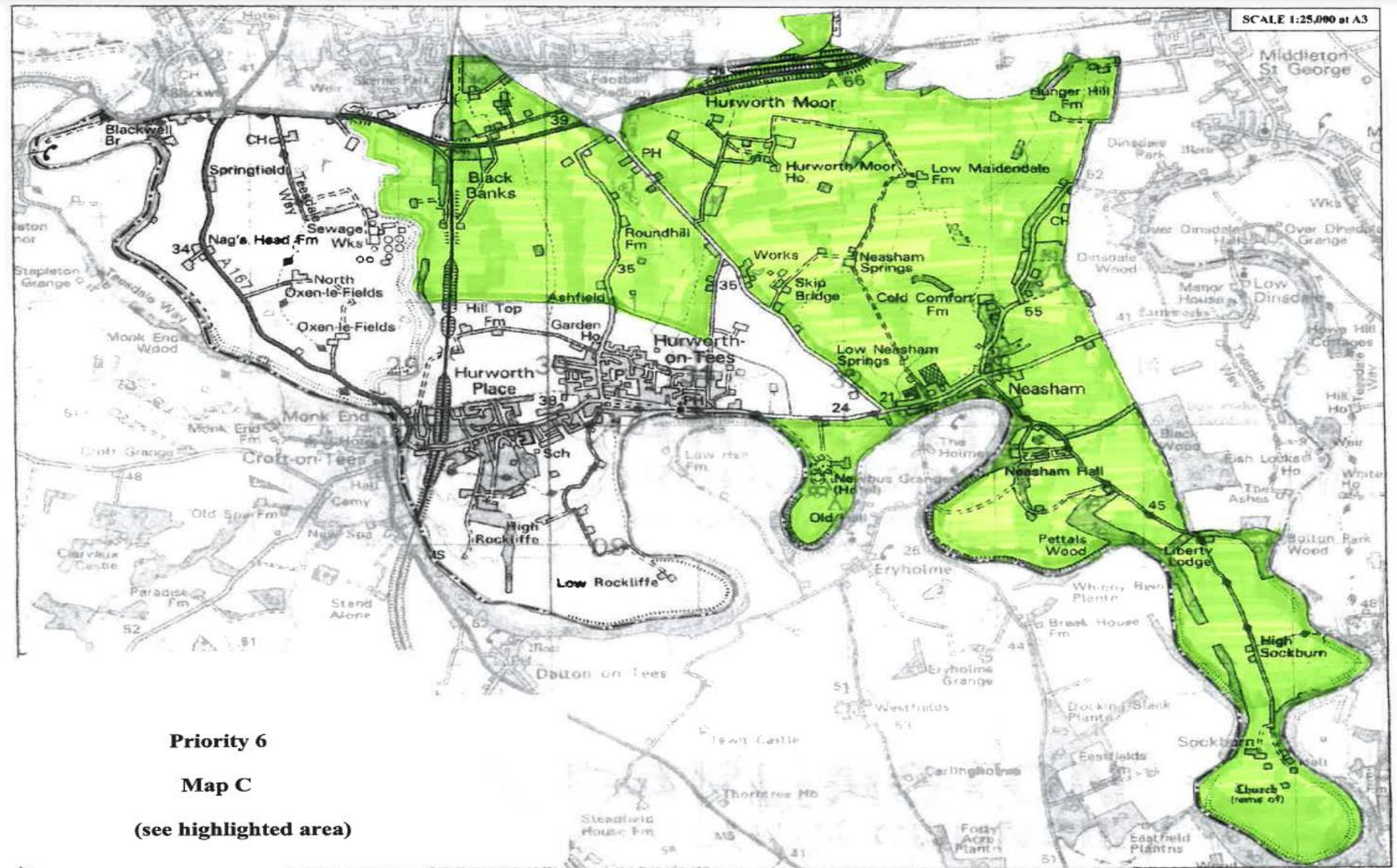
Map A











## Longfield Academy

Longfield Road, Darlington, DL3 0HT

Telephone Number: 01325 380816

Email Address: [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)

Head of School: Mrs Angela Sweeten

### Admissions Policy

The Governing Body of Longfield Academy is the Admissions Authority for this school.

### Published Admissions Number

The published admission number at the normal point of entry, Yr7, is 180.

### Admissions Policy

The Admissions Policy Criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority.

### Oversubscription Criteria

After the admission of children with an Education, Health and Care Plan where Longfield Academy is named on the plan, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below in the following order:

**Priority 1: Looked After & Previously Looked After Children & State Care Outside of England**  
(see definitions)

**Priority 2: Medical Reasons**  
Children with very exceptional medical factors directly related to school placement. Applications under this criterion must be supported by written evidence from a professional practitioner (see definition).

**Priority 3: Transport Links**  
Children for whom Longfield is the nearest appropriate school and the route is unsafe (not lit and paved at regular intervals and/or the road along the route although safe has the national speed limit for a single carriageway) or is the nearest appropriate school and is over 3 miles (measured by the shortest walking route where applicable).

**Priority 4: Family Links**  
Children who have a brother or sister already attending Longfield Academy and are expected to be on roll at the Academy at the time of admission (see definition).

**Priority 5: Distance**  
Children who live nearest to Longfield Academy measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route judged to be safe (lighting at regular intervals and paved/tarmacked). This will be based on the child's permanent home address (see definition of home address).

### Definitions

#### Looked After or Previously Looked After Children & State Care outside of England

(at the time of making an application to the school)

- A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989)
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

- A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
- A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Medical Criterion**

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner. If you state a preference for Longfield Academy and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

### **Measurements**

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements.

### **Family Links**

Children have a family link if:

- They are half or full brother or sister.
- They are adoptive brother or sister.
- They are a foster brother or sister;
- Their carers are co-habiting and children live together in the same household.
- They are children of the same household (e.g. carers have special guardianship/child arrangements order).

### **Home Address**

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

### **Multiple Births**

Where a single place remains and the next child to be offered is a twin or other multiple births, then the school will use its discretion in deciding whether to offer over the PAN.

### **Tiebreak**

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, using the GIS and may involve an officer walking the route using a pedometer.

### **Waiting Lists**

If your child has been refused admission, a waiting list will be held by the Local Authority. Priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term 2024.

### **Late Applications**

Late applications will be administered in accordance with the home local authority co-ordinated admissions scheme.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority 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 contacting Academy Administration Manager, Mrs P Rutter.

### **False Information**

The governing body reserves the right to withdraw the offer of a school place, or where a child is already attending the school, the place itself in the first term of attending where it is satisfied that the offer or place was obtained fraudulently.

### **School Transport Arrangements**

Details on transport arrangements for which the local authority are responsible are available on pg 13.

### **Admission of children outside their normal age group**

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally fall into a lower age group if it were not for being born prematurely, they must also take into account the views of the Head Teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

If a parent seeks a place in a year group other than the year that their child would 'normally' be in (outside of their chronological age), they need to put their request in writing with a clear explanation of why they are making their request, for example their child is gifted and talented, they have missed a significant part of their education due to a medical problem. If a parent seeks a place for their child to start Year 7 when they are in Year 5 and it is within the co-ordinated timeframe for applying (beginning of September to 31st October) then this will be considered as part of the normal admissions round.

Any application will be forwarded to the Head of School, Longfield Academy and will be considered by the Admissions Sub-Committee. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such, if parents do not agree with the decision, they have a statutory right to appeal against the refusal of a place at the school. This does not apply if they are offered a place at the school but it is not in their preferred age group. In this instance parents must complete an In-Year Application Form.

### **In-Year Applications**

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the Local Authority Fair Access Protocol. Applications should be made by contacting the Local Authority Schools Admissions Team on 01325 406333.

Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available, a parent has a right to appeal.

## Polam Hall School

Grange Road, Darlington, DL1 5PA

Tel 01325 463383

E-mail [information@phs.woodard.co.uk](mailto:information@phs.woodard.co.uk)

Head Teacher: Mrs Kate Reid

The Governing Body of Polam Hall School is the Admissions Authority for this school.

### Published Admissions Number

The published admission number at the normal point of entry, Yr7, is 84.

### Admissions policy

After the admission of children with an Education, Health and Care Plan where Polam Hall School is named on the plan, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below in the order:

### How to apply for a place

Applications for places will be made in accordance with the LA's co-ordinated admission arrangements and must be made on the application form in the back of this guide or online. Students who are on roll at Polam are entitled to automatically transfer from Year 6 to Year 7, are still requested to apply.

### Oversubscription Criteria

**Priority 1:** Looked after, previously looked after children & Children who were in State Care outside of England (see definitions)

**Priority 2:** Those children who have a sibling at Polam Hall School at the time of entry.

**Priority 3:** Children who have a parent who is a member of staff at Polam Hall School at the time of the application where:

- i) The member of staff has been employed at Polam Hall School for two or more years at the time at which the application for admission to the school is made, and/or
- ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**Priority 4:** 60% of the remaining places will be allocated to children whose permanent home address is within the school's local area, defined as postcode areas DL1 or DL3.

**Priority 5:** 10% of the external places available will be allocated to children who are likely to attract the 'Pupil Premium' or 'Service Premium' (regardless of their permanent home address)

**Priority 5:** The remaining places will be allocated to children whose permanent home address lies outside postcode areas DL1 or DL3.

\*NB Year 6 pupils can automatically transition to Y7, so the PAN of new pupils into Y7 will be 84 minus the number of pupils from Y6 continuing into Y7. This number will be around 28.

### Definitions

**Looked After or Previously Looked After** (at the time of making an application to the school)

- A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989)
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.



- A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.
- A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
- A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Service Premium** – a child will attract service premium if a parent is serving in the regular UK armed forces or was serving in the past 3 years OR they are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme because his/her parent(s) died on active service with the UK armed forces.

**Pupil Premium** – a child who will attract pupil premium if he/she has been eligible for free school meals (FSM) at any point in the last six years;

**Siblings** – the term 'sibling' means a full, step, half adopted or foster brother or sister. Siblings must all live at the same permanent home address from Monday to Friday.

### **Waiting lists**

If your child has been refused admission, a waiting list for unsuccessful applicants who remain keen to secure a place should one become available prior to or during the school year. The waiting list will be recorded in accordance with the oversubscription criteria set out in the school policy. Looked after children and previously looked after children and those children allocated a place at the school in accordance with the local authority's Fair Access Protocol, will take precedence over those on a waiting list.

### **Tie break**

In the event of a tie-break in any oversubscription criteria, places will be allocated by random allocation. Applications will be allocated a computer-generated reference number and the school will undertake a random draw to select successful applicants. An independent adjudicator will supervise the draw to ensure that the process and outcome are fair, unbiased and transparent.

### **Multiple Births**

If, children of multiple birth are tied for the final place, the school will admit them over the admission number.

### **Appeals**

Parents dissatisfied with the outcome of an application to the school are eligible to appeal. Parents should contact Stephanie Weller, Admissions Clerk at Polam Hall School for details on how to appeal.

### **School transport arrangements**

Details on transport arrangements for which the Local Authority are responsible are available on pg 13.

### **Admission into year groups other than Year 7**

Parents moving into the area, or who wish to move their child from another secondary school in the area should apply to the Local Authority. If the year group applied for has a place available, then the child will be offered a place. If more applications are received than there are places available, then the oversubscription criteria will be applied, if no places are available then the child will not normally be offered a place unless an Educational, Health and Care Plan names Polam Hall School.

### **Admission of children outside their normal age group**

Parents may request a place in a year group outside their child's normal age group. If they do they should complete an application form and attached a covering letter along with any accompanying documentation that details the circumstances behind their request: for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Admissions Officer at Polam Hall School. The Principal will consider the request.

All such request will be considered on their merits, taking into account the circumstances of the request and the child's best interests. If a request is refused the child will still be considered for admission to their normal age group. Once a decision has been made the school will write to the parent(s) informing them of the decision and setting out the reasons for the decision. Parents have a statutory right to appeal against the refusal of a place but this does not apply if the authority can offer a place but it is not in the year group that has been requested.

## St Aidan's Church of England Academy

Hundens Lane, Darlington, DL1 1LL

Telephone Number: 01325 373770

Email Address: [enquiries@staidansacademy.org.uk](mailto:enquiries@staidansacademy.org.uk)

Principal: Mr Dean Lythgoe

The Governing Body of St Aidan's Church of England is the Admissions Authority for this school.

### Published Admissions Number

The published admission number at the normal point of entry, Yr7, is 140.

### How to apply for a place

Applications for places will be made in accordance with the LA's co-ordinated admission arrangements and must be made on the application form in the back of this guide or online.

### Admissions Policy

Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below. After the admission of pupils with an Education Health and Care Plan where the Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

**Priority 1:** Children in Public Care (Looked After Children) (see Note 1)

**Priority 2:** Pupils with exceptional medical factors and/or social factors directly relating to school placement (see Note 2)

**Priority 3:** Pupils whose siblings (see Note 3) currently attend the school and who will continue to do so on the date of admission;

**Priority 4:** Pupils who live nearest the Academy, measured from the front door of the home address (including flats) to the main entrance to the Academy as determined by the Governing Body, by the shortest walking route judged to be safe by the Academy, using the criteria adopted by the LA (see Note 4)

**Priority 5:** Other children

### Note 1: Definition of Looked After, Previously Looked After Child & Children who were in State Care Outside of England (at the point of making an application for the school)

- A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989)
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.
- A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989). Applications under this criterion must be accompanied by evidence to state that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
- A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Note 2: Definition of Medical Factors**

Supporting evidence for applications under the provisions of priority 2 should set out the particular reasons why the Academy is the most suitable school for the pupil to attend and the difficulties it would cause if the child had to travel to another school. Applications under this criterion should be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis.

### **Note 3: Definition of 'sibling'**

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- Have one or both natural parents in common;
- Are related by a parent's marriage,
- Are adopted or fostered or
- Their parents are married/co-habiting and children live together in the same household;
- They are children of the same household.

### **Note 4: Definition of Home Address**

This is the child's permanent address where he or she generally resides. Temporary addresses may not be used in the application for admission to the Academy. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. Where parents are separated and the child lives for periods with both, then the home address will be that of the parent that receives the child benefit. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. Where the temporary change of address is due to the sale of property, evidence of the particular circumstances will be required to determine the home address for the purposes of the application.

### **Measurements**

For applications which require a measurement to be undertaken in order to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **Tie break**

In the event of a tiebreak, the Academy will carry out a thorough investigation, which may involve an Officer walking the route using a pedometer.

### **Multiple Births**

In the case of a single place remaining and the next child to be offered is a twin or other multiple birth, then the admissions Authority will use its discretion in deciding whether to offer over the published admission number.

### **Waiting list**

The LA will maintain a waiting list until the end of the autumn term 2024. After this time the Academy will maintain a waiting list, which will be open to any parents to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application, due to oversubscription for the relevant year group. The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criterion.

### **School Transport Arrangements**

Details on transport arrangements for which the Local Authority are responsible are available on pg 13.

### **Arrangements for appeal panels**

Parents will have the right of an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the DofE as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process. For further details, write to the Chair of Governors at St Aidan's Church of England Academy.

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs Claire Bonas, PA to the Principal, Telephone (01325) 373778.

### **In-Year Admissions**

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the Local Authority Fair Access Protocol. Applications should be made by contacting the Local Authority Schools Admissions Team on 01325 406333.

Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available, a parent has a right to appeal.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent, bearing in mind the age group the child has been educated in up to that point.

The process for requesting such an admission is to apply to the Academy in writing giving a clear explanation of why the request is being made. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

Parents have a statutory right to appeal against the refusal of a place but this does not apply if the authority can offer a place but it is not in the year group that has been requested.

## Wyvern Academy

Eggleston View, Darlington, DL3 9SH

Telephone Number – 01325 351377

Email address – [adminoffice@wyvernacademy.org](mailto:adminoffice@wyvernacademy.org)

Acting Head Teacher: Mr Owen Inglis

The Governing Body of Wyvern Academy is the Admissions Authority for this school.

### Published Admissions Number

The published admission number at the normal point of entry, Yr7, is 140.

### Oversubscription Criteria

After the admission of pupils with an Education Health and Care Plan where Wyvern Academy is named on the plan, the following criteria will be applied in order of priority, for deciding how places will be allocated:

**Priority 1: Looked After, Previously Looked After Children & Internationally Adopted Previously Looked After Children**  
(see explanation below)

**Priority 2: Family Links**  
Children who have a brother or sister already attending Wyvern Academy and are expected to be on roll at the school at the time of admission (see explanation below).

**Priority 3: Transport Links**  
Children for whom Wyvern is the closest school and the route is unsafe (not lit and paved at regular intervals) or is the nearest appropriate school and is over 3 miles (measured by the shortest walking route where applicable).

**Priority 4: Distance**  
Children who live nearest Wyvern measured from the front door of the home address (including flats) to the main school gate as designated by the LA, by the shortest walking route judged to be safe (lighting at regular intervals and paved/tarmacked). To remain consistent the Authority uses a Geographical Information System to measure all distances. (See explanation of home address).

### Explanations

**A Looked After or Previously Looked After Child** (at the time of making application to the school).

- A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989)
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.
- A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
- A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

## **Family Links**

Children have a family link if:

- They are half or full brother or sister.
- They are adoptive brother or sister.
- Their carers are co-habiting and children live together in the same household.
- They are children of the same household (e.g. carers have special guardianship/residency order).

## **Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of childminders or other family members who may share in the care of your son / daughter. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

The Schools' Admissions Team will check addresses against other records held by Darlington Borough Council, such as the electoral register and council tax records. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where a family intends to move into the Borough, a request for a school place based on a new address cannot be considered until a letter is provided from a licensed conveyancer or solicitor confirming exchange of contracts. It is the parent/carers responsibility to inform the Local Authority immediately of any permanent change of address during the period from receipt of application up to the offer date, as this may affect the admission offer made for your child. In the event of a change of address affecting the application for your child to attend an over-subscribed school, the Local Authority will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

## **Fraudulent applications**

The Academy reserves the right to withdraw any offer made on the basis of an inaccurate or misleading address.

## **Measurements**

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements.

## **Tie break**

In the event of a tiebreak distance will be the deciding factor, which may involve an Officer from the LA walking the route using a pedometer.

## **Multiple Births**

In the case of a single place remaining and the next child to be offered is a twin or other multiple birth then the admission authority will use its discretion in deciding whether to offer over the published admission number.

## **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the autumn term 2024.

## **School Transport Arrangements**

Details on transport arrangements for which the Local Authority are responsible are available on pg 13.



### **In-Year Admissions**

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the Local Authority Fair Access Protocol. Applications should be made by contacting the Local Authority School Admissions Team on 01325 406333.

Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available, a parent has a right to appeal.

### **Admission of children outside their normal age group**

Should a parent seeks a place in a year group other than the year that their child would 'normally' be in (outside of their chronological age), requests should be put in writing with a clear explanation of why the request is being made, for example their son / daughter is gifted and talented, they have missed a significant part of their education due to a medical problem etc.

2.19 of the Admissions Code states:

*Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally fall into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.*

Parents have a statutory right to appeal against the refusal of a place but this does not apply if the authority can offer a place but it is not in the year group that has been requested.

Anyone wishing to contact the Academy regarding its admission arrangements should contact the Katie Ferguson.

## **Atypical Year of Entry School**

The DFE has placed a requirement on Local Authorities to inform parents who have a child in Year 9 of another opportunity for education when they would be commencing Year 10 of their education, that they may not be aware of. This does not mean that you are required to move your child from their existing school if this is still the best option for them.

These schools which have atypical admission ages; enrol pupils at a different age to typical 11-18 secondary schools; they are University Technology Colleges and Studio Schools. The Local Authority is required to inform you of the availability of these types of settings when they are within a reasonable distance travelling distance of the local area.

## **University Technology College South Durham**

UTC South Durham is a specialist school and Sixth Form focusing on engineering, technology, science and maths for 14-19 year olds. It attracts students from across the North East and is popular with young people from Darlington and surrounding areas. The focus is on gaining GCSE or A Level qualifications and developing skills that employers are looking for.

The UTC was Ofsted rated 'Good' across all areas in January 2019, recognising the quality of delivery as a school, as well as the technical and employment strengths. Destinations of our students continue to be outstanding. Of 18 year old leavers, all who wanted to go to university did so, all to their first choice and all to study STEM subjects. Over half succeeded in gaining paid apprenticeships with local employers – eight times the national average for the age group. There have been several recent successes with students starting degree apprenticeships in a range of sectors from accountancy to civil engineering.

Our Year 10 and 11 of programme of technical subjects, including a choice of three different types of Engineering, along with the core GCSE subjects of English Language and Literature, Maths, Sciences and a range of option GCSEs is an offer that inspires and excites students interested in STEM. Students visit companies and undertake projects led by local businesses and access work experience. Most students continue to the UTC's Sixth Form to study further technical subjects before progressing to apprenticeships or university.

UTC's were established by the government to encourage young people to study technical subjects and sciences. UTC South Durham is on the Aycliffe Business Park and was founded by the University of Sunderland, Hitachi Rail Limited and Gestamp Tallent.

The UTC operates a full working week. The 30 hours of education a week is more than most schools and allows a full set of GCSE subjects as well as technical learning and workplace experiences. A strong interest in STEM subjects (Science, Technology, Engineering and Maths) and a strong work ethic are essential. UTC South Durham is located just north of Darlington and is very well served by public bus and train as well as the UTC's own minibuses.

There are 150 places for Year 10 and 150 for Sixth Form. Applications from students who are currently in Y9 ready for the next step into their GCSE's starting September 2024 in Year 10 are welcome and are to be made directly to the UTC. Applications can be made online from 1 September 2023. Information about admissions is available on the website. Open events for families are on Thursday 12 October 2023 and Thursday 23 November 2023 from 5.30pm to 8.30pm and can be booked through the website [www.utcsouthdurham.org](http://www.utcsouthdurham.org)

## NE Futures UTC

NE Futures UTC is a University Technical College specialising in careers in Healthcare Science and Digital Technology which opened in September 2019 and is based in Newcastle City Centre close to Metro, bus and rail links. UTCs are secondary schools for young people aged 14 to 19 and they are sponsored by a university and local employers. They are set up by the government to encourage young people to study technical subjects and sciences and to give them the opportunity to learn the skills that employers are looking for.

NE Futures UTC Business Partners include University of Sunderland, NHS, Accenture, Sage and Ubisoft, to name a few. Students will work with a wide range of companies from across many sectors, developing workplace skills and the confidence to decide on a future career direction. Students in year 10 and 11 will study technical subjects, such as Computer Science along with the core GCSE subjects of English Language and Literature, Maths, Sciences and a range of option GCSEs. They will have the chance to visit companies and undertake projects led by local businesses. Students are then able continue to the UTC's 6<sup>th</sup> form to study further technical subjects before progressing to apprenticeships or university.

The UTC operates a full working week (9am to 5pm, finishing earlier on a Friday – 2.30pm). An interest in Science, Technology, and Maths subjects and a good work ethic are essential to be a successful UTC student.

NE Futures UTC has 120 student places available for September 2024 in Year 10 and 120 in Year 12. Applications are made directly to the UTC by submission through the website ([www.nefuturesutc.co.uk](http://www.nefuturesutc.co.uk)). Information about admissions is available on the website or by contacting the school directly. Open events for families who wish to consider the UTC can also be booked via the website.

NE Futures UTC, Forth Road, Stephenson Quarter, Newcastle upon Tyne, NE1 3AS - Tel. [0191 917 9888](tel:01919179888)  
[www.nefuturesutc.co.uk](http://www.nefuturesutc.co.uk)

## **Other Information**

### **In-Year Admissions to Secondary School in Darlington Authority**

Families who move into the area who require a place(s) at a Darlington Secondary school must contact the Schools' Admissions Team at the Town Hall. Parents will be advised on the availability of places; a start date will only be confirmed after a meeting with the Headteacher has taken place, this will be arranged directly by the school itself. Should however a parent request a place at a school that has no places available, they will be informed by the schools' admissions team about the appeals process and availability in other schools.

### **In-Year Transfer of Pupils between Darlington Secondary Schools**

In the case of house moves or permanent exclusion from secondary school, a transfer of school may be unavoidable. At other times the decision to change a child's school will need extremely careful consideration. Factors parents are asked to take account of include, the availability of GCSE examination subjects, changes in friendship groups and the general disruption to studies inevitably caused by change. Parents should also consider the fact that a transfer is not guaranteed to solve any problems a child may be experiencing at school.

A child could only transfer to another Darlington secondary school if places are available, for information on available places parents should contact the Schools' Admissions Team. Parents are advised to consult staff at the child's present school to discuss the reasons for a transfer, if they then still wish for the transfer to proceed then an application form will be provided. A completed form must be returned to the child's current school this in turn will be forwarded to the school admissions team for processing. Parents are required to ensure that their child(ren) maintain attendance by remaining at their current school until the application for transfer is considered by the admission authority.

### **In-Year Fair Access Protocol**

In-Year Fair Access Protocols exist to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible and to ensure that all schools in a LA area admit their fair share of children with challenging behaviour. All secondary schools within Darlington Authority have agreed to admit children through the protocol. Those children identified by the LA will take precedence over children on a waiting list who are already attending another school.

### **Holidays during term time**

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.

If parents do take children out of school during the term and the school do not authorise the absence, then the LA can issue a Penalty Notice as a sanction against the parent. This Notice attracts a fine of £60 per parent if paid within 28 days, if not paid within that time but within 42 days, the notice increases to £120.

## School holiday dates 2024/2025

Schools return on Monday 2 September 2024

### October Half-Term

- Term ends: Friday 25 October 2024
- October Half-Term: Monday 28 October to Friday 1 November 2024
- Term commences: Monday 4 November 2024

### Christmas

- Term ends: Friday 20 December 2024
- Christmas: Monday 23 December to Friday 3 January 2025
- Term commences: Monday 6 January 2025

### February Half-Term

- Term ends: Friday 21 February 2025
- February Half-Term: Monday 24 February to Friday 28 February 2025
- Term commences: Monday 3 March 2025

### Easter

- Term ends: Friday 11 March 2025
- Easter/Spring: Monday 14 April to Friday 25 April 2025
- Term commences: Monday 28 April 2025

**May Day** Monday 5 May 2025

### May Half-Term

- Term ends: Friday 23 May 2025
- May Half-Term: Monday 26 May to Friday 20 May 2025
- Term commences: Monday 2 June 2025

### Summer

- Term ends: Friday 18 July 2025
- Summer Holidays: Monday 21 July 2025 to Friday 29 August 2025
- Term commences: Monday 1 September 2025

The number of term days shown is 195. Up to five of these days will be used as professional development days for teaching staff; pupils will not attend on these days. Each school determines when these will take place and will inform parents.

**Please note: Dates may vary on an individual school basis, so always check with your school.**

## How will your child travel to school?

Your child will travel between home and secondary school around 400 times each year. Have you thought about how they are going to make that journey? Often taking kids to school in the car is unavoidable and we understand that sometimes this may be the only way. However, driving to school could also result in being stuck in traffic; making you feel hassled and like everyone is getting in the way; not to mention trying to park and the stress of the congestion at the school gates. To make the school run a great part of the school day parents/carers could consider walking, cycling, scooting or even car-sharing. Even if it's just once a week, the school journey can be a wonderful opportunity to spend time with your kids and an active school journey keeps grown-ups healthy and fit too.

### Make the school run = the fun run!

- **Try walking, cycling or scooting.** Often faster than going by car where you might find yourself stuck in traffic or dealing with congestion at the school gate.
- **Why not park & stride?** If you have to drive the school run, why not park a bit further away from the school walk the last 5-10 minutes to school. So much easier to park and it's proven that walking boosts concentration!
- **Give the bus a go.** Over 90% of households have a bus stop within a 6-minute walk of their home – does your closest stop have a service that goes near to your child's school? If so, give the bus a go.
- **Make new friends!** Halve the costs by sharing the school run with other parents/carers that are making the same journey. Less cars on the road = a safer journey to school. And more time for you if it's not your day to drive!

**Switching up the school run** by leaving the car behind can offer **loads of benefits** to you and your family.

**Saves money** - Public transport or car-sharing may be more convenient than you first think and could save you a fortune! Alternatively, walking or cycling to school will mean you spend virtually nothing on the school run.

**Gets the whole gang fit!** It's important that young people do plenty of physical activity to build a healthy body. Kids need 60 minutes of activity a day to help them stay happy and healthy. The 60 active minutes doesn't have to be all in one go and it doesn't have to be sport – simply walking and cycling to and from school can make a difference!

**Boosts thinking power!** Healthy bodies help make healthy minds. Research shows strong links between physical fitness and academic achievement. Getting some physical activity on the way to school helps young people arrive alert and ready for the day.

**Creates independence.** Young people get much less freedom nowadays; for kids to grow up and look after themselves they need to learn how – the school runs is a great place to start. Taking the bus, walking or cycling fosters independence and responsibility in children.

**Helps our towns stay green and clean.** By choosing public transport, walking, cycling or even sharing your car journey we don't just reduce pollution, we also improve the environment by reducing noise and congestion levels. It's proven that more people walking create safer, cleaner towns.



**For more information** about how to make the journey to school the best it can be, visit [www.letsgeteesvalley.co.uk](http://www.letsgeteesvalley.co.uk) Do follow us on Facebook @LetsGoTeesValley or twitter @LetsGo\_TeesVal

## **Additional Educational Needs**

Some children will need special help with their learning at some time in their school life. There is a strong commitment in Darlington to inclusion, which means that children should be educated with their peers in the neighbourhood school wherever possible. If special help is required, it can usually be provided from resources that are already available in school. There is a system in all schools to identify which children need special provision and parents have a right to be informed when this is happening.

In the case of a very small number of children with severe, lifelong complex needs, the Authority may need to consider carrying out a statutory assessment of special educational need. Parents and schools have the right to request the Authority to consider carrying out such an assessment. There is a procedure for dealing with requests from parents and schools and all referrals are considered by the Moderation Panel to ensure consistency and transparency in decision making.

The Authority will obtain advice from the child's school, an Educational Psychologist, Consultant Paediatrician and other specialists where necessary. If, when the assessment is complete, the Authority decides to issue an Education, Health and Care Plan, parents are again encouraged to make their views known and have the opportunity to appeal against the special educational provision that is proposed.

Further information may be obtained from the school or from the Special Educational Needs Statutory Team on 01325 406333.

### **SEND Information, Advice and Support Service (SIASS)**

The SEND Information, Advice and Support Service supports parents with children and young people who have or may have additional needs, providing free impartial and independent advice and information. The information that can be provided relates to the full range of additional needs children and young people may require, and the advice offered covers legal issues, assessment, provision and services available relating to education health and social care needs.

The service provides a website and termly newsletter for parents, schools and support organisations.

Further information can be obtained from Darlington Information, Advice and Support Service, by telephoning 01325 405878 or by visit the Council's website and click on the Education and Learning link.

### **Education Other Than At School (EOTAS)**

EOTAS provides alternative education for children no longer attending mainstream school on a day-to-day basis. EOTAS covers Young People who:

- have been permanently excluded from a mainstream school and are allocated a place based at Rise Carr College (a Pupil Referral Unit). Rise Carr College also accepts referrals for pupils who are in danger of exclusion. These places can be full or part time.
- are unable to access school due to medical reasons or because they are an Anxious School Refuser (ASR). These pupils are referred by the child's school to the Home and Hospital Teaching Service (HHTS) via the VPP (Vulnerable Pupil Panel), until they are able to return to school. The HHTS also provides support for pregnant schoolgirls and teenage mums while they are unable to attend school.
- are educated at home. Parents can choose to educate their children at home and this is called Elective Home Education (EHE). The LA has a role to monitor this provision to ensure that education is suitable and that the young people are safe.



### **Darlington Families Information Service**

Darlington Families Information Service provides free, impartial information and advice on all aspects of childcare, activities for children and young people information on early years education and childcare. Information is widely available for parents, carers, employers, childcare providers and practitioners.

A useful resource that parents, carers, practitioners and young people can also use is the Livingwell Directory <https://livingwell.darlington.gov.uk/> Here you can find comprehensive and up-to-date information on local organisations, services and events relating to children and young people, their parents and carers, as well as for the practitioners who support them.

The Families Information Service also offers support and advice for parents with children who have or may have special educational needs and can help them, schools and the local authority work together to meet the needs of the child. You can also contact the SEND Information, Advice and Support Service (SEND IASS) 01325 405878 or email: [IASS@darlington.gov.uk](mailto:IASS@darlington.gov.uk).

All calls to Families Information Service are treated in confidence and the team aims to provide any information within 24 hours of the enquiry. Contact the Service by telephoning 01325 406222, Option 7 between 8.30am – 5.00pm Monday to Thursday and 8.30am – 4.30pm on a Friday. An answer phone service is available outside these hours or you can e-mail [pfis@darlington.gov.uk](mailto:pfis@darlington.gov.uk)

### **Raising of the Participation Age**

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning, thus requiring them to continue in education or training to the age of 18. Raising the participation age does not necessarily mean young people must stay in school; they will be able to choose one of the following options:

- full-time education, such as school, college or other training provider.
- work-based learning, such as an Apprenticeship.
- part-time education or training if they are employed, self-employed or volunteering for more than 20 hours a week.

### **Clothing**

All pupils are expected to attend school appropriately dressed. To assist parents, schools have adopted guidelines on clothing and information regarding uniform policies can be found in an academy's prospectus available from the academy concerned. Academies must not act as sole suppliers of school uniform. Darlington Borough Council does not make any grants towards the provision of school uniforms.

### **The National Curriculum**

The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same thing. It covers what subjects are taught and the standards children should reach in each subject. Other types of schools such as Academies don't have to follow the national curriculum. Academies must teach a broad and balanced curriculum including English, Maths and Science. They must also teach Religious Education.

### **Charging Policy for School Activities**

Under the 1996 Education Act, schools are prohibited from charging for activities, which are an essential part of the curriculum during school hours. However, schools may ask for voluntary contributions to help with the cost of certain activities e.g. educational visits during school hours. Parents may be charged for events their children take part in outside of the school day e.g. school camps.

## Advice on how to complete the Darlington Secondary School Application Form

Ensure you have read the guide and fully understand it. If you are unsure of anything in the guide you **MUST** seek advice. You will sign a declaration on the application form stating you have fully understood the contents of this guide before you completed the form. If you **DO NOT** live in the borough of Darlington, **DO NOT** complete this form. Contact the local authority where you reside.

### SECTION 1: Pupil details

- If your child uses more than one surname, please state both legal and chosen.
- Check the date of birth you give is correct.
- If your child attends a primary school in another Local Authority, please give address details for the primary school, e.g. the name of the town.
- Children in care may live with a foster family, in a children's home or in their own home – Social Services will be involved. Check with your social worker if you are not sure.
- Was your child previously "Looked After" by a Local Authority but ceased to be so because they were adopted or became subject to a child arrangements' order or special guardianship order?

### SECTION 2: Parents details

- Please complete your details
- If both parents do not reside at the same address, have you consulted the other parent about the application?

### SECTION 3: Listing the schools you prefer.

- You can list schools in Darlington and, if you wish, in other areas also. If the schools you are interested in are situated in other authorities, you should read their admission guides before you decide.
- If you decide to apply for a school that is often oversubscribed, look carefully and see what criteria your child would come under. Talk to the Schools' Admissions Team for advice.
- You are not required to state a reason for your preference(s) but you may do so in the 'reason' section. The only criteria used to allocate places are those published on pages 15 to 47 of this guide.

Examples of reasons:

- |                 |                   |   |
|-----------------|-------------------|---|
| 1. Distance     | 2. Social         | 3. Medical                                |
| 4. Sibling link | 5. Closest school | 6. School academic results                |
| 7. Religion     | 8. Staff Child    | 9. Religious or philosophical convictions |

### SECTION 4: Brothers and sisters (siblings/family links)

- If you have an older child in any of the schools you have named as a preference, please give their details.
- Siblings - the brother or sister must be on the school roll at the expected time of transfer (September 2024). Some schools may consider siblings differently, please check their admissions criteria.

**SECTION 5: Religion** – this section has replaced the previous additional supplementary form for a catholic school.

- Please note any information given in this section should be confirmed by evidence sent directly to the school which you are applying for a place at. Baptismal or letters of support **should not** be sent to the LA.

### SECTION 8: Declaration

- Remember to sign and date your form before returning it.
- **CHECK YOUR FORM.** Are the details correct? Have you understood everything and if not, sought advice where necessary.
- Note the contents of the declaration.

**Check the information you have given is correct. You have sought advice where necessary.**

**Please contact the Schools' Admissions Team if you need help completing the form.**

**BE ON TIME: If you apply after the closing date, you could lose out on a school place you want.**

**DON'T BE LATE – THE CLOSING DATE IS**

**31 OCTOBER 2023**

Alternatively apply online at [www.darlington.gov.uk/admissions](http://www.darlington.gov.uk/admissions) - see page 8 for details.

# SECONDARY SCHOOL APPLICATION FORM 2024/25 FORM FOR RESIDENTS OF DARLINGTON ONLY



**DARLINGTON**  
Borough Council

## 1. Your child's details

<b>Child's Forename</b>	<input type="text"/>	<b>Child's Middle Names</b>	<input type="text"/>
<b>Child's Legal Surname</b>	<input type="text"/>	<b>Chosen Surname</b>	<input type="text"/>

### Child's current address and postcode

- If you move address after the submission of this application you must inform the School Admission Team immediately
- Admission authorities can withdraw the offer of a place if a false or inaccurate address is given on this application form
- It is your responsibility to ensure the School Admissions Team receives this form by 31 October 2023.

Postcode:

<b>Child's Date of Birth</b>	<input type="text"/>	<b>Gender</b> (Please tick as appropriate)	<input type="checkbox"/> <b>Male</b>	<input type="checkbox"/> <b>Female</b>
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**Name of Primary / Junior School your child currently attends:**

<b>Is your child 'looked after' by the Local Authority (i.e. in Care?)</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>If yes, which authority</b>	<input type="text"/>			

<b>Was your child previously "Looked After" by a Local Authority but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
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\* Please attach a copy of the adoption order, child arrangements order or special guardianship order.

## Section 2 – Applicant(s) Details

Applicant 1	Applicant 2
Title: Mr Mrs Miss Other	Title: Mr Mrs Miss Other
First Name(s):	First Name(s):
Surname:	Surname:
Address (if different to that of the child)	Address (if different to that of the child)
Daytime Tel No:	Daytime Tel No:
Relationship to child:	Relationship to child:
Have they been informed/consulted about this application?	Have they been informed/consulted about this application?

Correspondence may be shared with any other parent(s)/person(s) who have parental responsibility for the child unless the applicant states a reason for withholding information e.g. threat of domestic violence. Please state reason and provide any supporting documentation e.g. Court Order.

A copy of the form was sent to the other parent(s)/person(s) with parental responsibility on ..... and any confirmation of agreement to this application should be provided within 14 working days of this date. If not provided, then the application will be processed without delay. If there is a known disagreement between the parent(s)/person(s) who hold parental responsibility the application will not be processed until the disagreement is resolved and confirmation of agreement is provided. e.g. an agreement signed by all parent(s)/person(s) in disagreement or a Court Order.

The Local Authority will only use the information you provide for the purposes of the school admissions processes. We will pass the information you give on this form to schools inside or outside of Darlington or to other local education authorities as part of the admissions procedure. We will pass the information to the school the child is offered a place at, where it will form part of the pupil database that the school keeps. We will deal with any personal information you provide in line with the Data Protection Act 1998.

Date received	Receipt Issued
---------------	----------------

**Section 3 – School Preferences - Please name up to three secondary schools in order of preference:**

Priority	School Preferences	Reason for preference (if any)
1		
2		
3		

**Section 4 - Sibling Information - Please give details below of any older siblings that will be attending any of the above schools in September 2024.**

Name of Sibling	Date of birth	Name of school currently attending

**Section 5 - Please complete Section 5 if you are applying for a place at a catholic school (reference should be made to the appropriate oversubscription criteria). Please note all evidence required pertaining to Carmel College, as set out below, must be sent directly to Hayley Wooding, Carmel College, The Headlands, Darlington, DL3 8RW.**

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

Religion	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic		
2. Catechumen		
3. Member of an Eastern Christian Church (includes Orthodox Churches)		
4. Member of other Christian denomination		
5. Member of other faith		

Catholic Parish in which your child lives:

1. Catholic – baptism or reception into the Church will be required.
2. Catechumen – certificate of reception into the order of catechumens.
3. Eastern Christian Church – certificate of baptism or reception from the authorities of that Church.
4. Other Christian denominations – baptism certificate or where child is not practised, a letter confirming their church membership from their minister or faith leader.
5. Children of other faith – letter of support to confirm their faith membership from their minister or faith leader.

**SECTION 6 – Declaration and signature of parent/carer**

I am the parent or have parental responsibility for the child named. I confirm that I have read the Darlington Borough Council’s Guide for Parents and the relevant oversubscription criteria for the schools I am applying for and all the information given is accurate. I am aware that any place offered on false information may be withdrawn.

Parent  Date

**Please return this form to the Schools Admissions Team, Education Division, Town Hall, Darlington, DL1 5QT no later than 31 October 2023. If you need help completing this form, ring 01325 406333.**



School Name	Age Range	Type	Type	Capacity	Determined Admission Number For 2024/2025	Total No. of Preferences received by the closing date for 2023 intake	No of Multiple Appeals Submitted for 2023 intake	No. of Successful Multiple Appeals for 2023 intake
Carmel College The Headlands, Darlington Tel 01325 254525 Principal – Mrs Melanie Kane	11-18	A	Co-Ed	900	180	258	23	7
Houghton Academy Trust Salters Lane South, Darlington Tel 01325 254000 Principal – Mrs Su Gill	11-16	A	Co-Ed	900	180	299	13	2
Hummersknott Academy Trust Edinburgh Drive, Darlington Tel 01325 241191 Head of School – Mr Nick Merifield	11-16	A	Co-Ed	1200	240	472	25	7
Hurworth School, Croft Road, Hurworth, Darlington Tel 01325 720424 Head of School – Mrs Rachel Somerville	11-16	A	Co-Ed	635	127	212	-	N/A
Longfield Academy Longfield Road, Darlington Tel 01325 380815 Head of School - Mrs Angela Sweeten	11-16	A	Co-Ed	900	180	182	-	N/A
Polam Hall School Grange Road, Darlington Tel 01325 463383 Headteacher: Mrs Kate Reid	4-16	A	Co-Ed	420	84	211	6	5
St Aidan's Church of England Academy Hundens Lane, Darlington Tel 01325 373770 Principal – Mr Dean Lythgoe	11-16	A	Co-Ed	700	140	142	-	N/A
Wyvern Academy Eggleston View, Darlington Tel 01325 351377 Headteacher – Mr Owen Inglis	11-16	A	Co-Ed	700	140	123	-	N/A

These tables have been provided to assist you when considering your choice of school. They show the number of preference applications received by the closing date; the admission number for each school, along with the number of successful multiple appeals (appeals heard at the same period in time).

A = Academy



Pattern of secondary school admissions since September 2021

	The Number of Applicants admitted under the Admissions Criterion for oversubscribed schools												
	SEN	Criteria	1	2	3	4	5	6	7	8	9	10	11
Carmel College	7	2023	1	124	44	4	3	1	4	0			-
	4	2022	2	134	18	5	6	1	7	0	17	-	-
	2	2021	1	146	39	6	0	4	6	2	7	-	-
Haughton Academy	SEN	Criteria	1	2	3	4							
	4	2023	5	57	144=1.96m*		0						
		2022	N/A	N/A	N/A		N/A						
		2021	N/A	N/A	N/A		N/A						
Hummersknott Academy	SEN	Criteria	1	2	3	4	5	6					
	5	2023	4	0	86	3	36	121 = 1.891m*					
	4	2022	6	0	94	3	32	116 = 1.99m*					
	2	2021	5	0	93	1	30	124 = 2.06m*					
Hurworth School	SEN	Criteria	1	2	3	4	5	6	7				
	4	2023	4	0	53	0	13	39	32 = 4.3m*				
	4	2022	8	1	45	0	18	34	30 = 5.2m*				
	SEN	Criteria	1	2	3	4	5	6	7	8			
	7	2021	6	0	0	37	0	27	32	31 = 3.6m*			
Longfield Academy	N/A												
Polam Hall School	SEN	Criteria	1	2	3	4	5	6					
	5	2023	1	23	0	37	0	7					
		2022	N/A										
		2021	N/A										
St Aidan's Academy	N/A												
Wyvern Academy	N/A												

\*This indicates the measurement of the last child admitted under the distance criteria/or as a tie-breaker on the offer date of 1 March each year.

Note: Although the information contained in this Guide was correct as of 12 September 2023 it should not be assumed that there will be no change affecting the relevant arrangements or matters detailed in the Guide for admission to secondary schools/academies for 2024/2025, before the start of, or during, 2023/2024 academic year or in relation to subsequent academic years. You should visit Darlington Local Authority website: [www.darlington.gov.uk/schooladmissions](http://www.darlington.gov.uk/schooladmissions) or contact: School Admissions Team, Education Division, Town Hall, Darlington, DL1 5QT. Tel: 01325 406333 where any subsequent changes that have had to be made to be compliant with the School Admissions Code 2021 and relevant statutory regulations, will be highlighted.