

People's Services

Primary Schools Admissions 2016/2017

Guide for Parents

Welcome

Dear Parents and Carers,

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 visit schools and read about their admission arrangements 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 schools 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 Cyndi Hughes
Cabinet Member for Children and Young People

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Summary timetable for admission to primary schools in Darlington for the school year 2016/2017

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

The dates relate to the process for Darlington Authority.

September 2015	The guide and application are available on-line on the Darlington website: www.darlington.gov.uk/Admissions They are also available on request from the School Admissions Team.
January 2016	Parents return completed application form(s) to the Schools Admissions Team NOT TO primary schools or nurseries.
January 2016	The LA liaises with other Admission Authorities.
February 2016	Initial allocations are completed
March 2016	The LA Liaises with Admission Authorities to agree final allocations.
16th April 2016	Parents/carers will be informed, by post of the school at which their child(ren) has been offered a place.
May 2016	Acceptance/refusal slip must be returned to the Schools Admissions Team, Town Hall
May/June 2016	Appeal hearings if necessary.
September 2016	Admission to primary school.
End of Summer Term 2016	Closure of waiting lists.

Applying for a primary school place for September 2016

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.

General Advice

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. If you want a place for your child in the reception class of any Darlington school, you MUST fill in and return the application form at the back of this guide or apply on-line.

Children born between 1st September 2011 and 31st August 2012 are eligible to start school in Reception in September 2016. Parents/carers have a right to say which primary schools they would prefer but there is no guarantee that a place can be allocated at one of these.

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 6 on completing the on-line 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 application will 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 Authority you live in, NOT the application form in this guide. However, if you want to apply to a Darlington School, this guide has useful information for you. You need to list Darlington schools on your authority's form.

Allegations from late applicants stating that their application form has been lost in the post or lost by Darlington Local Authority will not be considered without proof of receipt from you.

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

15TH JANUARY 2016

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

Tear out the notes and primary school application form at the back of this guide.

Remember: Any questions – seek advice from those who know (Schools Admissions Team). Queries to schools will be 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 1st September 2008 and 31st August 2009, who are attending either Abbey Infant school or Mowden Infant school in Darlington, will be sent an application form which will allow parent/carers to express a preference for a Year 3 junior school place for their child. Any parent/carer who may wish to apply for an Y3 junior school place in Darlington, must contact the Schools Admissions Team direct for an application form before 15th January 2016.

On-Line applications cannot be made for a Yr3 Junior School Place.

On-Line Applications

The on-line application form

Darlington Borough Council offers on-line service to parents/carers who are applying for a school place for September 2016. 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. Internet access is available through any Darlington library, where library staff can help you set up an e-mail address.

The online system is not available for Junior School applications, which includes parents/carers of children attending either Abbey Infants or Mowden Infants. Forms can be obtained from the Schools Admissions Team.

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 or via a Darlington library computer (free of charge).
- Type in the Darlington Borough Council website address www.darlington.gov.uk/admissions
- This will take you to the website which enables you to complete an admission form. If you are a Darlington resident, you can go ahead. If you are not a Darlington resident, you cannot 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.
- You will need to register to access Darlington Borough Council e-forms portal, this is very easy to do. The registration requires you to create a username and password, then to submit your personal information; Title, full name, address and email address. Once this has been done you will receive an email back within 30 minutes, within this email is an activation link, this will activate your account to enable you to create an online application.
- Once the registration is complete, follow the instructions on the page, which will tell you how to complete the form. You will be asked for exactly the same information as on the paper form.
- Once you have completed the form by following the instructions on the screen, you send the form by pressing the 'submit application' button.
- When you have submitted your application, you will receive an e-mail with your application attached, this is your confirmation that an application has been made.
- If you do not receive confirmation, please contact the Schools Admissions Team (01325) 406333
- Please note that if you are submitting additional information it must be received no later than 5 working days after the closing date of 15th January 2016
- You will not be able to apply on-line after the closing date of 15th January 2016. The website link will be closed at midnight.

Note 1: if you are submitting an application for any of the following schools you may need to complete a supplementary form which is available on the website under the tab *Supplementary Application Forms for Faith Schools*.

- Holy Family St Augustine's St Teresa's St Mary's Cockerton
- St Georges St Johns St Bede's

These forms need to be returned no later than 22nd January 2016 for the purposes of co-ordination.

Note 2: if you are submitting additional information 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 school.admissions@darlington.gov.uk or sent by post to: The Schools Admissions Team, Children, Families and Learning, Darlington Borough Council, Town Hall, Darlington, DL1 5QT.

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 school.admissions@darlington.gov.uk

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 will need to e-mail the School Admissions Team with the changes you wish to make and an Officer will advise you accordingly:

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

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, Free Schools as well as Community Schools, then writing to parents/carers informing them which school place has been allocated.

Expressing your preference of school

The law allows parents/carers to express a preference for the school(s) they wish their child(ren) to attend. When stating a preference you are entitled to state a reason for doing so. Where a school is popular and oversubscribed, some parents/carers 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 12-40). The application form provides space for parents/carers 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 only be too happy to offer advice and guidance. Enquiries should be made to the Schools Admissions Team, Children, Families & Learning, 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/carer 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 a VA, Academy or Free school.

If a place cannot be offered at a "preferred" school (as stated by the parent/carer 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 parent/carers 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 parent/carers choose not to state a preference for a school local to the parental 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 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 which school(s) you prefer, visit the schools and meet the Head teacher, staff and children. Each school produces a prospectus. 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.ofsted.gov.uk/reports and annual school performance tables can be found at www.dcsf.gov.uk/performance/tables.

Applications for other LA schools

Darlington Borough Council will liaise with other Local authorities if applications are received for a place in another local authority school. This will also work in reverse. Parents expressing a preference for a school in another local authority must contact the authority concerned to understand the process for applications. Should an offer of a place be made then the 'home' authority will send the offer letter to the parent/carer 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, 15th January 2016, 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 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 Local Authority will be final. For the purpose 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 22nd January 2016.

All other applications will **only** be considered once the process for allocating places has been applied to those applications received by the deadline. Where no application form has been received by 15th January 2016, Darlington Borough Council will offer a place at the nearest school to the child's home address with available places.

Remember it is the responsibility of the parent/carer to return the application form by 15th January 2016.

Can I change my preferences?

Once parent/carers 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 15th January 2016 and before 22nd January 2016 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 will undertake address checks on behalf of the admission authority schools in Darlington, we may 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 and council tax records. If the main address has changed temporarily, for example where a parent/carer 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/carer 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 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 22nd January 2016. It is the parent/carers responsibility to inform the LA 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.

In the event of a change of address affecting the application for your child to attend an over-subscribed school, the Authority reserves 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 house.

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

There are often more applications for some schools than there are places available, therefore a place cannot be guaranteed at the preferred school. To assist you we have included tables on pages 55-56. They show the number of preference applications received for the last 4 years, the admission number for the schools, along with the number of successful multiple appeals for those schools.

If it has not been possible to offer your child a place at your preferred school, you have the right to appeal against the decision of the relevant authority. Appeals are heard by an independent panel and parents/carers are given the opportunity to state their case in writing and to attend the hearing in person. Parents/carers 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 14 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 Friday 20th May 2016 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; is at the discretion of the Admission Authority. If, for instance there has been a significant or material change in the family circumstances, a house move for example.

Any Other Change in Circumstances

It is important that you notify us 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.

Equal Preference

What is an equal preference scheme?

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

How does an equal preference system work?

When parents/carers 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/carers really want.

For example:

1. The Rydal Academy – this is the school you want most
2. Skerne Park Academy
3. St John's CofE Academy
4. Firthmoor Academy
5. Heathfield Academy

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 Borough Council, 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 top preference. Sometimes not all schools can offer a place:

For example (using the schools listed prior)

- | | | |
|----|------------------------|-----|
| 1. | The Rydal Academy | Yes |
| 2. | Skerne Park Academy | Yes |
| 3. | St John's CofE Academy | No |
| 4. | Firthmoor Academy | Yes |
| 5. | Heathfield Academy | No |

In this example an offer will be made at The Rydal Academy– the highest available. The places at Skerne Park Academy and Firthmoor Academy will be offered to someone else.

If no school can be offered, Darlington Borough Council, 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). Parents will have an initial 14 working days to respond to the offer letter to accept/decline the school place offered. You are required to reply to the offer by **Friday 5th May 2016**. You will then receive a reminder letter and after 21 working days from the offer being made, the LA will then look to withdraw the offer.

Additional Information

Infant Class Size Legislation

In September 2001 it became a legal requirement that all infant aged pupils must be in classes of no more than 30. Pupils cannot be admitted in situations where it would prevent this requirement from being fulfilled and thus cause class size prejudice. Parents/carers 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.

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 Local Authority operates 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 parent/carer. It is not the Local Authority's responsibility to make arrangements to provide transport/offer assistance for all children. The Local Authority will provide free transport to:

- Children resident in Darlington authority of primary age, who attend the nearest suitable school if over 2 miles from the parental address.
- Children who cannot access their nearest appropriate and/or suitable school using an identified 'safe route to school' (safe is defined as lit at regular intervals and the route is paved/tarmaced).

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 for the child.

Should a child's permanent home address change the 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 a school (see oversubscription criteria) where the route taken when measured by the Local Authority, is paved/tarmaced but not also lit at regular intervals, then the Local Authority will provide assistance with transport, even if it is less than the statutory distance for a child of the appropriate age.

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. Timescales for the processes will still be adhered to.

Types of Primary Schools in Darlington

The types of schools in Darlington have changed over the past few years. Where once there were community and voluntary controlled schools which the Local Authority maintained and voluntary aided schools which were controlled by the governing body of the school, there has been a significant move towards schools becoming academies or free schools.

Decisions on the allocation of places for schools which are free schools 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 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 12-13

Corporation Road Primary
Harrowgate Hill Primary
High Coniscliffe CE Primary
Mount Pleasant Primary
Northwood Primary
Red Hall Primary
Whinfield Primary

The schools' listed below have adopted the admissions policy as detailed on pages 12-13

Bishopton/Redmarshall CE Primary
Heighington CE Primary School
Firthmoor Academy
Heathfield Academy
Hurworth Academy
Skerne Park Academy
The Rydal Academy

The schools listed below have their own admission policies and oversubscription criterion detailed on pages 14-40

Federation of Abbey Schools
Federation of Mowden Schools
Reid Street Academy
Springfield Academy
Gurney Pease Academy
West Park Academy
St George's Church of England Academy
St John's Church of England Academy
Cockerton Church of England Primary
Holy Family RC Primary
St Augustine's RC Primary
St Teresa's RC VA Primary
St Bede's RC Primary
Polam Hall School

Published Admission Number

All schools have an admission number (i.e. the number of places available). The admission number for each Darlington primary school can be found with the school details on page 54.

Darlington Community and Voluntary Controlled Primary Schools

Indicated Admission Limits

When setting the admission number for community schools, Darlington Authority has taken into account the indicated admission limit for each school – a suggested admission number based on an assessment of the teaching space in the school.

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. When stating a preference you are entitled to state a reason for doing so. However the only criteria used to allocate places are those published in this guide.

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need where a school is named on the plan the following criteria will be applied in order of priority, for deciding how places will be allocated:

Priority 1 - Looked After Children and all Previously Looked After Children
(see explanation)

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 doctor (see explanation)

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 explanation)

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 “Rural Wards” explanation under Home to School Transport on pg 10).

Priority 5 - 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/tarmaced). The Local Authority accepts there may be exceptions and will treat each case on its merits.

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.

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.

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. The Local Authority reserves the right to make contact with the District Medical Officer 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.

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)

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. You must not give the address of childminders or other family members who may share in the care of your child. For parents/carers 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/carers 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 childcare arrangements are shared jointly between both parents, the LA will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary. If the main address has changed temporarily, for example where a parent/carer 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/carer 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.

Waiting Lists

Your child's position on a waiting list(s) will be determined by the oversubscription criteria. If you want your child's name to be added to a waiting list for any school that you stated a preference for, then you must complete the 'options' form attached to the refusal/offer letter issued in April 2016. 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 but without reference to preferences expressed in the initial round of offers. The Local Authority does not take into account the length of time on the waiting list. 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. The Local Authority will maintain waiting lists for Reception Year pupils only until the end of July 2016 (the end of the first year of admission). Thereafter, normal transfers/in-year admission arrangements will operate.

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 the Adoption Act 1976 (see section 12) and under the Adoption and Children's Act 2002 (see section 46)
- Child arrangement orders as defined in section 8 of the Children Act 1989
- Special guardianship order as defined in section 14A of the Children Act 1989

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 School Admissions Team who will consider the request. Once a decision has been made the Admission Authority will write to the parent/carer 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. 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).

St Bede's RC Primary

Kingsway, Darlington, DL1 3ES

Telephone: 01325 466411 Email: admin@stbedesc.darlington.sch.uk

Head Teacher: Mrs Dot King

Admissions Policy

This Admissions Policy has been formally adopted by the Governing Body of St Bede's RC Primary School, a RC Academy. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 45. The Admissions Policy Criteria will be applied on an Equal Preference basis.

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

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Children with an Education, Health and Care Plan or Statement of Special Educational Needs

Children who have an Education, Health and Care Plan (EHC) or a Statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

First priority in each category will be given to children who have siblings attending the school in September 2016

- Priority 1: Catholic Looked After Children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.
- Priority2: Catholic Children of practising* Catholic families whose home address is within the parishes served by the school.
- Priroity3: Catholic Children whose home address is within the parishes served by the school.
- Priority4: Catholic Children whose home address is outside of the parishes served by the school.
- Priority5: Other Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.
- Priority 6: Children who will have a sibling attending the school in September 2016.
- Priority7: Children of a member of the school staff who have been employed at the school for two or more years at the time that application for admission to the school is made.
- Priority 8: Children, who are baptised or dedicated members of other Christian Churches (see note 4).
- Priority 9: Children of other faith traditions.
- Priority 10: Other children.

*See Additional Notes point 1

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

Definition of ‘Practising Catholic’ for the purpose of school admission: Criterion 2

A Catholic child is deemed to be from a practising Catholic family if that family includes one parent or guardian who observes the Church’s precept of attending Mass on Sundays and Holy Days of Obligation (Catechism of Catholic Church, paragraphs 2041-2042). The Church’s Canon Law (1246-1248 of the 1983 Code) sets out the precise nature of this obligation. It is clear that fortnightly or monthly attendance does not constitute the practice required by the canons.

A ‘higher test than Catholic’, in other words of ‘Practising Catholic’ (criterion 2) requires the applicant to provide a reference from the parish priest or the priest where the family regularly worship to testify to such matters as attendance at Mass, in addition to proof of Baptism. Following a request from a Parent/Carer for a reference, **the Priest will send the reference directly to the school.**

All applicants seeking admission under criterion 2 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

Criteria 3 and 4: All applicants seeking admission under criteria 3 or 4 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

2. Definition of a Looked After Child

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 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 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.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Other Christian Churches

If applicants are seeking admission under criterion 8, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

5. Children of Other Faiths

If applicants are seeking admission under Criterion 9, they must provide a letter of support to confirm their faith membership from their Minister or faith leader.

6. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the Governing Body of St Bede’s RC Primary School (a RC Academy).

7. Documents to Support an Application to a Catholic School

- A Supplementary Form available on Darlington Borough Council website
- Proof of Baptism
- Additional evidence* as detailed in the Admissions criteria.

8. Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, the following tie-breaker will be applied:

Distance from the home address to the school entrance will be the deciding factor. Distance will be measured by the shortest safe* walking route, from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority. *lit at regular intervals and paved/tarmaced.

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.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at which the child resides at the time of application. The address of childminders or other family members who may share in the care of your child cannot be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Parish Boundaries

The parish boundaries for the school are St. Thomas Aquinas, St. Anne's and Ss. William & Francis de Sales.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications")

Holy Family RC Primary

Prior Street, Darlington, DL3 9EN

Telephone: 01325 380821 Email: admin@holyfamily.darlington.sch.uk

Head Teacher: Mr Chris Peacock

Admissions Policy

This admissions policy has been formally adopted by the governing body of Holy Family RC Primary School, Darlington. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 30.

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

The Admissions Policy Criteria will be applied on an Equal Preference basis.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Children with an Education, Health and Care Plan or Statement of Special Educational Need

Children who have an Education, Health and Care Plan (EHC) or a Statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in each category will be given to children who will have older siblings attending the school in September 2016).

Priority 1: Catholic Looked After children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.

Priority 2: Catholic Children whose home address is within the parish served by the school.

Priority 3: Catholic Children whose home address is outside of the parish served by the school.

Priority 4: Other Looked After children or other children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement or special guardianship.

Priority 5: Children, who are baptised or dedicated members of other Christian Churches (see note).

Priority 6: Children of other faith traditions.

Priority 7: Other children.

ADDITIONAL NOTES

Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 1, 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

Definition of a Looked After Child

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 under section 46 of the Adoption and Children Act 2002.

A **child arrangement** 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.

Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

Children of Other Faiths

If applicants are seeking admission under criteria 5, they must provide a letter of support to confirm their faith membership from their minister or faith leader.

Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from the home address to the school entrance will be the deciding factor. Distance will be measured by the shortest safe* walking route, from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority. *lit at regular intervals and paved/tarmaced.

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.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

Parish Boundaries

The parish boundary for the school is Holy Family parish. A map of Holy Family parish boundaries will be made available to parents on request at Holy Family RC Primary School.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications").

St Teresa's RC VA Primary School

Harris Street, Darlington, DL1 4NL

Telephone: 01325 380754 Email: admin@stteresasrc.darlington.sch.uk

Head Teacher: Mrs Paula Strachan

Admissions Policy

This admissions policy has been formally adopted by the governing body of St. Teresa's RC Primary School, Darlington. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 45.

St. Teresa's School serves the parish(es) of St. Teresa's Darlington and Ss. William's & Frances de Sales, Darlington.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Children with an Education, Health and Care Plan or Statement of Special Educational Need

Children who have an Education, Health and Care Plan (EHC) or a Statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2016).

- Priority 1: Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.
- Priority 2: Catholic Children whose home address is within the parish(es) served by the school.
- Priority 3: Catholic Children whose home address is outside of the parish(es) served by the school.
- Priority 4: Children who will have an older sibling attending the school in September 2016.
- Priority 5: Children, who are baptised or dedicated members of other Christian Churches (see note).
- Priority 6: Children of other faith traditions.
- Priority 7: Other children.

ADDITIONAL NOTES

Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

Definition of a Looked After Child

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 under section 46 of the Adoption and Children Act 2002.

A **child arrangement** 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.

Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

Children of Other Faiths

If applicants are seeking admission under criteria 6, they must provide a letter of support to confirm their faith membership from their minister or faith leader.

Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from the home address to the school entrance will be the deciding factor. Distance will be measured by the shortest safe* walking route, from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority. *lit at regular intervals and paved/tarmaced.

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.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Parish Boundary

The parish boundaries for the school are St Teresa's, St William's and St Francis de Sales.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications").

St Augustine's RC Primary School

Beechwood Avenue, Darlington, DL3 7HP

Telephone: 01325 380819 Email: admin@staugustines.darlington.sch.uk

Head Teacher: Mrs Martina McCollam

Admissions Policy

This admissions policy has been formally adopted by the governing body of St Augustine's RC Primary School, Darlington. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 30.

St Augustine's RC Primary School serves the parish of St Augustine's in Darlington.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Children with an Education, Health and Care Plan or Statement of Special Educational Need

Children who have an Education, Health and Care Plan (EHC) or a Statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in EACH category will be given to children who will have older siblings attending the school in September 2016).

Priority 1: Catholic Looked After children or Catholic children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement or special guardianship order.

Priority 2: Catholic Children whose home address is within the parish served by the school.

Priority 3: Catholic Children whose home address is outside of the parish served by the school.

Priority 4: Other Looked After children or other children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement or special guardianship order.

Priority 5: Children, who are baptised or dedicated members of other Christian Churches (see note).

Priority 6: Children of other faith traditions.

Priority 7: Other children.

ADDITIONAL NOTES

Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 1, 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

Definition of a Looked After Child

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 under section 46 of the Adoption and Children Act 2002.

A **child arrangement** 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.

Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

Children of Other Faiths

If applicants are seeking admission under criteria 6, they must provide a letter of support to confirm their faith membership from their minister or faith leader.

Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from the home address to the school entrance will be the deciding factor. Distance will be measured by the shortest safe* walking route, from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority. *lit at regular intervals and paved/tarmaced.

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.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

Parish Boundary

The parish boundary for the school is St Augustine's parish.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications").

St Mary's Cockerton Church of England Primary

Newton Lane, Darlington, DL3 9EX

Telephone: 01325 380758 Email admin@cockerton.darlington.sch.uk

Head Teacher: Miss Wendy Aitken

Admissions Policy

Introduction

The Governing Body of St Mary's Cockerton Church of England Primary School is the Admissions Authority for the school. We intend to admit up to 30 pupils to the reception year group in September 2016. This arrangement follows consultation between the governing body, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Deciding Who Gets a Place

Children who have an Education, Health and Care Plan or Statement of Special Educational Need 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

Oversubscription Criteria

Priority 1: Looked After Children

Priority 2: Medical Reasons

Priority 3: Family Links

Priority 4: Children of practising Christian families at the heart of St Mary's Church, Cockerton

Priority 5: Children of practising Christian families at the heart of any Anglican church or church in a Covenantal relationship with the Church of England.

Priority 6: Distance

Applications under criteria 5 must complete a supplementary form '**Application for a Faith Place**', which is available from the Local Authority and must be returned to the Local Authority by the published closing date.

Tie-breaker

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 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.

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 Governors, unsuccessful applicants must make an application to be included on our waiting list, which is maintained by the School Admissions Team at Darlington Borough Council. Should a space become available, the governing body will decide who gets the place using the oversubscription detailed under heading 3. It will be the responsibility of parents to update or provide information regarding any change of circumstance.

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.

Definitions

Looked After Children and Adopted 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 the definition in 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 special guardian or guardians.

Medical Reasons

Children with exceptional medical factors directly related to St Mary's Cockerton school. If a parent states a preference for St Mary's Cockerton 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 Cockerton school is the most suitable school and the difficulties it would cause if their child had to travel to another school. The Authority reserves the right to make contact with the District Medical Officer for independent information regarding the child's condition. The Authority may also seek advice from other qualified professionals, e.g. Psychologists or other specialists where necessary.

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.
- Their parents are co-habiting and children live together in the same household.
- They are children of the same household e.g. carers have special guardianship

Practising Christian families

'At the heart of the church' means a regular worshipper, who attends Sunday worship usually at least twice a month and has done so for at least two years (for families who have recently moved into the area, account will be taken of worship at their previous church/faith community). The worshipper could be the child for whom application is made or one or both parents.

Churches in a Covenantal relationship with the Church of England

The Covenantal relationship refers to the Covenant with the Methodist Church; most Methodist churches have signed up to this Covenant.

Home Address

The child's home address is the address of the parent/carer receiving the child benefit. The addresses of childminders or family members sharing in the care of children must not be used. In the event of a change of address affecting the application for your child to attend the school, Governors will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

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/tarmaced).

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 Janine Gleeson

Admissions Policy

The Governing Body of St George's Church of England Academy is the Admissions Authority for the school. We intend to admit up to 45 pupils to the reception year group in September 2016.

Applications must be made on the Local Authority Primary School Application form. This form must be returned to the Local Authority. Applications received after the closing date will only be considered after all those received by the closing date. Attendance at the nursery does not guarantee your child a place at the school.

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

- Priority 1: Children in care:** A 'looked after' child is a pupil 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).
- Priority 2: Medical or social criteria:** Pupils with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the most suitable school, and will be considered on a case by case basis, as assessed using the Local Authority criteria.
- Priority 3: Children living within the parish boundaries (Ecclesiastical boundaries) of St Laurence's (Middleton St George) and St Andrew's (Sadberge).** If required a copy of a map showing the ecclesiastical boundaries may be requested from the school office. In the event of there being more applications than there are places available for children the following further order of priority will apply:
- **Children who will have an older sibling attending the school at the time of their admission.** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
 - **Faith criteria:** Children of parents/carers who are at the heart of the Church (St Laurence's or St Andrew's) and wish their child to be educated in accordance with the teachings and practice of the Church of England. ('At the heart of the church' means they are regular worshippers, which normally means one who worships usually twice a month. To accommodate difficult patterns of work and relationships account will be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.) Applications for faith places must be supported by a letter from an authorised minister or two office holders of the church or faith community.
 - **Children who live nearest to the school:** 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.
- Priority 4: Children living outside the parish boundaries (Ecclesiastical boundaries) of St Laurence's (Middleton St George) and St Andrew's (Sadberge).** If required a copy of a map showing the ecclesiastical boundaries may be requested from the school office. In the event of there being more applications than there are places available for children the following further order of priority will apply:
- **Children who will have an older sibling attending the school at the time of their admission.** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- **Faith criteria:** Children of parents/carers who are at the heart of the Church (St Laurence's or St Andrew's) and wish their child to be educated in accordance with the teachings and practice of the Church of England. ('At the heart of the church' means they are regular worshippers, which normally means one who worships usually twice a month. To accommodate difficult patterns of work and relationships account will be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.) Applications for faith places must be supported by a letter from an authorised minister or two office holders of the church or faith community.

Priority 5: Other Children: For all other applications not considered under 1 -4, 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.

Home Address

The child's home address is the address of the parent/carer receiving the child benefit. The addresses of childminders or family members sharing in the care of children must not be used.

Supplementary Form

An additional Church application form also needs to be completed. Forms can be obtained from the LA or if applying on-line by accessing the council's website at www.darlington.gov.uk/admissions and clicking on Apply Online. Places will then be allocated by strict application of the oversubscription criteria, with no reference to the date of application.

Appeals

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available from the school.

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. If, however, you did not express an initial preference for the school then you must contact the school admissions team to request an application form. A waiting list will be held until the end of Summer Term 2017.

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

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.

St John's Church of England Academy

Fenby Avenue, Darlington, DL1 4UB

Telephone: 01325 380725 Email: admin@stjohnssce.darlington.sch.uk

Head Teacher: Miss Christine Large

Admissions Policy

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

We intend to admit up to 30 pupils to the reception year in September 2016. This arrangement follows consultation between the governing body, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Applications must be made on the Local Authority Primary School Application Form. This form must be returned to the Local Authority. Applications received after the closing date will only be considered after all those received by the closing date. Attendance at the nursery does not guarantee your child a place at the school.

Children who have an Education, Health and Care Plan or Statement of Special Educational Need which names our school will be admitted to the school.

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 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 arrangement 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.

Priority 2: Faith Place: Children of practising Christian families at the heart of any Anglican church, or church in a Covenanted 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. ('At the heart of the church' means they are regular worshippers, which normally means one who worships usually once or twice a month. To accommodate difficult patterns of work and relationships account will be taken of week-day worship. The worshipper could be the child for whom the application is made or one or both parents or another close family member).

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.

Priority 3: Children who have an older sibling attending the school at the time of their admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Priority 4: Medical or social criteria: Pupils with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the most suitable school, and will be considered on a case by case basis.

Priority 5: Children who live nearest to the school: 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.

Home Address

The child's home address is the address of the parent/carer receiving the child benefit. The addresses of child-minders or family members sharing in the care of children must not be used.

Supplementary Form

An additional Church application form also needs to be completed. Forms can be obtained from the LA or if applying on-line by accessing the council's website at www.darlington.gov.uk/admissions and clicking on Apply Online. Places will then be allocated by strict application of the oversubscription criteria, with no reference to the date of application.

Appeals

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available from the school.

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. If, however, you did not express an initial preference for the school then you must contact the local authority and ask for an application form.

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

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

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 2016. This number will apply to the Reception Year and to every other year group in the school.

After the admission of children with an Education, Health and Care Plan or Statement of Special Educational Need 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 Children

Children in care: A 'looked after' child is a pupil 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).

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.

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/tarmaced).

Explanations

Tie-Break

In the event of a tie-break, the Local 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.

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.

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)

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/carers 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/carers 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 LA will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

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.

West Park Academy

Alderman Leach Drive, Darlington, DL2 2GF

Telephone: 01325 380792 Email: admin@westparkacademy.org.uk

Head Teacher: Mrs Catherine Thompson

Admissions Policy

The governing body of West Park 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 2016. This number will apply to the Reception Year and to every other year group in the school.

After the admission of children with an Education, Health and Care Plan or Statement of Special Educational Need 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 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).

Priority 2: 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 3: Family Links

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

Priority 4: Distance

Urban 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, 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/tarmaced).

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.

Definitions

Tie-Break

In the event of a tie-break, the Local 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.

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.

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 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 District Medical Officer 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.

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)

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/carers 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/carers 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 LA will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

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.

Springfield Academy

Salters Lane South, Darlington, DL1 2AN

Telephone: 01325 254000 Email: admin@educationvillage.org.uk

Head Teacher: Mrs Angela Henderson

Gurney Pease Academy

Dodsworth Street, Darlington, DL1 2NG

Telephone: 01325 380790 Email: admin@gurneypease.darlington.sch.uk

Head teacher: Mrs Alison Sinclair

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.

The governing body of each school intends to admit up to 30 pupils to each school in the Reception year group in September 2016. This number will apply to the Reception Year and to every other year group in the appropriate school.

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/carers are encouraged to visit both the Academies before making an application.

Consideration of applications

Where fewer applications than the admission number are received, both Academies will offer places to all those who have applied up to their respective Published Admission Number's.

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 or Statement of Special Educational Need 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 (see Note 2) currently attend the school and who will continue to do so on the date of admission;
- Priority 3:** Children with very exceptional medical factors directly related to placement at one of the Academies. Applications under this criterion should be supported by written evidence from a doctor (see note 4)
- Priority 4:** Children who live nearest the preferred Academy measured from the front door of the home address (including flats) to the main gate as designated by the LA, by the shortest walking route judged to be safe (lighting at regular intervals and paved/tarmaced). To remain consistent the Authority uses a Geographical Information System to measure all distances. (See Note 3)

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 an Academy is made and whom the LA can confirm will still be looked after at the time of admission. (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).

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/carers 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/carers 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/carer 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/carer 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.

Note 4: Medical Reasons

If you state a preference for either 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. The governing body reserves the right to make contact with the District Medical Officer 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.

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

The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7 of 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 the governing body. The Appeal Panel will be independent of either Academy. For details on how to appeal contact the School Admissions Team at the Local Authority.

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, each 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.

Federation of Mowden Schools

Head Teacher: Mr Peter King

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

Telephone: 01325 380820 Email: admininf@mowdenfederation.darlington.sch.uk

Mowden Juniors, Conyers Avenue, Darlington, DL3 9DE

Telephone: 01325 380820 Email: adminjun@mowdenfederation.darlington.sch.uk

Admissions Policy

The governing body of the Federation of Mowden Schools is the Admissions Authority for both of 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 2016. The governing body will admit up to 60 in KS2 year groups.

After the admission of children with an Education, Health and Care Plan or Statement of Special Educational Need where the Federation of Mowden 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 Mowden Schools (Academy Trust)

Priority 1: Looked After Children

A 'looked after' child is a pupil 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).

Priority 2: Medical Reasons

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

Priority 3: 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.

Priority 4: Associated Schools

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

Priority 5: 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 "Rural Wards" explanation under Home to School Transport on pg 10).

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/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.

Medical Criterion

If a parent states a preference for Mowden school (infant or Junior) 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 Mowden school is the most suitable school and the difficulties it would cause if their child had to travel to another school. The Authority reserves the right to make contact with the District Medical Officer for independent information regarding the child's condition. The Authority may also seek advice from other qualified professionals, e.g. Psychologists or other specialists where necessary.

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)

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.

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/carers 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/carers 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/carer 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/carer 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.

Applications for Places in Year 3 in 2016

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 will be issued to children already attending the school in September and must be returned by 15th January 2016. Applications from parents whose child attends any another school can request an application from the School Admissions Team. All applications will be ranked against the oversubscription.

Federation of Abbey Schools

Abbey Infants, Cleveland Terrace, Darlington, DL3 8JA

Telephone: 01325 380748 Email: abbeyinf.admin@abbeyfed.darlington.sch.uk

Head Teacher Infants: Mrs Elaine McCue

Abbey Juniors, Abbey Road, Darlington, DL3 8NN

Telephone: 01325 380748 Email: abbeyjun.admin@abbeyfed.darlington.sch.uk

Head Teacher Juniors: Mr George Ford

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 2016. The governing body intends to admit up to 90 pupils into KS2.

After the admission of children with an Education, Health and Care Plan or Statement of Special Educational Need 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 pupil 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).

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/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.

Medical Criterion

If a parent states a preference for Abbey school (infant or Junior) 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 Abbey school is the most suitable school and the difficulties it would cause if their child had to travel to another school. The Authority reserves the right to make contact with the District Medical Officer for independent information regarding the child's condition. The Authority may also seek advice from other qualified professionals, e.g. Psychologists or other specialists where necessary.

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)

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.

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/carers 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/carers 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/carer 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/carer 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.

Applications for Places in Year 3 in 2016

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 will be issued to children already attending the school in September and must be returned by 15th January 2016. Applications from parents whose child attends any another school can request an application from the School Admissions Team. All applications will be ranked against the oversubscription..

The Rydal Academy

The Rydal Academy
Rydal Road, Darlington, DL1 4BH
Telephone: 01325 380784
Email: admin@therydalacademy.co.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 75 children to the Reception year in September 2016. 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.

Admissions Oversubscription Criteria

After the admission of children with an Education, Health and Care Plan or Statement of Special Educational Need 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 Children

A 'looked after' child is a pupil 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).

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.

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.

Priority 4 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 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).

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. 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.

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.

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. The Local Authority reserves the right to make contact with the District Medical Officer 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.

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)

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. You must not give the address of childminders or other family members who may share in the care of your child. For parents/carers 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/carers 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 childcare arrangements are shared jointly between both parents, the LA will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

If the main address has changed temporarily, for example where a parent/carer 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/carer 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.

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 in Appendix 1. 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.

In-Year Applications Forms

Families who move into the area who require a place(s) at The Rydal Academy must contact the Schools Admissions Team at the Town Hall. Parent/carers 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 Head Teacher must take place before a start date is agreed. The Schools Admissions Team in agreement with the parent/carers and the Head Teacher of the school will arrange this meeting. Should however a parent/carer 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.

Waiting Lists

Waiting lists for The Rydal Academy will be held on their behalf by Darlington Borough Council. Your child's position on a waiting list(s) will be determined by the oversubscription criteria. 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 but without reference to preferences expressed in the initial round of offers. The Local Authority will maintain waiting lists for Reception Year pupils only until the end of December (the end of the first term of the academic year of admission). Thereafter, normal transfers/in-year admission arrangements will operate.

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. Parent/carers will be sent/given an in-year application form to complete, within seven working days on receipt of this form the LA will write to the parent/carer informing them whether a place can be offered or not. A start date will only be confirmed after a meeting with the Head Teacher has taken place. The Schools Admissions Team in agreement with the parent/carers and the Head Teacher of the primary school will set up this meeting. Should however a parent/carer 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/carers 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.

If a child wishes 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, then parent/carers should be directed to the Local Authority who will inform them of their right to appeal and issue appeal papers. For children wishing to transfer to an oversubscribed VA, Foundation or Academy school the form will be forwarded to the school in question, the school will then inform parents of their right to appeal.

Parents must send forms to the Schools Admissions Team, Town Hall, Darlington, DL1 5QT.

Generally it is better for a transfer to take place at the end of term or a school year so as 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.

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 this absence then the LA can issue a Penalty Notice as a sanction against the parent/carer. 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 2016/2017

Schools return on **Thursday 1st September 2016**.

October Half-Term

Term ends: **Friday 21st October 2016**

October Half-Term: **Monday 24th October to Friday 28th October 2016**

Term commences: **Monday 31st October 2016**

Christmas

Term ends: **Friday 16th December 2016**

Christmas: **Monday 19th December to Monday 2nd January 2017**

Term commences: **Tuesday 3rd January 2017**

February Half-Term

Term ends: **Friday 17th February 2017**

February Half-Term: **Monday 20th February to Friday 24th February 2017**

Term commences: **Monday 7th February 2017**

Easter

Term ends: **Friday 7th April 2017**

Easter/Spring: **Monday 10th April to Friday 21st April 2017**

Term commences: **Monday 24th April 2017**

May Day

Monday 1st May 2017

May Half-Term

Term ends: **Friday 26th May 2017**

May Half-Term: **Monday 29th May to Friday 2nd June 2017**

Term commences: **Monday 5th June 2017**

Summer

Term ends: **Friday 1st July 2017**

Summer Holidays: **Monday 24th July to Friday 1st September 2017**

Term commences: **Monday 4th September 2017**

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 school around 400 times each year. Have you thought about how they are going to make that journey?

We all want our children to grow up to be happy healthy adults but it can sometimes be hard to know how to make this happen. The journey to school is a great place to start.

When you are stuck in traffic on the school run, it often feels like everyone is getting in your way and that everyone is competing for the same bit of road. The reality is that they are not. The majority of journeys to school across Darlington are made on foot, by bike or on the bus. Here are some of the options for you to consider:

- Walk/Cycle/Scooter – it can often be faster than going by car where you will likely get stuck in traffic
- Park & Stride – if you have to drive the school run, perhaps you could park further away from the school so your child can walk for the last 5-minutes of the journey
- Bus – 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?
- Car share – is your wallet feeling the strain of petrol prices? Why not halve the costs by sharing the school run with other parents that are making the same journey?

Changing how you do the school run will bring loads of benefits to you and your family.

Save Money – £367 a year better of sound good? That's how much sustainable transport charity Sustrans calculates it costs on average per child for the school run if driven to school. 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.

Get Fit – it's important that young people do plenty of physical activity to build a healthy body. Kids need to do 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 – walking and cycling to and from school count too!

Also, healthy bodies help to make healthy minds. Research is increasingly showing links between physical fitness and academic achievement. Getting some physical activity on the way to school helps young people to arrive alert and ready for the day.

Independence – young people get much less freedom now than ever before but if we want them to grow up to be able to look after themselves then we need to teach them how. Why not think about trying public transport, walking or cycling to encourage a sense of independence?

Help the Environment – by choosing public transport, walking, cycling or sharing your car journey you will shrink your carbon footprint. It will also improve the local environment by reducing noise and congestion levels.

Do the Local Motion

Darlington Borough Council and Team Local Motion are working with schools to improve the travel options that are available to you.

We have adopted an approach that has been designed to provide access to the information, infrastructure, skills and incentives that are required to enable young people and their families to make choices about how they will travel to school. This includes:

- Bikeability training – primary school pupils can access our level 1 & 2 training which teaches more advanced on-road cycling skills
- Transition training – when pupils move on to secondary school they will receive information about the travel options that are available to them when they make the transition
- Information – Team Local Motion have a range of guides, maps and timetables that can assist you with making informed choices about the journey to school.
- Travel Zone Maps – we have produced a travel information map for every primary school which is a useful starting point for planning your journey

- Infrastructure – every school in the town now has safe and secure cycle parking for pupil’s bicycles and we are continuing to improve the pedestrian and cycle routes around schools
- Incentives – we have a range of campaigns and promotions including cycling clubs, cycle maintenance activities and walking activities. These vary from school to school and focus on having fun, developing independence and being active.

In recognition of the work that schools are undertaking to promote walking, cycling and public transport, the Council have adopted the national Modeshift STARS accreditation scheme. Schools that have the Modeshift STARS logo have shown a commitment to promoting sustainable travel to school and encouraging a shift away from the car for the journey to and from school.

For further information and advice about travel options please visit www.dothelocalmotion.co.uk or contact Team Local Motion on 0800 45 89 810 or email info@dothelocalmotion.co.uk.

Additional Information

Clothing

All pupils are expected to attend school appropriately dressed. To assist parent/carers 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. Parent/carers 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. These provide a two choice menu with a variety of dishes including "traditional" main meal dishes, vegetarian dishes, snacks and sandwiches. Children whose parent/carers 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 from 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 Support Service by telephoning (01388) 608421

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. Parent/carers 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/carers 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/carers 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/carers 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 (01325 406333 or from the Parent Partnership Service (01325 405878).

Darlington Information, Advice and Support Service (IASS)

The Information, Advice and Support Service supports parents/carers 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/carers, 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 Schools link.

People and Families Information Support

People and Families Information Support 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 People's Information Point <http://darlington.fsd.org.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 People and Families Information Support Service also includes specialist support for:

- offering 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. (Parent Partnership)

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 0800 9172121 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 –Children's 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 12-40 of this guide. You do not have to state a reason if you do not wish to.

Example 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 2016. For a full explanation of family links see page see the relevant admission authorities description. Please seek advice from a member of the Schools Admissions Team if you are unsure.

SECTION 4: Parent's/carer's 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:

15TH JANUARY 2016

PRIMARY SCHOOL APPLICATION FORM (PSA) 2016/2017

FORM FOR DARLINGTON CHILDREN ONLY

Only one application per child can be made.

Please read the guide carefully before completing this form. Please write clearly.

SECTION 1

Pupil's details

Legal Surname _____ Surname Used _____

First name(s) _____ Middle name(s) _____

Date of birth ___/___/___ Boy Girl (please tick)

Which nursery/pre-school does your child currently attend? _____

Child's home address _____

_____ Postcode _____

Is your child 'looked after' by the local authority (in care) Yes No (Please circle)

In yes, which authority? _____

Is the child previously 'looked after'; in foster care; adopted or child arrangement order or under special guardianship Yes No (please circle)

SECTION 2

Please name up to five primary schools in order of preference:

Preference 1: _____

Reason _____

Preference 2: _____

Reason _____

Preference 3: _____

Reason _____

Preference 4: _____

Reason _____

Preference 5: _____

Reason _____

SECTION 3

Please give details of any brothers and sisters who will be at the school(s) at the expected time of transfer (September 2016)

Name	Date of Birth	School Name
_____	_____	_____
Relationship to applicant, e.g. sister/brother	_____	_____
_____	_____	_____
Relationship to applicant, e.g. sister/brother	_____	_____
_____	_____	_____
Relationship to applicant, e.g. sister/brother	_____	_____

If the brother/sister's home address is different from Section 1 above, please give details

Apply online at www.darlington.gov.uk/Admissions see page 6 for 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:
Mobile No:	Mobile No:
Home Tel No:	Home Tel No:
Relationship to child:	Relationship to child:

Where the application is not being made by all parent(s)/person(s) who have parental responsibility for the child please provide details of any other parent(s)/person(s) who have parental responsibility.

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

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

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

I am the parent or have parental responsibility for the child named. I confirm that I have read the Darlington Borough Council's Guide for Parents and all the information given is accurate. I am aware that any place offered on false information may be withdrawn. If my circumstances change, e.g. house move, I will inform Darlington Borough Council in writing.

Signed **Dated**

Please return this form to the Schools Admissions Team at Darlington Borough Council no later than 15th January 2016. The Schools Admissions Team, Children, Families & Learning, Town Hall, Darlington, DL1 5QT.

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.
If you need help completing this form, ring (01325) 406333

DBC use only

Receipt Issued: Date Received:

Address checked with Council Tax YES NO (please give details below if necessary)

Further Details, _____

- Pref 1: Criteria
- Pref 2: Criteria
- Pref 3: Criteria
- Pref 4: Criteria
- Pref 5: Criteria

The adjoining Local Authorities to this area are:

Durham County Council
Education Offices
County Hall
Durham
DH1 5UJ

Tel No. 03000 265892
admissions@durham.gov.uk

Education, Leisure & Cultural Service
Stockton Borough Council
PO Box 228
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

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Primary Schools of Darlington 2016/17

School Name	Type	Age Range	Admission Number for 2016/2017	Type	No. of Applications Received by the closing date for 2015 Intake	No. of Multiple Appeals Submitted for 2015 intake	No. of Successful Multiple Appeals for 2015 Intake
Abbey Infant (<i>a</i>)	A	4-7	90	Co-Ed	297	3	0
Abbey Junior (<i>a</i>)	A	7-11	90	Co-Ed	87	-	-
Bishopton/Redmarshall CE Primary	A	4-11	15	Co-Ed	27	-	-
Cockerton CofE Primary	A	4-11	30	Co-Ed	92	3	0
Corporation Road Primary	COM	4-11	45	Co-Ed	64	-	-
The Rydal Academy	A	4-11	75	Co-Ed	110	-	-
Firthmoor Academy	A	4-11	45	Co-Ed	60	-	-
Gurney Pease Academy	A	4-11	30	Co-Ed	35	-	-
Harrowgate Hill Primary	COM	4-11	90	Co-Ed	164	-	-
Heathfield Academy	A	4-11	60	Co-Ed	122	-	-
Heighington CE Primary	A	4-11	38	Co-Ed	66	1	0
High Coniscliffe CE Primary	VC	4-11	15	Co-Ed	74	-	-
Holy Family RC Primary	A	4-11	30	Co-Ed	101	-	-
Hurworth Academy	A	4-11	30	Co-Ed	100	-	-
Mount Pleasant Primary	COM	4-11	30	Co-Ed	68	5	0
Mowden Infant (<i>a</i>)	A	4-7	90	Co-Ed	278	-	-
Mowden Junior (<i>a</i>)	A	7-11	60	Co-Ed	60	-	-
Northwood Primary**	COM	4-11	60	Co-Ed	63	-	-
Polam Hall School	F	4-11	44	Co-Ed	102	9	5
Red Hall Primary	COM	4-11	30	Co-Ed	28	-	-
Reid Street Academy	A	4-11	60	Co-Ed	157	3	0
Skerne Park Academy	A	4-11	60	Co-Ed	60	-	-
Springfield Academy	A	4-11	30	Co-Ed	126	6	0
St Augustine's RC Primary	A	4-11	30	Co-Ed	123	-	-
St Bede's RC Primary	A	4-11	45	Co-Ed	96	-	-
St George CofE Academy	A	4-11	45	Co-Ed	69	-	-
St John's CofE Academy	A	4-11	30	Co-Ed	75	3	0
St Teresa's RC (VA) Primary	VA	4-11	45	Co-Ed	88	-	-
West Park Academy	A	4-11	60	Co-Ed	168	4	0
Whinfield Primary	COM	4-11	90	Co-Ed	174	-	-

** This school is consulting on academy status

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
		2015	2	0	39	N/A	0	49 = 0.94m*
		2014	0	0	35	0	55 = 1.38m*	
		2013	0	0	35	0	55 = 1.08m*	
		2012	0	0	51	0	39 = 0.90m*	
Bishopton/ Redmarshall CE Primary		Criteria	1	2	3	4		
		2015	N/A					
		2014	N/A					
		2013	N/A					
		2012	0	0	8	0		
Cockerton CoE Primary		Criteria	1	2	3	4	5	6
	2	2015	0	0	7	0	0	23 = 1.47m*
		2014	0	0	10	0	1	17 = 0.70m*
		2013	0	0	16	0	4	10 = 0.45m
		2012	0	0	14	0	1	15 = 0.523m*
	Criteria	1	2	3	4a	4b	5	
Corporation Road Primary	SEN	Criteria	1	2	3	4	5	
		2015	0	0	26	0	19 = 0.63m*	
Firthmoor Academy		Criteria	1	2	3	4	5	
		2015						
		2014	0	0	27	0	18 = 0.35m*	
		2013	N/A					
		2012	0	0	30	1	14 = 0.33m*	
Gurney Pease Academy		Criteria	1	2	3	4		
		2015						
		2014	0	16	0	14 = 13m*		
Harrowgate Hill Primary	SEN	Criteria	1	2	3	4	5	
		2015						
		2014	N/A	N/A	N/A	N/A	N/A	
		2013	0	0	39	0	51 = 1.00m*	
		2012	1	0	36	0	53 = 0.88m*	
Heathfield Academy		Criteria	1	2	3	4	5	
	1	2015						
		2014	2	0	19	0	38 = 1.16m*	
		2013	1	0	28	0	31 = 0.76m*	
		2012	N/A	N/A	N/A	N/A	N/A	

Heighington CE Primary	Criteria	1	2	3	4	5					
	2015	1	0	21	0	16 = 1.54m*					
	2014	1	0	17	0	20 = 3.89m*					
	2013	N/A									
	2012	0	0	16	0	22 = 4.30m*					
High Coniscliffe CE Primary	Criteria	1	2	3	4	5					
	2015	0	0	5	0	10 = 5.13m*					
	2014	1	0	13	0	1 = 0.15m					
	2013	0	0	9	0	6 = 4.93m*					
	2012	0	0	10	0	5 = 1.91m*					
Holy Family RC Primary	Criteria	1	2a	2b	3a	3b	4	5a	5b	6	7
	2015	0	8	15	1	2	0	1	3 = 1.19m*	0	0
	2014	0	7	23 = 1.26m	0	0	0	0	0	0	0
	2013	0	11	15	1	3 = 2.38m	0	0	0	0	0
	2012	0	9	16	1	4 = 1.86m*	0	0	0	0	0
Hurworth Academy	Criteria	1	2	3	4	5					
	2015	1	0	13	0	16 = 2.47m*					
	2014	0	0	9	0	21 = 1.73m*					
	2013	1	0	16	0	13 = 1.10m*					
	2012	0	1	11	0	18 = 1.02m*					
Mount Pleasant Primary	SEN	Criteria	1	2	3	4	5	6			
		2015	2	0	13	0	15 = 0.39m*				
		2014	1	0	22	0	0	7 = 0.31m*			
		2013	N/A								
		2012	N/A								
Mowden Infant	Criteria	1	2	3	4	5	6				
	2015	2	0	34	N/A	1	53 = 1.53m*				
	2014	0	0	31	N/A	3	56 = 3.77m*				
	Criteria	1	2	3	4	5					
	2013	0	0	29	0	61 = 2.01m*					
	2012	0	0	26	5	30 = 1.51m*					
Northwood Primary	2015	N/A									
Red Hall Primary	2015	N/A									

Reid Street Academy	Criteria	1	2	3											
	2015	1	32	27 = 0.46m*											
	2014	0	26	34 = 0.54m*											
	2013	2	39	19 = 0.41m*											
	Criteria	1	2	3	4	5									
2012	0	0	26	0	34 = 0.48m*										
Skerne Park Academy	Criteria	1	2	3	4	5									
	2015	N/A													
	2014	2	0	27	0	29 = 1.57m*									
	2013	0	0	21	0	54 = 1.79m*									
	2012	1	0	18	0	26 = 0.36m*									
Springfield Academy	Criteria	1	2	3	4	5									
	2015	0	12	0	18 = 0.51m*										
	2014	0	10	0	20 = 0.85m*										
	Criteria	1	2	3	4	5									
	2013	0	0	14	0	16 = 0.44m*									
2012	1	0	9	0	20 = 1.48m*										
St Augustine's RC Primary	SEN	Criteria	1	2a	2b	3a	3b	4	5a	5b	6	7			
		2015	0	9	14	2	5=1.57m*	0	0	0	0	0	0		
		2014	0	7	22	1 = 1.24m	0	0	0	0	0	0	0		
	1	2013	0	9	14	5	1 = 1.17m	0	0	0	0	0	0		
		2012	0	7	17	5	1 = 1.11m*	0	0	0	0	0	0		
St Bede's RC Primary	Criteria	1	2a	2b	3a	3b	4	5	6	7	8	9	10		
	2015	0	5	0	14	18	1	0	0	3	0	1	3=1.04m*		
			14	17	1	3	1	0	7	0	2 = 2.28m				
	Criteria	1	2a	2b	3a	3b	4	5a	5b	6	7				
	2013	0	15	15 = 1.14m*	0	0	0	0	0	0	0				
2012	0	16	14 = 0.89m*	0	0	0	0	0	0	0					
St John's CofE Academy	Criteria	1	2	3	4	5									
	2015	1	5	11	0	13=0.61m*									
	2014	1	6	15	0	8 = 0.25m									
	Criteria	1	2	3	4	5	6								
	2013	0	2	10	0	0	6 = 0.59m								
2012	0	0	13	0	0	17 = 0.53m*									
St George's CofE Academy	Criteria	1	2	3s	3f	3d	4s	4f	4d	5					
	2015	0	0	18	1	23	1	0	0	2=3.45m*					
	2014	N/A													
	2013	N/A													
	2012	0	0	18	8	19 = 0.54m*									

St Teresa's RC VA Primary	Criteria	1	2a	2b	3a	3b	4	5a	5b	6a	6b	7a	7b
	2015	0	13	14	1	0	7	3	0	0	0	7=0.64m*	0
	2014	1	18	21	0	2	3 = 0.87m						
	2013	0	10	16	1	1	0	3	1	1	0	2	10 = 0.95m
	2012	0	15	21	1	4	1	1	2 = 0.46m*				
The Rydal Academy	2015	N/A											
West Park Academy	SEN	Criteria	1	2	3	4	5						
		2015	0	1	26	33=0.83m*	0						
	2	2014	0	0	30	28=1.55m*	0						
	1	2013	1	1	30	27=1.07m*	0						
	2012	0	0	24	1	35=1.17m*							
Whinfield Primary	Criteria	1	2	3	4	5							
	2015	N/A											
	2014	N/A											
	2013	1	0	40	0	50 = 1.19m*							
	2012	N/A											