

Services for People

Primary Schools Admissions 2024/2025

Guide for Parents



DARLINGTON
Borough Council

Welcome

Dear Parents

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

This guide gives you information about admissions to primary 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 read the admission arrangements for each school before you state any preferences.

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 school's this guide provides advice on what you might do. It is therefore important that you read this guide 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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Summary timetable for admission to primary schools in Darlington for the school year 2024/2025

The arrangements will, as far as possible, follow the timetable below.

The dates relate to the process for Darlington Authority.

September 2023	This guide and application are available on-line on the Darlington website: www.darlington.gov.uk/Admissions They are also available; on request, from the Schools' Admissions Team.
January 2024	Parents return completed application form(s) to the Schools' Admissions Team NOT TO primary schools or nurseries.
January 2024	Darlington Local Authority liaises with other admission authorities.
February 2024	Initial allocations are completed
March 2024	Darlington Local Authority liaises with admission authorities to agree final allocations.
April 2024	16 April is the national offer date in England (if a weekend or bank holiday this will be the next working day). Parents will be informed, by post or via an email of the school at which their child/children has been offered a place.
May 2024	Acceptance/refusal slip must be returned to the Schools' Admissions Team, Town Hall
June/July 2024	Appeal hearings if necessary.
September 2024	Admission to primary school.
December 2024	Closure of waiting lists unless otherwise stated by an admission authority.

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.

What Are Co-ordinated Admissions Arrangements?

Darlington Co-ordinated Scheme

All local authorities must formulate and publish on their website (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. Co-ordination establishes a mechanism that ensures that, as far as practical, every child living in a local authority area who has applied in the normal admissions round receives one and only one offer of a school place on the same date. How the process works is explained in this guide. The Local Authority coordinates the admission arrangements for all schools within Darlington Borough. This involves receiving all the application forms including on behalf of governors of Voluntary Aided schools & Academies as well as Community Schools; then writing to parents informing them which school place has been allocated.

Expressing your preference of school

The law allows parents to express a preference for the school(s) they wish their child(ren) to attend. When stating a preference(s) you are entitled to state a reason for doing so. Where a school is popular and oversubscribed, some parents will inevitably be disappointed as priority for admission must be given to those applicants with the strongest claim under the published admissions arrangements (see pg 15-78). The application form provides space for parents to state up to five schools and indicate the reasons for their choice. All preferences and the reasons for them will be considered, however the only criteria used to allocate places are those published in this guide.

After reading the guide carefully, make sure that you fully understand the admission criteria for each admission authority before stating a preference on the application form. Put the schools in a ranked order – your highest preference is number 1. When you list the schools, you want – **DON'T REPEAT THE SAME SCHOOL** – this **will not** increase your chances of a place. Staff in the Schools Admissions Team will be happy to offer advice and guidance. Enquiries should be made to the Schools Admissions Team, Education Division, Town Hall, Darlington, DL1 5QT, or by telephoning (01325) 406333.

Consideration of preferences by Admission Authorities in Darlington

All preferences expressed will be considered on an equal weighted basis by the relevant admissions authorities. If a preference can be met, then there will be only a single offer of a school place, the Local Authority will take order of preference into account as stated by the parent on their application form for which the child is eligible. The single offer of a school place will be made by the Local Authority as the admissions authority, or on behalf of the admission authority of an Academy or Free school. If a place cannot be offered at a "preferred" school (as stated by the parent on their application form); a place will be offered at the nearest alternative school that has places available. Most children attend the nearest appropriate school from their home address. However, some parents may wish their children to attend a different school and the Authority will comply with parental requests where a place is available in the requested school. Should parents choose not to state a preference for a school local to the home address, should the local authority not meet any stated preferences then it may not be possible to offer a place at the local school due to oversubscription.

The Head Teacher or any member of staff at a school or nursery cannot offer your child a place or guarantee that a place will be available at the school.

Before you make your final decision, you should find out information about school(s) you prefer, schools produce a prospectus which can aid in your thinking. The prospectus includes information about the school, details about the curriculum; attendance and admission arrangements to help you decide which school is right for your child(ren). You can also find reports about schools on the website of the Office for Standards in Education (Ofsted) at www.reports.ofsted.gov.uk and annual school performance tables can be found at www.gov.uk/school-performance-tables

Applying for a primary school place for September 2024

If you want to give your child the best chance of obtaining a place at the primary 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.

Children born between 1 September 2019 and 31 August 2020 are eligible to start school in Reception in September 2024. Parents have a right to state which primary schools they would prefer but there is no guarantee that a place can be allocated at one of the stated preferences.

You can apply for a place by completing the form at the back of this guide or by completing the form on-line on a computer that is linked to the internet. (See page 8 on completing the on-line application form).

REMEMBER: There is no automatic transfer from nursery to reception class and attending a nursery attached to a school, does not guarantee that your child will get a place in the reception class of that school, you must make an application on the Primary Application Form.

Do You Live in the Borough of Darlington?

Yes Then you must apply on 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 or apply on-line. Confirmation of receipt of your paper application will be sent by 2nd class post to the child's home address.

No If you don't live in Darlington then you must apply on the application form supplied by the local 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 local authority's form.

Allegations from applicants stating that their application form has been lost in the post or lost by Darlington local authority, which has then rendered their application 'late' will not be considered as 'on time' without proof of receipt from you.

THE CLOSING DATE FOR RETURNING THE DARLINGTON PRIMARY SCHOOL APPLICATION FORM IS:

15TH JANUARY 2024

BE ON TIME: IF YOU APPLY AFTER THE CLOSING DATE, YOU COULD LOSE OUT ON A SCHOOL PLACE YOU WANT.

Completing the paper application form

The primary school application form can be found on pg 85/86 at the back of this guide. Remember: Any questions – seek advice from those who know (Schools Admissions Team). Queries made directly to schools about the process will be re-directed to the Schools' Admissions Team.

DON'T BE LATE – CHECK THE CLOSING DATE

How to Apply for a Y3 Junior School Place

Children born between 1 September 2016 and 31 August 2017, who are attending either Abbey Infant or Mowden Infant school in Darlington, should apply online at www.darlington.gov.uk/admissions and click on 'apply online' for them to transfer on to a place at the associated junior school. If you do not have access to the internet, please contact the Schools' Admissions Team for an application. Any parent who may wish to apply for a Y3 junior school place in either school, must contact the Schools' Admissions Team direct for an application form before 15 January 2024.

On-Line Applications

The on-line application form

Darlington Borough Council offers an on-line service 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.

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 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.
- 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 2 below.
- If you apply on-line after the closing date of 15 January 2024 your application will be classified as 'late' and will be considered after those submitted by the national closing date. **Please remember to hit the SUBMIT button or your application will not be processed.**

Note 1: if you are applying for St Johns you will need to complete a supplementary form which is available on the website under the tab *Supplementary Application Forms for Faith Schools*. This form needs to be returned to the **School Admissions** no later than 19 January 2024 for the purposes of co-ordination.

Note 2: 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. The information should be e-mailed to schools.admissions@darlington.gov.uk or sent by post to: The Schools Admissions Team, Education Division, Darlington Borough Council, Town Hall, Darlington, DL1 5QT no later than 19 January 2024 to allow for co-ordination of processes.

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*.

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

Apply on-line at www.darlington.gov.uk/Admissions

Equal Preference

What is equal preference?

Equal preference is a framework for all admission procedures. All authorities now use similar equal preference processes. The advantage of this 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 five 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. St George's CofE Primary – this is the school you want most
2. Bishopton Redmarshall CE Primary
3. Whinfield Primary
4. Heathfield Primary
5. Hurworth Primary

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 1,2,3,4 or 5 – 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 local authority, as the co-ordinating authority, will receive the results for each school – the answer for each one 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.

Only one school offer will be made – the highest of those to offer a place. If all five school places can be offered, you will be offered your highest preference. Sometimes not all schools can offer a place and if all should not be able to offer, then an alternative school will be offered, that being the next nearest with available places.

For example (using the schools listed prior)

- | | |
|-------------------------------------|-----|
| 1. St George's Primary | Yes |
| 2. Whinfield Primary | Yes |
| 3. Bishopton Redmarshall CE Primary | Yes |
| 4. Springfield Primary | No |
| 5. St Bede's RC Primary | Yes |

In this example an offer will be made at St George's CofE Primary – the highest available. Any lower ranked places which could have been offered will be offered to someone else.

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). The national offer date in England is 16 April 2024 (or the next working day if this date falls on a weekend or a bank holiday). Residents of Darlington will have an initial 14 working days to respond to the offer letter to accept/decline the school place offered (online portal will close and online applicants will no longer be able to utilise the system). You are required to reply to the offer by **3 May 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. Any offers from the waiting lists will be made every three weeks, this process will start after 14 May 2024.

Applicants' resident outside of Darlington are asked to respond directly to their home local authority if offered a Darlington school. A reminder letter will be sent if no confirmation is received via the local authority.

Published Admission Number

All schools have an admission number (i.e. the number of places available at the normal point of entry). The admission number for each Darlington primary school can be found with the school details on page 97.

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 area 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 primary application form by the stated deadline, 15 January 2024, 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 the local authority to decide why you were unable to submit an application form by the stated deadline.

The local authority will then 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 the authority will be final. For 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 19 January 2024. All other applications will **only** 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 15 January 2024.

Can I change my preferences?

Once parents have stated their preference(s), the Schools' Admissions Team will not allow a change of preference without a genuine reason for doing so. Preference changes after 15 January 2024 and before 19 January 2024 will only be allowed in exceptional circumstances, for example, if you move to another area and can provide evidence to support the fact. Requests for a change to preferences must be made in writing.

Address checks

The 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 all 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 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 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. Families purchasing a 'new build' property, along with a contract for the property **must** be habitable. 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 19 January 2024. It is the parents' 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, this ensures that correspondence is sent to the correct address.

Applications from 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 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 Quartersing 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.

Withdrawal of an offer

In the event of a change of address affecting the application for your child to attend an over-subscribed school, an admission authority can reserve the right to withdraw any offer made on the basis of an inaccurate or misleading address or if parents have omitted to inform the authority, they have moved to a new house. An admission authority may also withdraw an offer if it has been made in error or a parent has not responded within a reasonable period.

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 always be guaranteed at the preferred school. To assist you we have included tables on pages 98-100. Only those schools that have been oversubscribed in the previous 3 years will be identified with the allocated places under the relevant oversubscription criteria.

Waiting Lists

The Local Authority holds waiting lists only for schools within Darlington Borough which have indicated that they will hold waiting lists for year groups other than at the point of entry (Reception). Names can be added to a waiting list at any time. Children will be admitted from the waiting list in accordance with the oversubscription criteria. Schools do not take account of the length of time a child's name has been on the waiting list.

Appeals

If it has not been possible to offer your child a place at your stated preferred school, you have the right to appeal against the decision of the relevant authority. Appeals are heard by an independent panel 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. The relevant admission authority can then send details of the independent appeals procedures and a 'Notice of Appeal' form.

If appealing Notice of Appeal forms should be completed and returned by 16 May 2024 to: the Clerk of Admission Appeal Hearings, Democratic Services Department, Town Hall, Darlington, DL1 5QT. The decision of the appeal is binding on the admission authority, the school and the appellants. To make a new appeal during the same academic year for a school that an appeal has already been heard for, is at the discretion of the admission authority if, for instance there has been a significant or material change in the family circumstances.

Any Other Change in Circumstances

It is important that you notify the Schools' Admissions Team in writing of any change 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 for your child at an Independent School.

Additional Information

Infant Class Size Legislation

In September 2001 it became a legal requirement that no infant class may contain more than 30 pupils while an ordinary teaching session is conducted by a single qualified school teacher. Parents who apply for an infant class and are refused, do however, have the right of appeal. An appeal panel must take into consideration:

- A) whether the admission of an additional child/additional children would breach the infant class size limit;
- B) whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
- C) whether the admission arrangements were correctly and impartially applied in the case (s) in question; and
- D) whether the decision to refuse admission was one which a reasonable admission authority would have made in the circumstances of the case.

Appeal panels are fully aware of this legislation and must take this into account when making decisions on education appeals. Admission authorities and independent appeal panels are also aware that there are limited exceptional circumstances whereby a child may be admitted as an exceptional pupil for the time that they are in an infant class. 2.16 of The School Admissions Code lists those children who may be admitted as an excepted pupil.

Deferred Entry

Parents can request that the date their child is admitted to school is deferred in the year of entry until later in the school year, or until the child reaches compulsory school age in that year. In doing so parents must consider the benefits and disadvantages of delaying their child's entry as the schools within Darlington local authority operate a single point of entry in September each year. Parents of summer birth children can also make a request to apply for their child to start school in the next academic year after they reach five. Each admission authority will have details of how they deal with requests in their admission arrangements. For further information please contact the Schools' Admissions Team for advice.

Home to School Transport

The legal requirement for ensuring that a child attends school is that of the parents. It is not the local authority's responsibility to make travel arrangements for all children. The local authority will provide free transport to primary aged children of compulsory school age resident in Darlington authority if:

- The child attends the nearest suitable secondary school, as determined by the Local Authority and that school is more than 2 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) parents will be assessed on an individual basis.

Note1: The nearest suitable school is the nearest available school which offers an efficient full-time programme of education.

Note 2: Transport or assistance with transport will only be applicable for the journey at the start and end of the school day.

Should a child's permanent home address change, eligibility for transport will be considered by the local authority after satisfactory evidence is provided. The transport policy can be found on the council's website or by contacting the transport team for a copy on (01325) 406333.

Rural Wards of Darlington Borough Council - In the rural wards, 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 at their nearest school where the route taken as assessed by the local authority, is paved/tarmacked but not also lit at regular intervals, then the local authority will assist with travel arrangements, even if it is less than the statutory walking distance for a child of the appropriate age.

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 (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

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 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.

Types of Primary Schools in Darlington

Except for three schools in Darlington which remain community schools for whom the Local Authority is the admission authority, the remaining schools are Academies. Academy schools are controlled by the governing body of the school.

Decisions on the allocation of places for schools which are academies or voluntary aided are the remit of the governing body of the schools themselves. Those schools which remain the responsibility of the local authority will have their admission arrangements determined by the local authority.

The notification of the decision about your child's application will be made by your home local authority (where you pay your council tax to) acting on behalf of the schools as part of the co-ordinated admission arrangements.

The schools listed below use the oversubscription criterion detailed on pages 15-18

Harrowgate Hill Primary
Red Hall Primary

The schools listed below have their own admission policies and oversubscription criterion detailed on pages 19-78

Bishopton/Redmarshall CE Primary
Corporation Road Community Primary School
Federation of Abbey Schools
Federation of Mowden Schools
Firthmoor Primary School
Gurney Pease Academy
Heathfield Primary School
Heighington CE Primary School
High Coniscliffe CE Primary School
Holy Family RC Primary School
Hurworth Primary School
Mount Pleasant Primary School
Northwood Primary School
Polam Hall School
Reid Street Primary School
Skerne Park Academy
Springfield Academy
St Augustine's Catholic Primary
St Bede's RC Primary
St George's Church of England Academy
St John's Church of England Academy
St Mary's Cockerton Church of England Primary
St Teresa's Catholic Primary
The Rydal Academy
West Park Academy
Whinfield Primary

Darlington Community Primary Schools

Darlington Local Authority, is the Admissions Authority for the following community schools:

Harrowgate Hill Primary
Thompson Street West, Darlington, DL3 0HZ
Tel No. 01325 253300
Email: admin@harrowgatehillpri.darlington.sch.uk
Published Admission Number - 60
Head Teacher: Mrs Amanda Abbott

Red Hall Primary
Headingley Crescent, Darlington, DL1 2ST
Tel No. 01325 254770
Email: admin@redhall.darlington.sch.uk
Published Admission Number – 30
Head Teacher: Mrs Julie Davidson

Admission at the Normal Point of Entry

Darlington Borough Council, as the Admissions Authority for community and voluntary controlled schools will consider all preferences for the schools, against the relevant oversubscription criteria as set out below. In determining admissions, priority will be given to those applications where the Primary School Application (PSA) is received by the published deadline. Applications received after the deadline ('late' applications) will then be considered.

Co-ordinated Scheme

The local authority as an admission authority will follow the procedures and timetable as set out in the co-ordinated arrangements as detailed in this guide.

Admissions Oversubscription Criteria

After the admission of children with special educational needs where a school is named on the Education, Health and Care Plan (EHCP), 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 & Internationally Adopted previously Looked After Children

Looked after children and 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 Darlington Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (see notes 1 & 2)

Priority 2 Medical Reasons

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see note 3)

Priority 3 Family Links

Children who have a brother or sister already attending the school and are expected to be on roll at that school at the time of admission (see note 4)

Priority 4 Rural

Children living within the Rural Wards of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at the correlating maintained primary (see "Rural Wards" list on pg 88).

Priority 5 Distance

Children who live nearest the preferred school measured from the front door of the home address (see note 5), including flats to the main school gate, by the shortest walking route (see note 6)

Notes

1. Looked After & Previously Looked After

- 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 arrangement order is an order outlining the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.
- 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.

2. State Care Outside of England

- 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.

3. Medical Criterion

If a parent states a preference for any of the 3 maintained community primary schools 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 particular reasons why the preferred school is the most suitable and why other schools could not provide the appropriate support for their child. Where further information is sought by the local authority to understand how the child's condition may affect their admission into school, permission will be sought from the child's parent.

4. 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 married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangement order).

5. Home Address

The home address is used when applying under criteria 4 or 5 of the admissions policy. This means that when a parent states their school preference's they must give the home address at the time of application. Parents must not give the address of childminders or other family members who may share in the care of their 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 (Monday to Friday). Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be. 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, then you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

6. 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 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

Multiple Births

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

Tie-Break

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

Waiting Lists

Darlington Local Authority as the Admission Authority for Community and Voluntary Controlled schools will always maintain a waiting list. A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list for any of the maintained schools that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry. The Local Authority holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time.

When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria.

The Local Authority does not consider the length of time a child's name has been on the waiting list, nor whether the application was received by the closing date or thereafter. Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. After the point of entry in September, normal transfers/in-year admission arrangements will operate.

Right of Appeal

If it has not been possible to offer your child a place at your stated preferred school, you have the right to appeal against the decision. Appeals are heard by an independent panel 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 any of the maintained schools which you stated as a preference, 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. The local authority can then send details of the independent appeals procedures and a 'Notice of Appeal' form. To make a new appeal during the same academic year for a maintained school where an appeal has already been heard, is at the discretion of the local authority if, for instance there has been a significant or material change in the family circumstances.

Withdrawal of a place offered

From the date of a school place being offered the local authority would only look to withdraw the offer of a place having once established it had been obtained fraudulently or offered in error by the local authority or a parent had not responded within a reasonable period. Once a child had started at the school and only if the place at been obtained fraudulently, would the local authority consider withdrawing the offer. The length of time in attendance would also be considered.

Admission of children outside their normal age group

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach 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 School Admissions Manager, People Group, Town Hall, Darlington, DL1 5QT who will then contact the head teacher of the school/s concerned and ask for their views. Once a decision has been made the LA will write to the parent informing them of the decision and setting out the reasons for such. Parents of summer born children* who are seeking a place for their child to start school in the next academic year after they reach five and should follow the same process but should start it in the September of the year prior to the year of entry. If agreement is given to their request, parents will be informed of the outcome before primary national offer day so that their application can be withdrawn for that academic year. Agreeing to a request does not guarantee a place being offered at the next point of entry; a new application must be made the following year.

Admission of children below compulsory school age and deferred entry

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the point at which they reach compulsory school age ** and not beyond the academic year of the entry.

*Summer born children relate to those born from 1 April to 31 August

**Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

In-Year Applications Forms

Families who move into the area who require a place(s) at a community school who are applying 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 (paper copies are also available on request). Should a place be available at a school requested by a parent, a meeting with the Head Teacher must take place before a start date is agreed, this will be arranged via the school. Should a parent request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

The Durham Diocesan MAT Schools

Bishopton Redmarshall CE Primary,
Cobby Castle Lane, Bishopton, TS21 1HD
Telephone Number : 01740 630339
Email: office@bishoptonredmarshallprimary.org.uk
Head Teacher: Mrs Judith Skirving

Heighington CE Primary
Hopelands, Heighington, Newton Aycliffe, DL5 6PH
Telephone: 01325 300326
Email: office@heighingtonprimary.org.uk
Head Teacher : Mrs Carly Spence

Admission Arrangements

The Durham Diocesan MAT is the Admissions Authority for these schools. The MAT will work within the coordinated admissions arrangement operated by Darlington Borough Council.

Bishopton Redmarshall CE Primary - The governing body intends to admit up to 15 pupils to the Reception year group in September 2024.

Heighington CE Primary School - The governing body intends to admit up to 30 pupils to the Reception year group in September 2024.

Oversubscription criteria

Where a preference is made for either of the schools then the following oversubscription criteria will be applied in the event that there are more applicants than places. This will be after the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing bodies will allocate places using the following criteria, which are listed in order of priority:

- Priority 1** **Looked After Children and Children who were Previously Looked After** but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see explanatory note 1) Including **Children Previously in State Care Outside of England**. This refers to children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted (see explanatory note 2)
- Priority 2** **Medical Reasons**
Children with very exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a doctor. (see explanatory note 3)
- Priority 3** **Sibling Links**
Children who have a sibling already attending the appropriate school and are expected to be on roll at that school at the time of admission. (see explanatory note 4)
- Priority 4** **Rural**
Children with a normal home address (see explanatory note 6) within the rural wards of the Borough of Darlington (see explanatory note 5).
- Priority 5** **Children with a normal home address within the Urban wards of Darlington Borough** (See explanatory note 6)
- Priority 6** **All other children**

Explanatory notes

Note 1: Looked After Children and Children who were Previously Looked After

- By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function.
- An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).
- A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).
- A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 2: Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Note 3: Medical Criterion - If a parent states a preference for either school and indicates their reason for doing so is ‘medical’, then they will be required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the preferred school is the most suitable school and why other schools could not provide the appropriate support for the child. Where further information is sought by the governing body to understand how the child’s condition may affect their admission into the school, permission will be sought from the child’s parent.

Note 4: Sibling Links – Siblings refers to brothers or sisters living, half-brothers or sisters, adopted brother or sisters, step brothers or sisters, or the child of the parent’s partner for whom the school place is being sought, live in the same family unit at the same address as that sibling. Please note this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to either school.

Note 5: Rural Wards – Children living in the area to the north of the A68 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington

Note 6: Home Address - By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place

- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Multiple Births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception 2024-2025 or the number of places in other year groups.

Distance Tie Breaker

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the closest distance from the school to the child's normal home address 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 measured using the Local Authority's Geographical Information System. The Local Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmaced). 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.

Waiting List

If you are unable to gain a place initially then your child's name can be added to a waiting list for at least one term. The list will be administered in line with the admissions criteria and does not depend on the date an application is received. Waiting lists will be maintained until 31 December of the admission year.

Late Applications

Applications received after the published closing date will be considered after all applications received on time have been processed.

Appeals

If you are not successful in obtaining a place for your child at either school, you have a statutory right of appeal. Further details are available from the school, Local Authority or the Chair of the Academy in the first instance.

Fraudulent Applications

Where the governing bodies discover that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the area which effectively denies a place to a child with a stronger claim, then the governing bodies are required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

Fair Access

The schools participate in Darlington Borough Council's Fair Access Protocol. This covers for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

In-year Admissions

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. The Academy will always look to admit a pupil at the earliest opportunity but at least the next half term if there is a place available at the relevant school. Applications must be made directly to Darlington Borough Council.

Admission of children below compulsory age range and deferred entry to school

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not legally required to start school until they have reached compulsory school age following their fifth birthday. For summer born children [those born after 1 April] this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may not feel that their child is ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part time until they reach compulsory school age
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although in the majority of cases we find that children benefit from starting at the beginning of the school year rather than part way through it
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full time in the term after their fifth birthday.

Requests for admission outside of normal age range

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (this will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Requests from parents for places outside a normal age group will be considered carefully, eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Academy Council may ask relevant professions for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age range is offered then there is not right of appeal. Further advice can be sought from the Schools' Admissions Team.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to Darlington Borough Council. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered. In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Academy Council up to half a term [using the three term year] in advance of the desired date for entry. The Academy will always look to admit a pupil at the earliest opportunity but at the latest the next half term if there is a place available.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Federation of Abbey Schools

Abbey Infants, Cleveland Terrace, Darlington, DL3 8JA

Abbey Juniors, Abbey Road, Darlington, DL3 8NN

Telephone: 01325 380748

Email: admin@abbeyfed.darlington.sch.uk

Head Teacher : Mr Jonathan Briggs

Admissions Policy

The governing body of the Federation of Abbey Schools is the Admissions Authority for these schools. The Admissions Policy Criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. The governing body intends to admit up to 90 pupils to the Reception year group in September 2024. The governing body intends to admit up to 90 pupils into KS2.

After the admission of children with an Education, Health and Care Plan where the Federation of Abbey Schools (Infants) is named on the plan and where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

Admissions Oversubscription Criteria - Federation of Abbey Schools (Academy Trust)

Priority 1: Looked After Children

A 'looked after' child is a child who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002). It also includes children adopted from state care **outside of England**

Priority 2: Medical Reasons

Children with very exceptional medical factors directly related to the school placement. Applications under this criterion should be supported by written evidence from a doctor.

Priority 3: Family Links

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

Or (b) In the case of associated schools a family link would exist if a brother or sister would be expected to be on roll of either school at the time of admission.

Priority 4: Associated Schools

Children who are transferring from Abbey Infant to Abbey Junior school will be given priority over pupils from other schools.

Priority 5: Associated Area for the Federation of Abbey Schools

The following area has been deemed by the Academy's Governing Body to be an associated area for over-subscription criteria to the Federation of Abbey Schools - Pupils living within the area of Blackwell in the Borough of Darlington, as indicated by the map (see school website)

Priority 6: Distance

Urban Wards of Darlington Borough Council - Children who live nearest the preferred school 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).

Definitions

- 'Looked after children' are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- 'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002.
- A 'child arrangements order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians.
- A child is regarded as having been in state care outside of England if they were in the care of were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main 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;
- They are a foster brother or sister;
- Their carers are married/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)

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 either the Infant or Junior 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 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.

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

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

Tie 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.

Waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will always maintain a waiting list. Where in any year the Academy receives more applications for places than there are places available, places will be allocated to children on the waiting list in accordance with the oversubscription criteria 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.

Arrangements for appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the governing body. The Appeal Panel will be independent of the Academy. For details on how to appeal contact the School Admissions Team at the Local Authority.

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. The main school gate is determined by the Local Authority in agreement with the Academy.

In-Year Admissions

Applications submitted for years other than the normal year of entry, the Academy will consider all such applications and, if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

Admission of children below compulsory school age

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. Once an offer of a place is made at a maintained school a child may start school immediately in the September at the point of entry even if their child is still only four. However, children may also attend part-time until they reach compulsory school age** and parents can defer the date their child is admitted until later in the school year.

*Summer born children relate to those born from 1 April to 31 August

**Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

Admission of Children Outside their Normal Age Group and Deferred Entry

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach 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 Governing Body c/o the Clerk to the Governors of the Federation of Abbey Schools Trust; the full governing body will meet and consider the request. Once a decision has been made the Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

The School Admissions Code allows parents and carers of summer born children (born between 1 April and 31 August) to request that their child is admitted out of their normal age group (into reception in the September following their 5th birthday).

It is recommended that along with a request, any supporting information or evidence parents may wish to consider is also submitted, including the written statements of any relevant professionals.

Circumstances which the admission authority will take into account include:

- your views as parents and the reasons you feel a delayed admission would be positive for your child;
- whether your child is summer born;
- information about your child's personal, social, emotional development and academic development;
- if relevant, medical history and views of a medical professional;
- whether your child has previously been educated outside their normal age group;
- and in the case of children born prematurely, whether they would naturally have fallen into the lower age group if born at the expected time.

There is no legal requirement for medical or educational evidence to be secured from an appropriate professional; however, failure to provide this may impede the school's ability to agree to a deferral. Making a decision to apply for admission outside your child's normal age group will not affect your child's first year of schooling but will continue to affect their education. We recommend that before you make a request you contact the school to arrange a visit and have a discussion with the Head Teacher. Each case will be considered on an individual basis.

Applications for Places in Year 3 in 2024

The governing body of The Federation of Abbey Schools will admit up to 90 pupils in Yr3 in September 2024.

Parents whose child is registered at the Federation of Abbey Schools (Infants) and who wish to continue their child's education in the Federation of Abbey Schools (Juniors) will be required to complete an application form.

Application forms can be accessed at www.darlington.gov.uk/admissions or on request from the Schools' Admissions Team. Forms must be returned by 15 January 2024. Applications from parents whose child attends any another school can request an application from the Schools' Admissions Team. All applications will be ranked against the oversubscription set out in this policy.

Federation of Mowden Schools

Mowden Infants, Bushell Hill Drive, Darlington, DL3 9QG

Mowden Juniors, Conyers Avenue, Darlington, DL3 9DE

Telephone: 01325 380820

Email: admin@mowden.darlington.sch.uk

Head Teacher: Mr Peter King

Admissions Policy

The governing body of the Federation of Mowden Schools is the Admissions Authority for both the infant and junior schools. The Admissions Policy Criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. The governing body intends to admit up to 60 pupils to the Reception year group in September 2024.

After the admission of children with an Education, Health and Care Plan where Mowden Infants or Mowden Juniors is named on the plan and where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

Admissions Oversubscription Criteria

Priority 1 Looked After and Previously Look After Children

A 'looked after' child is a child who is in the care of a LA or provided with accommodation by that authority (For more in-depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002) (see further information). A previously 'looked after' child is a child who was looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

Priority 2 Looked After Children and Previously Looked After Children, from outside of England (see further information)

Priority 3 Medical Reasons

Children with very exceptional medical factors directly related to a placement at Mowden Infant or Mowden Junior school. Applications under this criterion should be supported by written evidence from a doctor (see further information on medical)

Priority 4 Family Links

Children who have a brother or sister already attending the Federation of Mowden Schools and who would be expected to be on roll of either Mowden Infant or Mowden Junior schools at the time of admission (see further information on family links)

Priority 5 Associated Schools

Children who are transferring from Mowden Infant School to Mowden Junior school will be given priority over pupils from other schools.

Priority 6 Rural

Children living in the area to the south of the B6279 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than 2 miles from their home, the alternative school is Mowden Infant or Mowden Junior school (see map on pg 91).

Priority 7 Distance

Urban Wards of Darlington Borough Council - Children who live nearest the preferred school 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 (see further information for home address & measurements)

Further information

Looked After & Previously Looked After

- 'Looked after children' are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- 'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002.
- An 'arrangements order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians.

Looked After Children and Previously Looked After Children, from outside of England

- Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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;
- They are a foster brother or sister;
- Their carers' are married/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)

Medical Criterion

Applications under this criterion should be supported by written evidence from a professional health care practitioner. The supporting evidence should set out the particular reasons why Mowden Infant or Mowden Junior school is the most suitable and why another school could not provide the necessary support for the child. Where further information is sought by the governing body to understand how the child's condition may affect their admission into the school, permission from the child's parent will be assumed from application.

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. 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. 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 the 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 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. The main school gate is determined by the Local Authority in agreement with the Academy (*lighting at regular intervals and paved/tarmaced).

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, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit. For KS2 classes will be allowed to exceed the normal class size where the 'excepted' child is a twin or from a multiple birth.

Waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list at all times. Where in any year the Academy receives more applications for places than there are places available, places will be allocated to children on the waiting list in accordance with the oversubscription criteria 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.

Arrangements for appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the governing body. The Appeal Panel will be independent of the Academy. For details on how to appeal contact the School Admissions Team at the Local Authority.

In-Year Admissions

Applications submitted for years other than the normal year of entry, the Academy will consider all such applications and, if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

Admission of children outside their normal age group and deferred entry

We admit children into Reception in the September following their 4th birthday. This is in line with all schools in Darlington, following national guidance. We do not admit children prior to this age. However, if a parent feels there are exceptional reasons for delaying entry for a year, then an application for a delayed place may be granted.

- The child must be ‘summer born’; that is born between April 1st and August 31st. The parent must be able to demonstrate, with external verification where possible, that the child will benefit by starting Reception a year later, for example, for academic, social and emotional reasons. The Department for Education lists a child born prematurely as one possible reason.
- The child will remain with their younger age class throughout his/her whole time at Mowden Infant School. This is because Mowden is a well subscribed school and if a delayed entry place is accepted, the place in their normal year group will be offered to another child.
- Associated with the previous point, if a delayed place is accepted, the child will complete all KS1 national assessments at the same time as the younger age group, this is a year after children of his/her same age. This applies to the Year 1 phonics assessment and the Year 2 English, Maths and Science assessments.
- A delayed entry place in Mowden Infant School does not automatically guarantee a similar delayed place in Mowden Junior School, or subsequently at secondary school. The arrangement for the junior school will be reviewed and agreed by the headteacher. Regarding KS2 assessments at the end of Year 6, just as with KS1, the provision for a child to take these tests a year after his/her age group does exist. So, if the delayed entry has been continued right through junior school, the child will take the tests alongside his/her younger age group.

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request. This should be forwarded to the Schools’ Admissions Manager, People Group, Town Hall, Darlington, DL1 5QT who will then contact the Head Teacher of the Academy and ask for their views. Once a decision has been made the Authority will write to the parent informing them of the decision and setting out reasons for such.

The final permission for such requests lies with the Headteacher. Each case will be considered on its individual circumstances and any decision will not constitute a precedent. A request may be declined based on the business interests of the school even when the case for the child may be persuasive, whilst evidence shows that, statistically speaking, summer born children tend to perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs.

Parents of summer born children who wish to apply for a delayed place must apply using the same timescales as if applying for a normal age place and apply for a normal age place at the same time. This avoids the child missing out on a preferred school placement in their normal age group, if their delayed entry application is unsuccessful. Information on Darlington Borough Council’s coordinated admissions arrangements can be found online.

Admission of children below compulsory school age

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may also attend part-time until they reach compulsory school age and parents can defer the date their child is admitted until later in the school year.

Applications for Places in Year 3 in 2024

The governing body of The Federation of Mowden Schools will admit up to 90 children in Yr3 in September 2024. The arrangements outlined in this policy will be applied to any application received. Parents whose child is registered at the Federation of Mowden Schools (Infants) and who wish to continue their child’s education in the Federation of Mowden Schools (Juniors) will be required to complete an application form.

Application forms from any parent wishing to make an application regardless of whether their child attends Mowden Infants can be accessed at www.darlington.gov.uk/admissions or on request from the Schools’ Admissions Team. Forms must be returned by 15 January 2024.

Firthmoor Academy

Ingleby Moor Crescent, Darlington, DL1 4RW

Telephone: 01325 244001

Email: admin@firthmoor.darlington.sch.uk

Head Teacher : Ms Ann Dixon

The governing body of Firthmoor Primary is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis and works in association with the Co-ordinated Scheme for Darlington Authority.

The governing body intends to admit up to 45 pupils are eligible to start school at the beginning of September 2024.

Admissions over subscription criteria

After the admission of pupils with an Education, Health and Care Plan where a school is named on the plan, the following criteria will be applied in the order in which they are set out below:

Priority 1 Looked After Children & Previously Looked After Children

A 'looked after' child is a child who is in the care of a Local Authority or provided with accommodation by a Local Authority, adopted or subject to a child arrangement order or a residency order (for more in-depth definitions see Section 22(1), Section 8, section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002).

Children previously in state care outside of England

Children who have been in state care outside of England and ceased to be in care as a result of being adopted. By Children previously in state care outside of England, we mean children that have been looked after outside of England by a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

Priority 2 Medical Reasons

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

Priority 3 Family Links

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

Priority 4 Rural

Children living within the rural wards of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see further information).

Priority 5 Distance

Children who live nearest the preferred school measured from the front door of the home address 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).

*In the rural wards, 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 at a school; where the route taken when measured by the Authority, is paved / tarmacked but not also lit at regular intervals, then the Authority will provide assistance with transport, even if it is less than the statutory distance for a child of the appropriate age.

Further Information

Medical Criterion

If you state a preference for a 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 obtained to share this information.

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 married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangement order).

Tie-Break

In the event of a tie-break situation in any oversubscription criteria, the distance will be the deciding factor. The Local Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* or a GIS (Geographical Information System). If the GIS is unable to differentiate between the two measurements the LA will decide.

Multiple Births

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

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 child minders 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.

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. Where the childcare arrangements are shared jointly between both parents, 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.

Right of Appeal

Parents who are refused a place have a statutory right of appeal. Parents should contact the School Admissions Team with the Local Authority to apply.

Waiting List

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Offers off the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application.

Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate.

Late Applications

Late applications will be administered in accordance with the Local Authority coordinated admissions scheme.

False Information

The Governing Body reserves the right to withdraw any offer made on the basis of an inaccurate or misleading application.

Admission of Children outside Their Normal Age Group and Deferred Entry

If a parent seeks a place in a year group outside their normal age group, they should complete an application form and attach a covering letter along with accompanying documentation which 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 Schools Admissions Manager, Education Division, Town Hall Darlington, DL1 5QT who will contact the Head Teacher of the school concerned and ask for their views. Once a decision has been made the Authority will write to the parent/carer informing them of the decision and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

Admission of Children Below Compulsory School Age

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time until they reach compulsory school age and parents can defer the date their child is admitted until later in the school year.

In-year Admissions

An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves to a new house part way through a school year. The local authority co-ordinate admission applications in the normal admissions round and the child will be admitted where there are places and/or in conjunction with the Local Authority Fair Access Protocol. Parents are required to contact the Schools' Admissions Team within the Local Authority to apply for an In-year school place.

The Education Village Academy Trust (EVAT) Schools

Gurney Pease Academy
Dodsworth Street, Darlington, DL1 2NG
Telephone: 01325 380790
Email: admin@gurneypease.darlington.sch.uk
Head teacher: Mrs Alison Sinclair

Springfield Academy
Salters Lane South, Darlington, DL1 2AN
Telephone: 01325 254000
Email: admin@educationvillage.org.uk
Head Teacher: Mrs Paula Austin

Admissions Policy

The Board of directors of The Education Village Academy Trust (EVAT) is the Admissions Authority for Springfield Academy and Gurney Pease Academy. The admissions policy criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority.

For Gurney Pease Academy the admission number for entry into Reception in 2024 is 30.

For Springfield Academy the admission number for entry into Reception in 2024 is 30.

Process of application

Applications for places at either Academy will be made in accordance with the co-ordinated admission arrangements of the Local Authority and must be made on the Primary School Application form provided and administered by Darlington Local Authority. Prospective students 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 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** Students whose siblings currently attend the school and who will continue to do so on the date of admission (see note 2).
- Priority 3** Children who live nearest the preferred Academy measured from the front door of the home address (including flats) to the main 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). To remain consistent the Authority uses a Geographical Information System to measure all distances.
- Priority 4** 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)

Note 1: Definition of Children in Public Care

- 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 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 3: 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. 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 the Academy, the Academy will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts. 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: Medical Reasons

If you state a preference for the 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 Academy is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permissions from parents must be given to share this information.

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

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 LA 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. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Academy. The Appeal Panel will be independent of either Academy. For details on how to appeal contact the Schools' Admissions Team at the Local Authority.

Admission of children outside their normal age group and deferred entry

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach 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 Schools' Admissions Team, at the Town Hall, who will consider the request. Once a decision has been made the Admission Authority will write to the parent informing them of the decision and setting out reasons for such. Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

Arrangements for admitting students to other year groups, including to replace any students who have left the Academy

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and, if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

In-Year Applications

Families who move into the area who require a place(s) at a Darlington school must contact the Schools' Admissions Section at the Town Hall. Parents will be sent an In-year Application Form (IYAF) and will be directed to the Council's website for a copy of the Guide for Parents. Should a place be available at the school requested by a parent, a meeting with the Principal (or his/her representative) must take place before a start date is agreed. The In-year application form should be accompanied by a copy of the birth certificate and/or passport. The Schools' Admissions Team in agreement with the parent and the Principal of the Academy, will arrange this meeting. Should however a parent request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

The Melrose Learning MAT Schools

High Coniscliffe CE Primary
High Coniscliffe, Darlington, DL2 2LL
Tel No. 01325 374412
Email: admin@highconiscliffe.darlington.sch.uk
Head Teacher: Mrs Wendy Aitken

St Mary's Cockerton CE Primary
Newton Lane, Darlington, DL3 9EX
Telephone: 01325 380758 Email admin@stmarycockerton.org.uk
Executive Head Teacher: Mrs Wendy Aitken

Admission Arrangements

The Board of Directors of the Melrose Learning Trust is the Admissions Authority for these schools. This arrangement follows consultation between the Board of Directors, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

High Coniscliffe CE Primary - The governing body intends to admit up to 15 pupils to the Reception year group in September 2024.

St Mary's Cockerton CE Primary - The governing body intends to admit up to 30 pupils to the Reception year group in September 2024.

Oversubscription Criteria

Children who have an Education, Health and Care Plan which names our school will be admitted to the school. If the total number of applications exceeds the number of places available, children will be admitted in the following order:

- Priority 1** Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 1) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See Note 2)
- Priority 2** Medical Reasons (see explanations)
- Priority 3** Family Links (see definitions)
- Priority 4** Distance (see explanations)

Definitions/Explanations

Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 1) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See Note 2)

Note 1

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 2

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents for appropriate evidence of their previously looked-after status.

Medical Reasons

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner. The supporting evidence should set out the particular reasons why the school 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.

Family Links

Children who have a brother or sister already attending the school and who are expected to be on the roll at the time of admission. Children have a family link if:

- They are half-brother or full brother or sister.
- They are adoptive brother or sister.
- They are children of the same household e.g. carers have special Guardianship
- The child for whom the school place is sought is permanently living in the same family unit at the same address as that sibling

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.

Distance

Children who live nearest the preferred school 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).

Tie-breaker

Random allocation will be used as a tie-breaker in priority 4 & 5 to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Multiple births

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

False Information

If a place is offered on the basis of false information or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

In Year Admissions and Waiting lists

After the decision regarding applications for admission has been made by the Board of Directors, unsuccessful applicants must make application to be included on our waiting list, which is maintained by the Schools' Admissions Team at Darlington Borough Council until the end of July 2025 (the end of the first year of admission). Thereafter, normal transfers/in year admission arrangements will operate. Should a space become available, we will decide who gets the place using the criteria within this policy. It will be the responsibility of parents to update or provide information regarding any change of circumstance.

Fair Access

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 Local Authority area admit their fair share of children with challenging behaviour. All primary schools within Darlington Authority have agreed to admit children through the protocol. Those children identified by the Local Authority will take precedence over children on a waiting list who are already attending another school.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code (2021) requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

The child must, however, start school full-time in the term after their fifth birthday. If parents of summer born children wish to *defer entry* as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year.

If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the previous Reception Year group. Further information and advice on the admission of summer born children is available from the Schools' Admissions Team at Darlington Borough Council.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Right of Appeal

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available upon written request to the school office. For requests from parents for places outside a normal age group, it should be noted that if a place in the requested age group is refused but one in the normal age group is offered, then there is no right of appeal.

The Bishop Holgarth MAT Schools

Holy Family RC Primary
Prior Street, Darlington, DL3 9EN
Telephone: 01325 380821
Email: admin@holyfamilyprimary.org.uk
Head Teacher: Mrs J Weatherall

St Augustine's Catholic Primary
Beechwood Avenue, Darlington, DL3 7HP
Telephone: 01325 380819
Email: office@staugustinesacademy.org.uk
Head Teacher: Mrs Katie Whitehead

St Bede's RC Primary
Kingsway, Darlington, DL1 3ES
Telephone: 01325 466411
Email: admin@stbedesrc.co.uk
Head Teacher: Mr Peter Norman

St Teresa's Catholic Primary
Harris Street, Darlington, DL1 4NL
Telephone: 01325 380754
Email: admin@stteresasprimary.org.uk
Head Teacher: Mrs Paula Strachan

Admission Arrangements

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

Holy Family RC Primary - The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2024.

St Augustine's Catholic Primary - The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2024.

St Bede's RC Primary - The governing body has set its published admission number (PAN) at 45 pupils to be admitted to the reception year in the school year which begins in September 2024.

St Teresa's Catholic Primary - The governing body has set its published admission number (PAN) at 45 pupils to be admitted to the reception year in the school year which begins in September 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 completely 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 are resident in the parish (see note 3)
- 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** Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
- Priority 7** Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
- Priority 8** Any other children

- 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)

Parishes served by the schools

Holy Family RC Primary School serves the parish of Holy Family, Darlington.

St Augustine's catholic Primary School serves the parish of St Augustine's, Darlington.

St Bede's RC Primary School serves the parishes of St Thomas Aquinas, St Anne's and SS William & Francis de Sales, Darlington.

St Teresa's Catholic Primary School serves the parishes of St William's and St Teresa's, Darlington

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.

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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
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.

Home address

Refers to the address where the child usually lives with a parent and will be the address provided in the Primary School Application form ("PSA"). 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 in the PSA, provided that the child resides at that address for any part of the school week.

Sibling includes:

- 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
- 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 address as the applicant.

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).

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

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 this policy 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 2025. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place. The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Nursery

For children attending the school's nursery (if applicable), application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the 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.

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.

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.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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 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 into 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 into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that 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 into 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 into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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. For information on making an in-year application, parents should contact the local authority admission team at School Admissions, Town Hall, Darlington, DL1 5QT on 01325 406333 or by email at schools.admissions@darlington.gov.uk. 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 above, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

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. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Lingfield Education Trust Admissions Policy

Corporation Road Primary
Corporation Road, Darlington, DL3 6AR
Telephone : 01325 244940
Email : admin@corporationroad.darlington.sch.uk
Head Teacher : Mr Mark Dipple

Heathfield Primary
The Broadway, Darlington, DL1 1EJ
Telephone : 01325 252144
Email : admin@heathfieldprimary.com
Head Teacher : Mr Peter Kirby-Bowstead

Hurworth Primary
Westfield Drive, Darlington, DL2 2ET
Telephone : 01325 720028
Email : admin@hurworthprimary.com
Head Teacher : Mrs Alison Maddison

Mount Pleasant Primary
Newton Lane, Darlington, DL3 9HE
Telephone : 01325 244950
Email : admin@mountpleasant.darlington.sch.uk
Head Teacher : Mrs Rebecca Pavey

Northwood Primary
Pendleton Road South, Darlington, DL1 2HF
Telephone : 01325 267222
Email : admin@northwoodprimary.org.uk
Head Teacher : Mrs Zoe Beach

Admission Arrangements

Admission Number

All schools within the Trust have an admission number (i.e. the number of places available). For entry in September 2024, the Published Admissions Numbers into Reception Year for each school in the Trust is:

Corporation Road Primary School	30
Heathfield Primary School	60
Hurworth Primary School	30
Mount Pleasant Primary School	30
Northwood Primary School	60

Admissions Oversubscription Criteria

If there are more applications than the number of places available in a particular school, then the school is deemed to be oversubscribed. The relevant Admission Authority will then determine into which oversubscription category the application falls and will allocate places in accordance with its Admission Policy. Parents are advised to check the relevant oversubscription criteria; these are required to be published on each Admission Authority's website as well as in their Admission Policy.

After the admission of children with special educational needs where a particular school is named on the Education, Health and Care 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** (see definition)
Children previously in state care outside of England (see definition).
- Priority 2** **Medical Reasons**
Children with very exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see further explanation).
- Priority 3** **Family Links**
Children who have a brother or sister already attending the Academy and are expected to be on roll at that Academy at the time of admission (see definition).
- Priority 4** **Rural**
Children living within the rural wards of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see page 85 for explanation).
- Priority 5** **Distance - Rural Wards of Darlington Borough Council**
Pupils who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, via the shortest route which is paved/tarmacked*. This will be based on the home address of the child. To remain consistent the LA uses a Geographical Information System to measure all distances.
- Priority 6** **Distance -Urban Wards of Darlington Borough Council**
Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gates, by the shortest walking route. This will be based on the home address of the child. To remain consistent the LA uses a Geographical Information System to measure all distances. The LA'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 LA accepts that there may be exceptions and will treat each case on its merits.

*In the rural wards, 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 at a school; where the route taken when measured by the LA is paved/tarmacked but not also lit at regular intervals, then the LA will provide travel assistance, even if it is less than the statutory duty for a child of the appropriate age.

Definitions / Explanations

Looked After Children

- 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 section 22 (1) of the Children Act 1989):
- An adoption order is an order under section 46 of the Adoption and Children Act 2002.
- A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A special guardianship order is an order appointing one or more individuals to be a child's social guardian or guardians.

Children previously in state care outside of England

Children who have been in state care outside of England and ceased to be in care as a result of being adopted. By children previously in state care outside of England, we mean children that have been looked after outside of England by a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

Medical Criterion

If a parent states their preference for a school and indicates their reason for doing so is 'medical', then they will be 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 the child had to travel to another school.

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 married/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 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 child-minders 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 (Monday to Friday). Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be.

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.

Appeals Process

The LA will issue appeals papers if requested to a parent who has been unsuccessful in their application to gain a place at their preferred school(s) as stated on their form for their child(ren).

Tiebreak

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an officer walking the route using a pedometer.

Multiple Births

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

Admission of Children outside Their Normal Age Group and Deferred Entry

If a parent seeks a place in a year group outside their normal age group, they should complete an application form and attach a covering letter along with accompanying documentation which 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 Schools Admissions Manager at Darlington LA who will contact the Executive Head Teacher / Head Teacher / Head of School of the school concerned and ask for their views. Once a decision has been made the LA will write to the parent informing them of the decision and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry. Admission of Children Below Compulsory School Age Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the academic year of entry.

Waiting Lists

A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list for any school that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry.

The LA holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria. The Local Authority does not take into account the length of time on the waiting list, nor whether the application was received by the closing date or thereafter.

Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate. Waiting lists for Academy schools will be held until the end of December 2024, it will then be at the discretion of each Academy School to decide whether they continue to hold a list.

In-Year Admissions

Families who move to the area who require a place(s) at a Darlington school must contact the Schools Admissions Section at 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 a school requested by a parent, a meeting with the Executive Head Teacher / Head Teacher / Head of School will take place before a start date is agreed. Should however a parent request a place at a school that has no places available, then they will be informed of the appeals process and the availability of alternative school places.

Polam Hall School

Grange Road, Darlington, DL1 5PA

Tel No: 01325 463383

Email: information@phs.woodard.co.uk

Head Teacher: Mrs Kate Reid

Admissions Policy

How to apply for a place

The school will admit up to 45 children starting in Reception year in 2024. 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

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:

- Priority 1** Looked after, or previously looked after children.
- 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 of Polam Hall School at the time of 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 available will be allocated to children whose permanent home address is within Polam Hall School's local area, defined as postcode areas DL1 or DL3.
- Priority 5** 10% of the remaining 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 6** The remaining places will be allocated to pupils whose permanent home address lies outside postcode areas DL1 or DL3.

Tie break

If we have more applicants than there are places available in any of the categories, places will be allocated by random allocation. Applicants 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.

Definitions

Looked after, or previously looked after children – are children who are in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admission legislation; a 'looked after child' is a child in public care at the time of application to a school. 'Previously looked after children' are children; who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

Looked after and previously looked after children also includes those children who appear to the admissions authority to have been in state care outside of England and those who have ceased to be in state care as a result of being adopted (or became subject to a residence order or special guardianship order). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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.

Service Premium – a child will attract the ‘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 is eligible for free school meals (FSM) or has been eligible for them at any point in the last six years;

Waiting lists

Polam Hall School maintains 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 relevant oversubscription criteria every time a new place becomes available. Looked after children, previously looked after children and those 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

Multiple Births

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

School transport arrangements

Details on transport arrangements for which the Local Authority are responsible are available on pg 14.

Appeals

Parents dissatisfied with the outcome of the an application to Polam Hall School are eligible to appeal against the decision by contacting the School Admissions Team at the Town Hall and requesting appeal papers. Parents dissatisfied with the outcome of an application to Polam Hall School are eligible to appeal through the Darlington Borough Council admissions appeals process. In all instances, Polam Hall School will abide by School Admissions and Admissions Appeals decisions.

Home Address

For the purposes of criterion **4,5 & 6** a child’s home address is defined within Polam Hall School’s admission arrangements as being the child’s normal place of residence. Where legal custody is equally shared between parents, then it is up to them to agree which address to use for the purpose of making an application to Polam Hall School. If legal custody is not equally shared, the address of the parent with the majority of custody will be used.

Admissions Outside a Child’s Normal Age Group

Parents may request a place in a year group outside of their normal age group. If they do, they should complete an application form and attach 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 Head Teacher will consider their request. All such requests will be considered on their merits taking into account the individual 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 Authority will write to the parent informing them of the decision and setting out reasons for such.

Deferred Entry

Parents of summer born children* can delay applying for a place until the next academic year. They can request their child is admitted into reception of September 2025 rather than Year 1 and such requests will be considered on their merits' but parents should note that we cannot guarantee that every such request will be agreed.

They also have the option of applying by January 2024 for a September 2024 place and deferring until the final term of the 2023/24 school year or for their child to attend part-time until they reach compulsory school age (see below).

Admission of children below compulsory school age

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may also attend part-time until they reach compulsory school age** and parents can defer the date their child is admitted until later in the school year.

*Summer born children relate to those born from 1 April to 31 August

**Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

Reid Street Academy

Reid Street, Darlington, DL3 6EX

Telephone: 01325 251006

Email: admin@reidstreet.darlington.sch.uk

Head Teacher: Mrs Paula Ayto

Admissions Policy

The governing body of Reid Street Academy is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. The governing body intends to admit up to 60 pupils to the Reception year group in September 2024.

After the admission of children with an Education, Health and Care Plan where Reid Street Academy is named on the plan and where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

Priority 1 **Looked After & Previously Looked After Children** (see definition) **Children previously in state care outside of England** (see definition)

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

Priority 3 **Distance**
Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest safe 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).

Explanations/Definitions

Looked After Children & Previously Looked After Children

- 'Looked after children' are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- 'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002.
- A 'child arrangements order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989 as amended by S14 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.

Children previously in state care outside of England

- 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;
- They are a foster brother or sister;
- Their carers' are married/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 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, where they mainly reside Monday to Friday. You must not give the address of child minders 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 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.

Tie-Break

In the event of a tie-break situation in any oversubscription criteria, the distance will be the deciding factor. The Local Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* or a GIS (Geographical Information System). If the GIS is unable to differentiate between the two measurements the LA will make a decision.

Multiple Births

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

Right of Appeal

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

Waiting List

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Completing the 'options' form, which accompanies the offer/refusal letter, can do this. Offers off the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application. The waiting list will be maintained until the end of summer term in the academic year of admission.

Skerne Park Academy

The Coleridge Centre, Coleridge Gardens, Darlington, DL1 5AJ

Tel No: 01325 380831

Email: enquiries@skernepark.org.uk

Head Teacher: Mrs Sarah Hardy

Admissions Policy

Introduction

The governing body will admit all those children whose parent(s) have applied for a place at Skerne Park Academy provided that sufficient places are available. The school has an admission number of 60 for entry in 2024.

Deciding Who Gets a Place

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

Oversubscription Criteria

Priority 1: Looked After Children & Previously Looked After Children

Priority 2: Sibling Link

Priority will be given to children who have a sibling who will be attending Skerne Park Academy at the time the child is due to start.

Priority 3: Previous Sibling Link

Priority will be given to children who have had a sibling attend the Academy who have left within the last 3 years.

Priority 4: Distance

Priority will be given to children based on the walking distance from the child's home to the Academy. In other words, priority will be given to 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).

Definitions

Looked After Children & Previously Looked After Children

- 'Looked after children' are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- 'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002.
- A 'child arrangements order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians.

- 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.

Sibling

- A full brother or sister, whether or not resident in the same household.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility (as defined in the Children's Act 1989).

Multiple Births

In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the Academy, both will be considered together as one application provided that both have met the standard for entry to the Academy. The Academy will exceed its admission number by one.

Tie-Break

In the event of two or more children being equally deserving of a place in Skerne Park but only one place being available for a child, walking distance from home to school will be the final factor taken into consideration, with the child living nearest the Academy being offered the place.

False Information

The governing body has the right to investigate any concerns it may have with respect to the accuracy of information provided by a parent on an application form and to withdraw the offer of a place if there is evidence that parent have made misleading or fraudulent claims.

Waiting lists

The governors will keep a waiting list up until the end of the autumn term. This list is drawn up based on the criteria above and it is how the child stands in relation to the criteria rather than the length of time on the waiting list that will determine if a place is offered.

Appeals

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

Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example, those that have been permanently excluded from other schools, to be given a place before any oversubscription criteria area applied and before anyone else is considered from the waiting list. Such children are shared out to make sure no one school has to take too many 'hard to place' children.

St George Church of England Academy

Neasham Road, Middleton St George, Darlington, DL2 1LD

Telephone: 01325 332230

Email: admin@stgeorges.darlington.sch.uk

Head Teacher: Mrs Judith Skirving

Admissions Policy

We intend to admit up to 60 pupils to the Reception year group each academic year. The Durham and Newcastle Diocesan Learning Trust (DNDLT) are the admissions authority for the school. The DNDLT Board have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. This arrangement follows consultation with the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Children with an Education, Health and Care (EHCP) plan naming St George's Church of England Academy will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

If the number of applications exceeds the number of places available, children will be admitted in the following order:

- Priority 1** **Looked After children and children who were previously looked after**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see Note 2) **including children previously in state care outside of England** who have ceased to be in that state care as a result of being adopted (See Note 3)
- Priority 2** **Children who have exceptional medical or social needs** that make it essential that their child attends St George's Church of England Academy rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 4)
- Priority 3** **Children with a normal home address (See Note 5) within the parish boundaries of St Laurence's (Middleton St George) and St Andrew's (Sadberge) and with a sibling** (see Note 6) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- Priority 4** **Children with a normal home address within the parish boundaries of St Laurence's (Middleton St George) and St Andrew's (Sadberge).**
- Priority 5** **Children with a normal home address outside the parish boundaries of St Laurence's (Middleton St George) and St Andrew's (Sadberge) and with a sibling on the roll of the school at the time** of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

Notes

Note 1 “Parent” is defined in law (The Education Act 1996) as either:

- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3 Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Note 4 When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St George’s Church of England Academy). This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 5 By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place

- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 6 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 7 This will be the distance from the front door of the home address (the front door of a block of flats) to the main school gate as designated by the Local Authority will be the deciding factor. This will be measured using the local authority GIS system/the local authority computerised measuring system with those living closest to the school receiving priority.

Distance Tie-Break

Where there are places for some, but not all, applicants within a particular criterion, distance from the front door of the home address (the front door of a block of flats) to the main school gate will be measured using the local authority computerised measuring system will be the deciding factor.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered a place. The process will be conducted in the presence of a person independent of the school.

Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Secretary at the school.

Waiting List

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

Fair Access

The school participates in Darlington LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Multiple Births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday.

Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year.

If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from The Admissions Team at Darlington Local Authority, DFE guidance and admissions code on The Gov.UK website (www.gov.uk/government/publications/school-admissions-code).

Appeal where application is made outside of age range

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

St John's Church of England Academy

Fenby Avenue, Darlington, DL1 4UB

Telephone: 01325 380725

Email: admin@stjohnsceaacademy.co.uk

Head Teacher: Mr Marco Ramsay

Admissions Policy

We intend to admit up to 30 pupils to the Reception class each academic year. The DNDLT Trust Board are the admissions authority and have made every effort to ensure that these arrangements comply with the School Admissions Code, 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. This arrangement follows consultation with the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Parents (see Note 1) wishing to apply for the Reception Class in September must complete the common application form provided by Darlington Borough Council (DBC). This form must be completed even if your child attends our nursery or other school nursery/pre-school setting. The form must be returned to Darlington Borough Council no later than 15 January 2024. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted out by the Local Authority.

Children who have an Education, Health and Care Plan which names our school will be offered places. If the number of applications exceeds the number of places available, children will be admitted in the following order:

- Priority 1** **Looked after children, previously looked after children**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order and **children previously in state care** outside of England. This refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. (see Note 2 and Note 3)
- Priority 2** **Children who have exceptional medical or social needs** that make it essential that their child attends St John's Church of England Academy rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 4)
- Priority 3** **Children with a sibling link on the roll of the academy at the time of the application.** A sibling refers to a brother, sister, half brother or sister, adopted brother or sister, stepbrother /sister or the child of the parent/carer's partner who lives at the same address as that sibling who will be attending the academy at the time of their admission. (See Note 5 & 6).
- Priority 4** **Faith Place:** Children of practising families at the heart of any Anglican church or church in a Covenantal relationship with the Church of England and wish their child to be educated in accordance with the teachings and practice of the Church of England. Families need to be 'At the heart' of the church and be regular worshippers, which normally means worships at least once per month. The worshipper could be the child for whom the application is being made or one or both parents. Applications for Faith places must be supported by a completed supplementary form ('Application for a Faith Place') and supported by an authorised minister or two office holders of the church or faith community. Supplementary Forms can be obtained by accessing the LA's website at www.darlington.gov.uk/admissions and clicking on 'Apply online'. (See Note 7)

Priority 5 Children who live nearest to the school. This will be the distance from the front door of the home address to the main school gate as designated by the Local Authority will be the deciding factor. (See Note 6)

Explanations/Definitions

Note 1

“Parent” is defined in law (The Education Act 1996) as either:

Any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or Any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Note 4

When applying under criterion 3 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John’s Church of England Academy. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 5

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent’s/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6

This will be the distance from the front door of the home address (the front door of a block of flats) to the main school gate as designated by the Local Authority will be the deciding factor. This will be measured using the local authority GIS system/the local authority computerised measuring system with those living closest to the school receiving priority.

Note 7

Families need to be 'At the heart' of the church and be regular worshippers which normally means worships at least once per month over a period of at least 12 months. The worshipper could be the child for whom the application is being made or one or both parents. Applications for Faith places must be supported by a completed supplementary form ('Application for a Faith Place') and supported by an authorised minister or two office holders of the church or faith community. Supplementary Forms can be obtained by accessing the LA's website at www.darlington.gov.uk/admissions and clicking on 'Apply online'. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for worship, the requirements of these admission arrangements in relations to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Waiting List

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

Distance Tie-Break

Where there are places for some, but not all, applicants within a particular criterion, distance from the front door of the home address (the front door of a block of flats) to the main school gate as designated by the Local Authority will be the deciding factor. This will be measured using the local authority GIS system/the local authority computerised measuring system with those living closest to the school receiving priority.

Multiple Births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age, the school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible.

If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from The Admissions Team at Darlington Local Authority, DFE guidance and admissions code on The Gov.UK website (www.gov.uk/government/publications/school-admissions-code)

Admission Outside Normal Age Group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year, providing supporting reasons for seeking a place outside of the normal age group. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

The Rydal Academy

Rydal Road, Darlington, DL1 4BH

Telephone: 01325 380784

Email: officeadmin@rydal.swiftacademies.org.uk

Head Teacher: Mr John Armitage

Admissions Policy

The governing body of The Rydal Academy is the admissions authority for the school. The governing body intend to admit up to 90 children to the Reception year in September 2024. This arrangement follows consultation between the governing body, all other schools in the area and all other Admission Authorities in Darlington and is in conjunction with the co-ordinated scheme for Darlington.

Policy for Admission at the Normal Point of Entry

The Rydal Academy, as the Admissions Authority for the school will consider all preferences against the oversubscription criteria as set out below. In determining admissions, priority will be given to those applications where the Primary School Application (PSA) is received by the published deadline.

Admissions Oversubscription Criteria

After the admission of children with an Education, Health and Care Plan where The Rydal 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

- A 'looked after' child is a child who is in the care of a Local Authority or being provided with accommodation by a local authority at the time of making an application. See the full definitions in section 22(1) of the Children Act 1989.
- Children who were adopted under Section 46 of the Adoption and Children's Act 2002
- Child Arrangements Order as defined in section 8 of the Children Act 1989
- Special Guardianship Order as defined in section 14A of the Children Act 1989

State Care outside of England

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 purposes is to benefit society.

Priority 2 Medical Reasons

Children with exceptional medical factors directly related to The Rydal Academy. Applications under this criterion should be supported by written evidence from a professional practitioner (see definition)

Priority 3 Family Links

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

Priority 4 Children from the Rydal Academy Nursery School

Children who are on roll at and have attended The Rydal Academy Nursery School for a minimum of one term.

Priority 5 Distance

Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest safe 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).

Definitions

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 The Rydal 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.

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 married/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 at the time of application where they mainly live 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.

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 main school gate is determined by the Local Authority in agreement with the Academy.

Tie-Break

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

Multiple Births

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

Late Applications

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

In-Year Applications Forms

An application can be made for a place for a child at anytime 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's Fair Access Protocol. Applications should be made by contacting the 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.

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 A Galey, Assistant Head Teacher, The Rydal Academy.

Waiting Lists

If your child has been refused admission, a waiting list will be held by the local authority. Priority will be in accordance with the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list(s) will be open until the end of the autumn term in the year of admission.

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.

Applying for a Place in a Year Group Outside of a Pupils' Chronological Age

Should a parent seek a place in a year group other than the year that their child would normally be in (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.

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.

Any application will be forwarded to the Head Teacher, The Rydal 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.

West Park Academy

Alderman Leach Drive, Darlington, DL2 2GF

Telephone: 01325 380792

Email: admin@westparkacademy.org.uk

Head Teacher: Mrs Samantha Hirst

Admissions Policy

The Board of Trustees of Shared Vision Learning Trust is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis and works in association with the Co-ordinated Scheme for Darlington Borough Council. The Board of Trustees intends to admit up to 60 pupils to the Reception year group in September 2024.

After the admission of children with an Education, Health and Care Plan (EHCP) where West Park Academy is named on the plan and where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

Priority 1 **Looked After Children**

Children in care: A 'looked after' child is a pupil who is in the care of a Local Authority or provided with accommodation by that authority. (For more in-depth definitions see Section 22 (1), section 8, section 14a of the Children's Act 1989 and section 46 of the Adoption and Children Act 2002.)

Priority 2 **State Care outside of England**

Children who appear to Darlington Local Authority 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 3 **Medical Reasons**

Children with very exceptional medical factors directly relating to a placement at West Park Academy. Applications under this criterion should be supported by written evidence from a doctor. (See explanation)

Priority 4 **Family Links**

Children who have a brother or sister already attending the school and are expected to be on roll at the school at the time of admission.

Priority 5 **West Park Academy**

Children who are transferring from lower foundation stage (Nursery) to upper foundation stage (Reception) will be given priority over children from other settings.

Priority 6 **Distance**

Pupils who live nearest the preferred school 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 Board of Trustees at Shared Vision Learning Trust use the Local Authority's Geographical Information System to measure all distances. The criterion when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked).

Priority 7 **West Park Academy**

Children of staff members who have been employed at the school for more than two years will be given priority over children from other settings.

Explanations /Definitions

Looked After Children & Previously Looked After Children

- 'Looked after children' are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- 'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002.
- A 'child arrangements order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians.

State Care Outside of England

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 married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special Guardianship)

Medical Criterion

If you state a preference for a school and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional health care practitioner. The supporting evidence should set out the particular reasons why West Park Academy is the most suitable school and the difficulties it would cause if your child had to travel to another school.

The Authority reserves the right to make contact with the professional practitioner for independent information regarding your child's condition. We may also seek advice from other qualified professionals, e.g. Psychologists or other specialist where necessary.

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 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. Where the childcare arrangements are shared jointly between both parents, the authority will consider evidence provided which supports the application.

Tie-Break

In the event of a tie-break, although the Board of Trustees of Shared Vision Learning Trust is the Admissions Authority, in this instance we would use the services of the Local Authority to carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

Multiple Births

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

Right of Appeal

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

Waiting List

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Completing the 'options' form, which accompanies the offer/refusal letter, can do this. Offers from the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application. The waiting list will be maintained for at least the first term in the academic year of admission.

Admission of children outside their normal age group and deferred entry

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach 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 Principal of West Park Academy and the Admissions Committee will meet and consider the request. 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 of summer born children* can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the of entry.

Admission of children below compulsory school age

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time until they reach compulsory school age** and parents can defer the date their child is admitted until later in the school year.

*Summer born children relate to those born from 1 April to 31 August

**Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

In-Year Admissions

If a parent wishes to transfer their child to West Park Academy from another school in Darlington, they must contact Admissions at Darlington Borough Council to ask if there is a place available and complete a transfer form which can be obtained from the school their child is attending. If a child is requesting a place at West Park Academy from outside the Local Authority, they must contact Admissions at Darlington Borough Council who will deal with their request.

All children are given the opportunity to visit the school before starting in September. If requests for admission are greater than our admission numbers (presently 30 full time places for Nursery and 60 for Reception to Year 6) then the Local Authority will allocate the places according to our Admissions Oversubscription Criteria.

Whinfield Primary

Augusta Close, Darlington, DL1 3HT

Tel no. 01325 240499

Email: admin@whinfield.net

Published Admission Number - 60

Head Teacher: Mrs Shirley Welsh

Admissions Policy

Admission at the Normal Point of Entry

Darlington Borough Council, as the Admissions Authority for community and voluntary controlled schools will consider all preferences for the schools, against the relevant oversubscription criteria as set out below. In determining admissions, priority will be given to those applications where the Primary School Application (PSA) is received by the published deadline. Applications received after the deadline ('late' applications) will then be considered.

Co-ordinated Scheme

The local authority as an admission authority will follow the procedures and timetable as set out in the co-ordinated arrangements as detailed in this guide.

Admissions Oversubscription Criteria

After the admission of children with special educational needs where a school is named on the Education, Health and Care Plan (EHCP), 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 & Internationally Adopted previously Looked After Children

Looked after children and 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 Darlington Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (see notes 1 & 2)

Priority 2 Medical Reasons

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see note 3)

Priority 3 Family Links

Children who have a brother or sister already attending the school and are expected to be on roll at that school at the time of admission (see note 4)

Priority 4 Rural

Children living within the Rural Wards of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at the correlating maintained primary (see "Rural Wards" list on pg 88).

Priority 5 Distance

Children who live nearest the preferred school measured from the front door of the home address (see note 5), including flats to the main school gate, by the shortest walking route (see note 6)

Notes

7. Looked After & Previously Looked After

- 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 arrangement order is an order outlining the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.
- 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.

8. State Care Outside of England

- 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.

9. Medical Criterion

If a parent states a preference for any of the 3 maintained community primary schools 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 particular reasons why the preferred school is the most suitable and why other schools could not provide the appropriate support for their child. Where further information is sought by the local authority to understand how the child's condition may affect their admission into school, permission will be sought from the child's parent.

10. 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 married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangement order).

11. Home Address

The home address is used when applying under criteria 4 or 5 of the admissions policy. This means that when a parent states their school preference's they must give the home address at the time of application. Parents must not give the address of childminders or other family members who may share in the care of their 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 (Monday to Friday). Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be. 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, then you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

12. 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 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

Multiple Births

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

Tie-Break

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

Waiting Lists

Darlington Local Authority as the Admission Authority for Community and Voluntary Controlled schools will always maintain a waiting list. A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list for any of the maintained schools that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry. The Local Authority holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time.

When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria.

The Local Authority does not consider the length of time a child's name has been on the waiting list, nor whether the application was received by the closing date or thereafter. Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. After the point of entry in September, normal transfers/in-year admission arrangements will operate.

Right of Appeal

If it has not been possible to offer your child a place at your stated preferred school, you have the right to appeal against the decision. Appeals are heard by an independent panel 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 any of the maintained schools which you stated as a preference, 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. The local authority can then send details of the independent appeals procedures and a 'Notice of Appeal' form. To make a new appeal during the same academic year for a maintained school where an appeal has already been heard, is at the discretion of the local authority if, for instance there has been a significant or material change in the family circumstances.

Withdrawal of a place offered

From the date of a school place being offered the local authority would only look to withdraw the offer of a place having once established it had been obtained fraudulently or offered in error by the local authority or a parent had not responded within a reasonable period. Once a child had started at the school and only if the place at been obtained fraudulently, would the local authority consider withdrawing the offer. The length of time in attendance would also be considered.

Admission of children outside their normal age group

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach 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 School Admissions Manager, People Group, Town Hall, Darlington, DL1 5QT who will then contact the head teacher of the school/s concerned and ask for their views. Once a decision has been made the LA will write to the parent informing them of the decision and setting out the reasons for such. Parents of summer born children* who are seeking a place for their child to start school in the next academic year after they reach five and should follow the same process but should start it in the September of the year prior to the year of entry. If agreement is given to their request, parents will be informed of the outcome before primary national offer day so that their application can be withdrawn for that academic year. Agreeing to a request does not guarantee a place being offered at the next point of entry; a new application must be made the following year.

Admission of children below compulsory school age and deferred entry

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the point at which they reach compulsory school age ** and not beyond the academic year of the entry.

*Summer born children relate to those born from 1 April to 31 August

**Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

In-Year Applications Forms

Families who move into the area who require a place(s) at a community school who are applying 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 (paper copies are also available on request). Should a place be available at a school requested by a parent, a meeting with the Head Teacher must take place before a start date is agreed, this will be arranged via the school. Should a parent request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

Other Information

In-Year Admissions to Primary School in Darlington Authority

Families who move into the area who require a place(s) at a Darlington Primary school must contact the Schools Admissions Team at the Town Hall. Parents will be sent/given an in-year application form to complete; the team will look to process the application within seven working days on receipt of this form. Occasionally schools will ask for further details from the school that the child is currently registered at; if Part B of the form has not been fully completed, this may delay the processing of the application form. The LA will write to the parent informing them whether a place can be offered or not. The school will look to arrange a meeting with the parent to visit the school. A start date will only be confirmed after a meeting with the Head Teacher has taken place. However, should a parent request a place at a school that has no places available, then they will be informed about the appeals process.

Transfer of Pupils between Darlington Primary Schools

In the case of house moves or permanent exclusion from primary 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 into account include 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 primary school if places were available. 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. Parents should also consider how their child will travel to school as the authority only provides travel assistance when it has a statutory responsibility to do so. Seek advice from the transport team if unsure (01325) 406333.

If a parent wishes for their child to transfer to a primary school in Darlington that has reached or exceeded its admission limit, after discussion has taken place with the current school, an in-year application form should be completed, and forwarded to the Local Authority. The admissions team can advise parents of their right to appeal and who will issue appeal papers. Generally, it is better for a transfer to take place at the end of term or a school year so to minimise disruption to the child's education. 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 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 Local Authority area admit their fair share of children with challenging behaviour. All schools within Darlington Authority have agreed to admit children through the protocol. Those children identified by the Local authority will take precedence over children on a waiting list who are already attending another school, who wish to transfer. Full details are contained within the Fair Access Protocol documents for primary and secondary education.

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 headteacher 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 does not authorise the absence, then the Local Authority can issue a Penalty Notice as a sanction against the parent. This Notice attracts a fine of £60 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

Th 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.letsgotoeesvalley.co.uk Do follow us on Facebook @LetsGoTeesValley or twitter @LetsGo_TeesVal

Additional Information

Clothing

All pupils are expected to attend school appropriately dressed. To assist parents' schools have adopted guidelines on clothing. Information regarding uniform policies can be found in a school's prospectus available from the school concerned. The Authority does not make any grants towards the provision of school uniforms or other clothing for pupils. Parents who are in real difficulties over the purchase of clothing for pupils may find that other agencies could help in certain circumstances.

Meals

All primary schools in Darlington offer a school meals service. Menus are varied and include "traditional" meal alongside vegetarian options, snacks and sandwiches. Children whose parents are in receipt of certain 'support' payments may be entitled to receive free school meals. Further information regarding the eligible support payments and application forms are available at the school. If children require medical therapeutic diets, every effort will be made to accommodate this.

Music Provision

Darlington schools have access to instrumental and vocal tuition through the Music Service, from KS2 to sixth form. Teachers visit schools to ensure that pupils receive high quality instrumental and vocal tuition for which there is a small termly charge. Pupils entitled to free school meals receive this tuition free of charge. There is a wide range of ensembles, which pupils may join from beginner to advanced level. In addition, teachers from the Music Service support music provision for all pupils from Foundation Stage to KS4 through live music concerts and advisory support. You can contact the Music Service by telephoning 03000 262368

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. A small, termly charge is made for instrumental music tuition provided by the Music Service.

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.

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 403333

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, Town Hall, Darlington DL1 5QT or you can telephone 01325 405878 or visit the Council's website and click on the Education and Learning link.

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. The service includes Families Information Service, Adults Public Information and Parent Partnership Service.

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.

All calls to People and Families Information Support 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

Advice on how to complete the Darlington Primary School Application (PSA) Form

Ensure you have read the Guide for Parents and fully understood it. If you are unsure of anything in the guide you **MUST** seek advice. You will sign a declaration on the application form stating that you have fully understood the contents of the 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 to understand their policy and procedures.

SECTION 1: Pupil Details

- If your child uses more than one surname, please state both
- Check the date of birth given is correct
- 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

SECTION 2: Listing the schools you prefer

- If you decide to apply for a school that is often oversubscribed, look carefully and see what criteria your child(ren) would come under. Talk to the Schools' Admissions Team for advice.
- Reason: You may state any reason for your preferences in this section. All preferences and the reasons for them will be considered. However, the only criteria used to allocate places are those published on pages 15-78 of this guide. **You do not have to state a reason if you do not wish to.**

Examples of reasons:

- | | |
|---|----------------------------|
| 1. Closest School | 2. Social |
| 3. Medical | 4. School Academic Results |
| 5. Sibling Link | 6. Distance |
| 7. Religious or Philosophical Convictions | 8. Other Reasons |

SECTION 3: Brothers and sisters (siblings)

- 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 still be on the school roll at the expected time of transfer (September 2024). For a full explanation of family links see the relevant admission authorities' description. Please seek advice from a member of the Schools' Admissions Team if you are unsure.

SECTION 4: Parents details

- Please complete your details including **YOUR FULL POSTCODE**.
- 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:

15 JANUARY 2024

PRIMARY SCHOOL APPLICATION FORM 2024/2025 FORM FOR RESIDENTS OF DARLINGTON ONLY



1. Your child's details

Child's Forename	<input type="text"/>	Child's Middle Names	<input type="text"/>
Child's Legal Surname	<input type="text"/>	Chosen Surname	<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
- We reserve the right to seek proof of address and to 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 15 January 2024.

Postcode:

Child's Date of Birth Gender (Please tick as appropriate) Male Female

Name of nursery your child currently attends:

Is **your child 'looked after' by the Local Authority (i.e. in Care?)** if so which authority

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? If so, please attach a copy of the relevant order. These arrangements must be in place at the time of application.

Section 2 – Applicant Details (It is not a requirement that both parents state their 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?

Preferences may be shared with another person(s) who has parental responsibility for the child unless the applicant states a reason for withholding information e.g. threat of domestic violence. Please provide any supporting documentation e.g. Court Order along with your application. If there is a known disagreement between the parent(s) the application(s) will not be processed until the disagreement is resolved and confirmation of agreement is provided. e.g. a letter signed by all parent(s) in disagreement stating school preferences or a Court Order.

We may 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 – You can name up to five primary schools in order of preference:

Priority	School Preferences	Reason for preference (if any)
1		
2		
3		
4		
5		

Section 4- Sibling Details- 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 - If you have listed a Roman Catholic School as one of your preferences, you must also complete the information below:

Faith	Tick	Evidence needed
Practising Catholic		<i>You must include evidence of baptism in the form of a certificate of Baptism or a certificate of reception into the Catholic church. You must also request a reference from the parish priest to testify to regular worship. This will be sent from the priest directly to the SCHOOL.</i>
Catholic		<i>You must include evidence of baptism in the form of a certificate of Baptism or a certificate of reception into the Catholic church</i>
A member of the catechumenate		<i>You must provide evidence in the form of a certificate of reception into the order of catechumens</i>
A member of an Eastern Christian Church		<i>You must provide a certificate of baptism or reception from the authorities of the church</i>
Other Christian Denomination Please indicate which denomination		<i>You must provide a baptismal certificate or where baptism is not practised, a letter confirming church membership from the minister or faith leader.</i>
Other faith Please indicate faith		<i>You must provide a letter of support to confirm faith membership from the minister or faith leader</i>

SECTION 6 – Declaration and signature of parent

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

Parent Signature:

Date

Please return this form to the Schools Admissions Team, Children, Families & Learning, Town Hall, Darlington, DL1 5QT no later than 15 January 2024. If you need help completing this form, ring 01325 406333.

The adjoining Local Authorities to this area are:

Durham County Council
The School Places and Admissions Team
Children and Young People's Services
Green Lane
Spennymoor
Co Durham
DL16 6JQ

Tel No.03000 265896
schooladmissions@durham.gov.uk

Stockton Council
School Admissions & Transfer Team
Municipal Buildings
Church Road
Stockton on Tees
TS18 1XE

Tel No. 01642 526605
schooladmissions@stockton.gov.uk

North Yorkshire County Council
Admissions Team
Jesmond House
31-33 Victoria Avenue
Harrogate
HG1 5QE

Tel No. 01609 785911

Hartlepool Borough Council
School Admissions Team
Children's and Joint Commissioning Service
Hartlepool Centre of Excellence for Teaching & Learning
Brierton Lane
Hartlepool
TS25 4AF

Tel No. 01429 523768
admissionsteam@hartlepool.gov.uk

Middlesbrough Council
School Admissions
Children's Services Department
Middlesbrough House
50 Corporation Road
Middlesbrough
TS1 2RH

Tel No 01642 729544 / 01642 201891
schooladmissions@middlesbrough.gov.uk

Redcar & Cleveland Council
School Admissions
Redcar & Cleveland House
Cooper Centre
Kirkleatham Street
Redcar
TS10 1RT

Tel No 01642 837740
school_admissions@redcar-cleveland.gov.uk

Rural Wards of Darlington Borough Council

The Rural Wards of Darlington are:

Heighington & Coniscliffe, Sadberge & Whessoe, Middleton St George and Hurworth.

Area B on Map

Children living in the area to the south of the A68 road, north of the B6279 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington the alternative school is Mount Pleasant Primary School.

Area C on Map

Children living in the area to the west of the East Coast Main Railway Line AND within the Ward of Sadberge and Whessoe in the Borough of Darlington the alternative school is Harrowgate Hill Primary School.

Area D on Map

Children living in the area to the south of the B6279 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington the alternative school is The Federation of Mowden Schools (Mowden Infant School and Mowden Junior School).

Area E on Map

Children living in the area to the east of the East Coast Main Railway Line, north of the A66 road AND within the Ward of Sadberge and Whessoe in the Borough of Darlington the alternative school is Whinfield Primary School.

Area F on Map

Children living in the area to the south of the A66 road AND within the Ward of Sadberge and Whessoe in the Borough of Darlington the alternative school is Heathfield Primary School.

Area G on Map

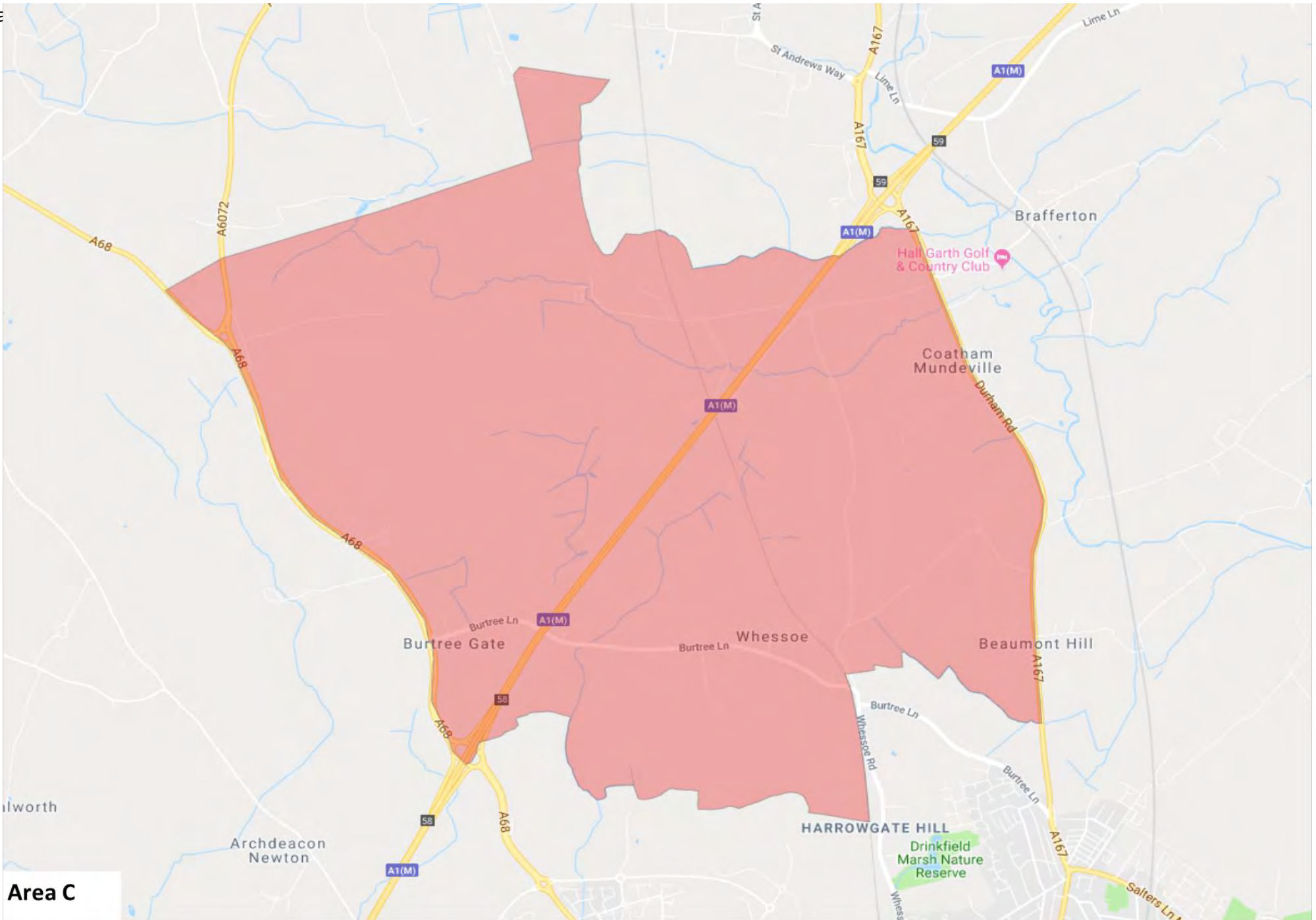
Children living within the Ward of Middleton St George in the Borough of Darlington the alternative school is Heathfield Primary School.

Area H on Map

Children living in the area to the SOUTH of the A66 road (Darlington Bypass) only AND within the Ward of Hurworth in the Borough of Darlington the alternative school is Firthmoor Primary School

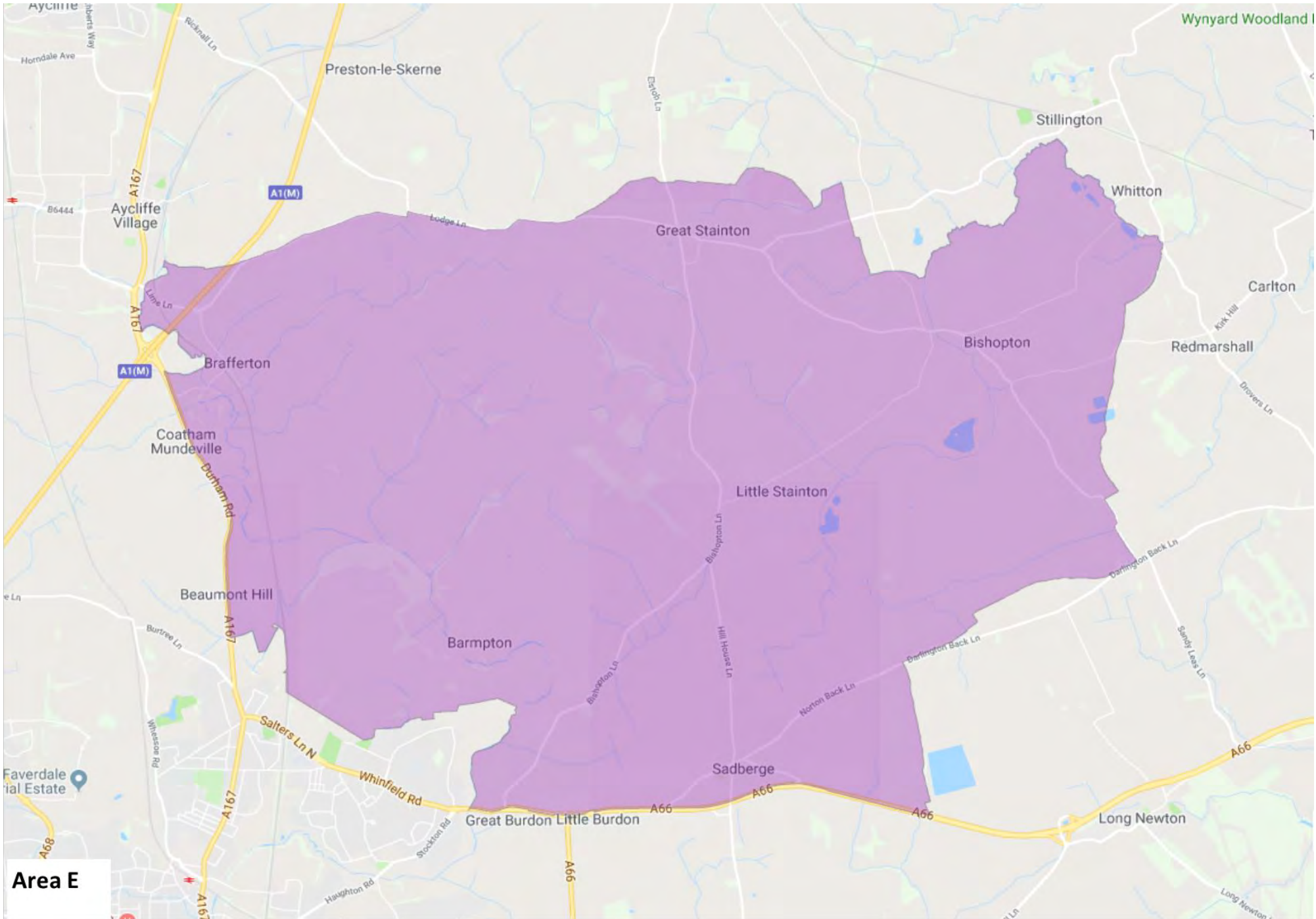


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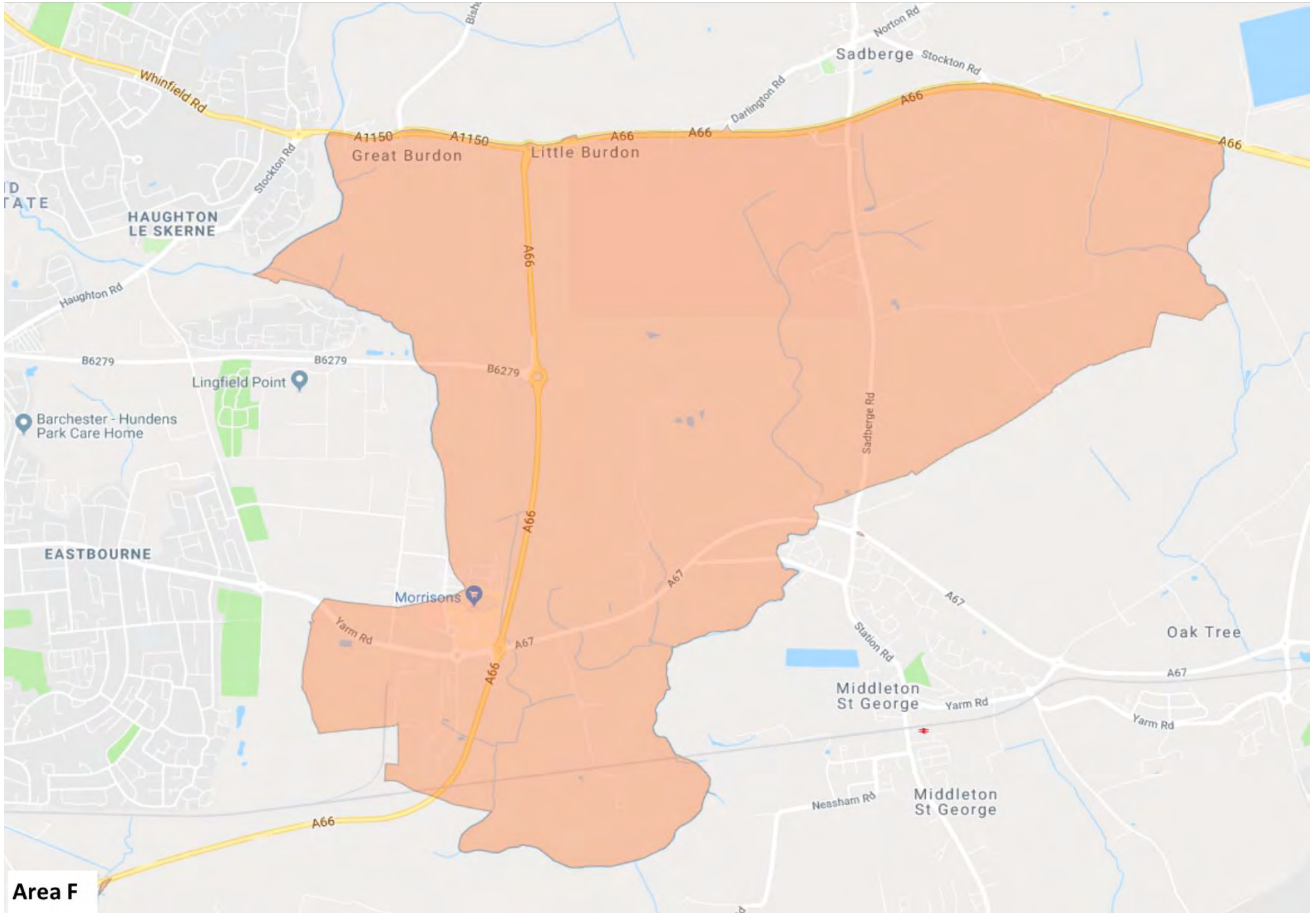


Area C





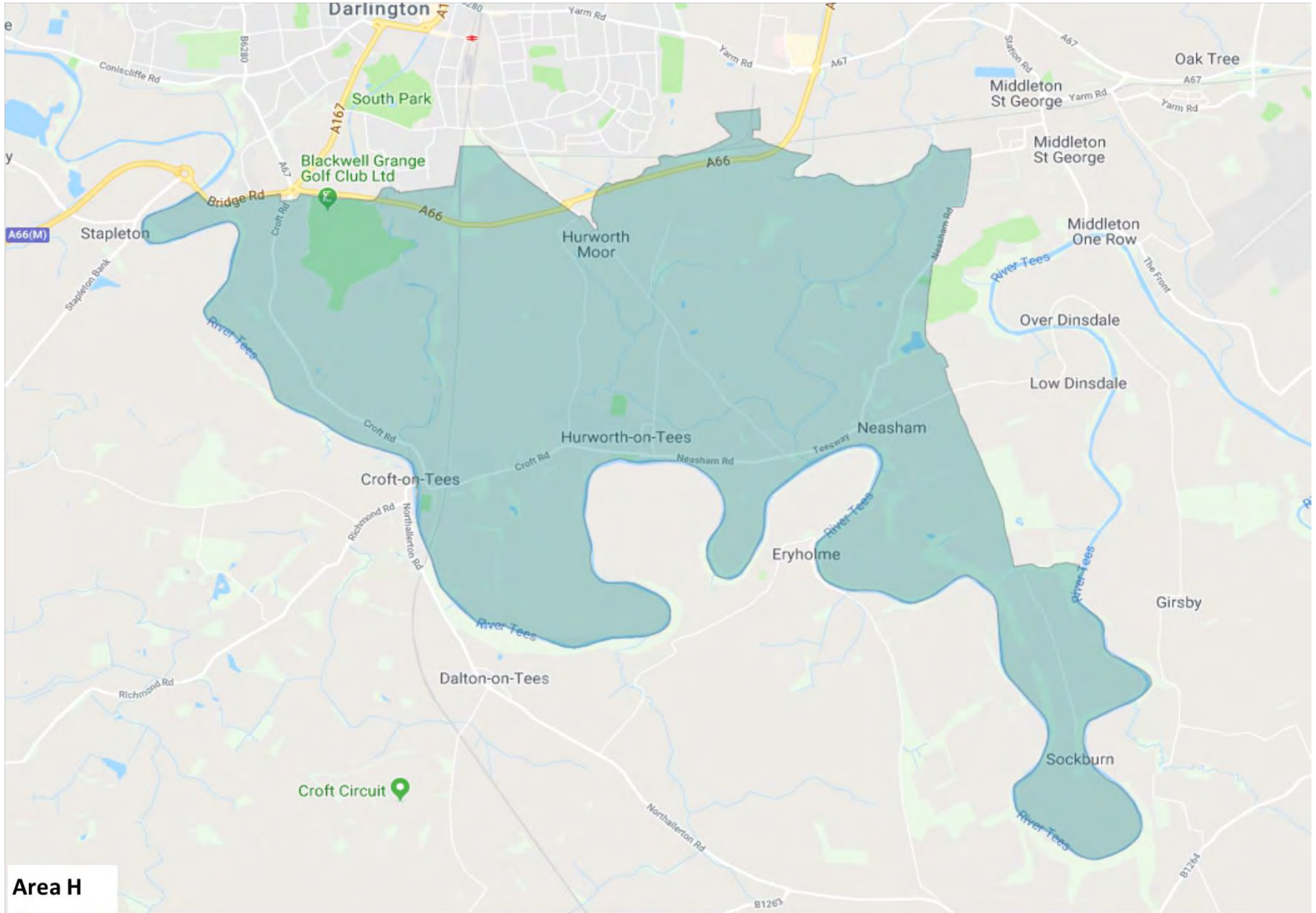
Area E



Area F



Area G



Schools in Darlington Primary Phase (4-11)

School Name	Type	Age Range	Admission Number for 2024/2025	Type	Total No. of Applications Received by the closing date for 2023 Intake	No. of Multiple* Appeals Submitted for 2023 intake	No. of Successful Multiple* Appeals for 2023 Intake
Abbey Infant (a)	A	4-7	90	Co-Ed	172	1	0
Abbey Junior (a)	A	7-11	90	Co-Ed	91	-	N/A
Bishopton/Redmarshall CE Primary	A	4-11	15	Co-Ed	16	-	N/A
Corporation Road Primary	A	4-11	30	Co-Ed	41	-	N/A
Firthmoor Academy	A	4-11	45	Co-Ed	48	-	N/A
Gurney Pease Academy	A	4-11	30	Co-Ed	34	-	N/A
Harrowgate Hill Primary	COM	4-11	60	Co-Ed	64	-	N/A
Heathfield Academy	A	4-11	60	Co-Ed	82	-	N/A
Heighington CE Primary	A	4-11	30	Co-Ed	35	-	N/A
High Coniscliffe CE Primary	A	4-11	15	Co-Ed	18	-	N/A
Holy Family RC Primary	A	4-11	30	Co-Ed	63	-	N/A
Hurworth Academy	A	4-11	30	Co-Ed	55	1	0
Mount Pleasant Primary	A	4-11	30	Co-Ed	49	1	0
Mowden Infant (a)	A	4-7	60	Co-Ed	177	5	1
Mowden Junior (a)	A	7-11	90	Co-Ed	94	-	N/A
Northwood Primary	A	4-11	60	Co-Ed	72	-	N/A
Polam Hall School	A	4-11	45	Co-Ed	85	-	N/A
Red Hall Primary	COM	4-11	30	Co-Ed	24	-	N/A
Reid Street Academy	A	4-11	60	Co-Ed	77	-	N/A
Skerne Park Academy	A	4-11	60	Co-Ed	32	-	N/A
Springfield Academy	A	4-11	30	Co-Ed	57	1	0
St Augustine's Catholic Primary	A	4-11	30	Co-Ed	54	-	N/A
St Bede's RC Primary	A	4-11	45	Co-Ed	68	-	N/A
St George CofE Academy	A	4-11	60	Co-Ed	67	-	N/A
St John's CofE Academy	A	4-11	30	Co-Ed	40	-	N/A
St Mary's Cockerton CofE Primary	A	4-11	30	Co-Ed	67	1	0
St Teresa's Catholic Primary	A	4-11	45	Co-Ed	56	-	N/A
The Rydal Academy	A	4-11	90	Co-Ed	82	-	N/A
West Park Academy	A	4-11	60	Co-Ed	115	4	0
Whinfield Primary	COM	4-11	60	Co-Ed	99	-	N/A

*This denotes more than one appeal was held at the same appeal panel hearing for the school.

Oversubscription Criteria Primary School Admissions

	The Number of Applicants admitted under the Admissions Criterion for oversubscribed schools							
Abbey Infant	SEN	Criteria	1	2	3	4	5	6
	0	2023	0	0	29	N/A	0	61 = 4.00m*
		2022	3	0	41	N/A	0	46 = 1.22m*
		2021	2	0	40	N/A	0	48 = 2.30m*
Bishopton Redmarshall CE Primary	SEN	Criteria	1	2	3	4		
		2023	N/A					
		2022	N/A					
		2021	N/A					
Corporation Road Primary	SEN	Criteria	1	2	3	4	5	
		2023	N/A					
		2022	N/A					
		2021	N/A					
Firthmoor Academy	SEN	Criteria	1	2	3	4	5	
		2023	N/A					
		2022	N/A					
		2021	N/A					
Gurney Pease Academy	SEN	Criteria	1	2	3	4		
		2023	N/A					
		2022	N/A					
		2021	N/A					
Harrowgate Hill Primary	SEN	Criteria	1	2	3	4	5	
		2023	N/A					
		2022	N/A					
		2021	N/A					
Heathfield Academy	SEN	Criteria	1	2	3	4	5	6
		2023	N/A					
		2022	0	0	13	0	0	42 = 1.3m*
		2021	N/A					
Heighington CE Primary	SEN	Criteria	1	2	3	4	5	
		2023	N/A					
		2022	2	0	14	0	14 = 1.35m*	
		2021	1	0	11	0	18 = 1.40m*	
High Coniscliffe CE Primary	SEN	Criteria	1	2	3	4		
		2023	N/A					
		2022	0	0	11	4 = 2.2m*		
		2021	N/A					

Holy Family RC Primary	SEN	Criteria	1	2a	2b	3a	3b	4	5a	5b	6	7	8a
		2023	N/A										
		2022	N/A	4	16	3	4	-	-	-	-	-	3
		2021	0										
Hurworth Academy	SEN	Criteria	1	2	3	4	5						
	0	2023	1	0	12	0	17 = 2.56m*						
		2022	4	0	14	0	12 = 1.6m*						
		2021	1	0	12	0	17 = 2.6m*						
Mount Pleasant Primary	SEN	Criteria	1	2	3	4	5	6					
	0	2023	1	0	14	0	0	15 = 1.6m*					
		2022	N/A										
		2021	N/A										
Mowden Infant School	SEN	Criteria	1	2	3	4	5	6					
		2023	2	0	33	N/A	0	25=1.00m*					
		2022	0	0	36	N/A	3	21=0.75m*					
		2021	2	0	31	N/A	0	27=3.50m*					
Northwood Primary	SEN	Criteria	1	2	3	4	5	6	7				
		2023	N/A										
		2022	N/A										
		2021	N/A										
Polam Hall School	SEN	Criteria	1	2	3	4	5	6					
		2023	N/A										
		2022	N/A										
		2021	N/A										
Red Hall Primary	SEN	Criteria	1	2	3	4	5	6					
		2023	N/A										
		2022	N/A										
		2021	N/A										
Reid Street Academy	SEN	Criteria	1	2	3	4							
		2023	N/A										
		2022	N/A										
		2021	N/A										
Skerne Park Academy	SEN	Criteria	1	2	3	4							
		2023	N/A										
		2022	N/A										
		2021	N/A										
Springfield Academy	SEN	Criteria	1	2	3		4						
	0	2023	2	3	25 = 3.2m*		0						
	1	2022	2	9	19=1.25m*		0						
		2021	1	9	20=1.91m*		0						

St Augustine's Catholic Primary	SEN	Criteria 2023 2022 2021	1 N/A N/A -	2a 9	2b 4	3a 1	3b 7	4 -	5a -	5b -	6a 1	6b -	7 8			
St Bede's RC Primary	SEN	Criteria 2023 2022 2021	1 N/A 0 N/A	2a 11	2b 10	3a 3	3b 6	4a 0	4b 0	5 1	6 7	6b 7=1.1m*	7			
St George's CofE Academy	SEN	Criteria 2023 2022 2021	1 N/A N/A N/A	2	3	4	5	6								
St John's CofE Academy	SEN	Criteria 2023 2022 2021	1 N/A 2 0	2 0 0	3 14 11	4 0 0	5 14 = 0.611m* 19 = 0.557m*									
St Mary's Cockerton CE Primary	SEN	Criteria 2023 2022 2021	1 N/A N/A N/A	2	3	4	5	6								
St Teresa's Catholic Primary	SEN	Criteria 2023 2022 2021	1 N/A 0 N/A	2a 16	2b 18	3a 0	3b 1	4 1	5a 0	5b 2	6a 7=0.3m	6b 0	7a 0	7b 0	8a 0	8b 0
The Rydal Academy	SEN	Criteria 2023 2022 2021	1 N/A N/A N/A	2	3	4	5	6								
West Park Academy	SEN 2	Criteria 2023 2022 2021	1 4 1 N/A	2 0 0	3 17 24	4 26 13	5 10=0.5m* 22=1.6m*	6 0 0	7 - -							
Whinfield Primary	SEN	Criteria 2023 2022 2021	1 N/A N/A N/A	2	3	4	5	6								

Only where a school has been oversubscribed in the co-ordinated admissions process in any of the last 3 years, there will be data using their oversubscription criteria.

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 primary schools/academies for 2024/2025, before the start of, or during, 2024/2025 academic year or in relation to subsequent academic years. You should visit Darlington Local Authority website: 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.