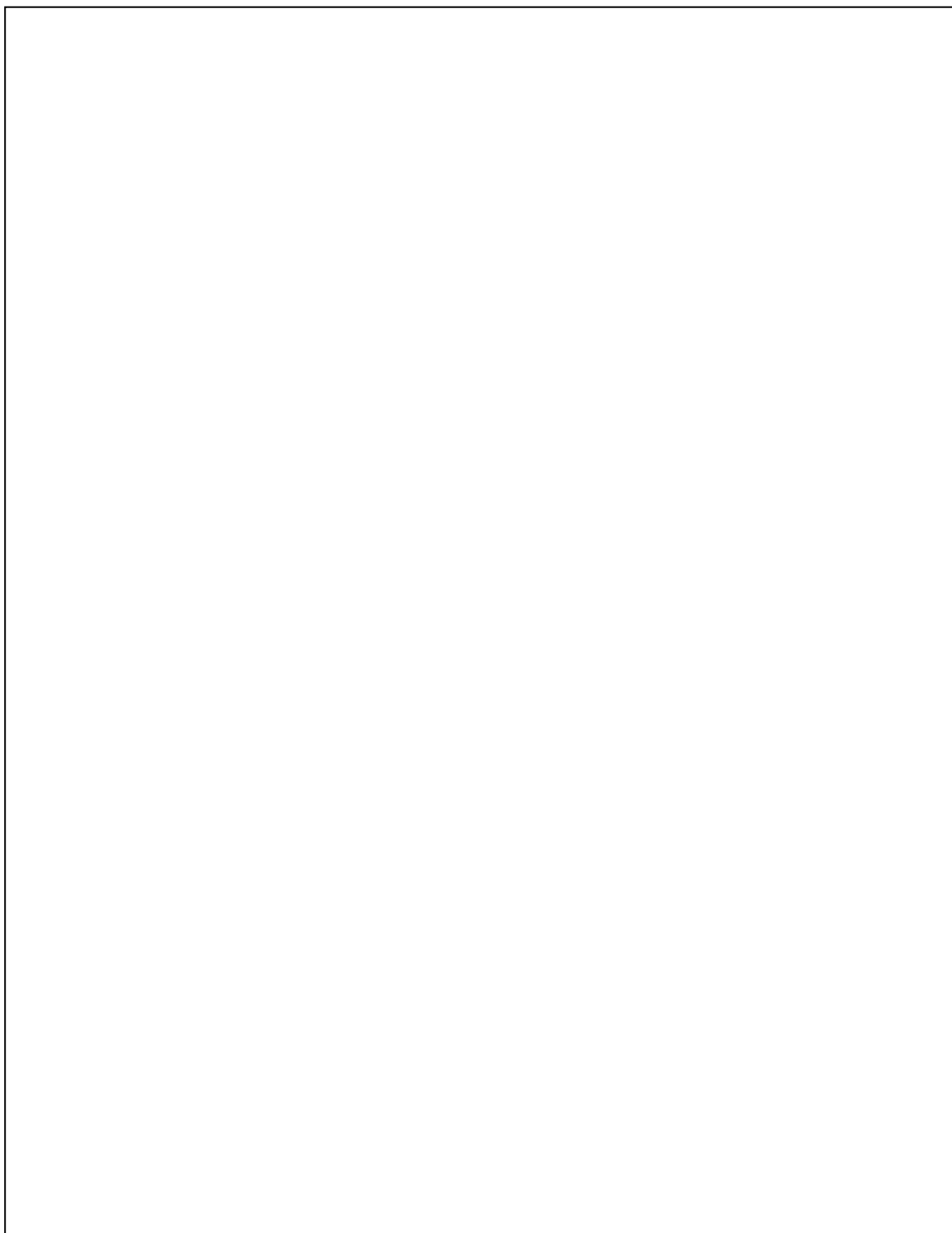


Services for People  
Secondary Schools Admissions 2015/2016  
Guide for Parents



Welcome

Dear parents and carers,

Starting any 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 secondary school. We hope it will help you to understand the process and find the right school place for your child.

It is important that you visit schools and read about their admission arrangements before you state any preferences. All of the secondary schools hold open days or evenings during September. These dates are published in this guide and in local papers.

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

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

Cabinet Member for Children and Young People

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## Darlington Secondary School Open Days/Evenings

We highly recommend you visit schools you are interested in to help you decide. Each school will have a free prospectus with information about that school.

Secondary School	Date	Time
Carmel College	15.09.2014	6.30 pm only
Longfield Academy of Sport	16.09.2014	2.00pm & 6.30pm
Polam Hall School	17.09.2014	2.00pm & 6.30pm
Darlington School of Mathematics & Science	18.09.2014	1.45pm & 6.30pm
Haughton Academy	22.09.2014	6.30pm only
St Aidan's CoE Academy	23.09.2014	2.00pm & 6.30pm
Hummersknott Academy	24.09.2014	6.30pm only
Hurworth School	25.09.2014	5.30pm only

The Headteacher will give a short talk at the open days/evenings and this will be followed by an opportunity to tour the school.

Members of staff from the Local Authority's Schools Admissions Team will be present to offer any advice or answer any questions you may have. The Choice Adviser will also be present to offer independent advice.

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

## Summary timetable for admission to secondary schools in Darlington for the school year 2015/2016

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

The dates relate to the process for Darlington residents.

Date	Action
September 2014	Letter's are distributed by Darlington primary schools to all Year 6 children resident in Darlington to explain the process for applying to secondary schools. The LA will send by post, letters to all Year 6 Darlington residents attending schools in other Local Authorities. The guide and application form are available on-line on the Darlington website: <a href="http://www.darlington.gov.uk/Admissions">www.darlington.gov.uk/Admissions</a>
September 2014	Parents and pupils attend school open evenings.
October 2014	<b>The on-line application form must be completed and submitted prior to midnight on 31st October 2014.</b>
November 2014	The LA liaises with and issues list of applicants and supplementary forms to admission authority schools.
November 2014	The LA liaises with and issues list of applicants to other Local Authorities
Early January 2015	Exchange of information between admission authorities regarding 'late' applications (e.g. families who have moved into the Authority)
January 2015	Initial allocations are completed.
February 2015	The LA liaises with admission authorities to agree final allocations.
1st March 2015	The LA informs parents/carers of the school their child has been offered a place at. Letters will be distributed via the child's primary school.
March 2015	Acceptance/refusal slip must be returned to the Schools Admissions Section, Town Hall
May/June 2015	Appeal hearings if necessary
September 2015	Admission to secondary school.
End of SummerTerm 2015	Closure of waiting lists.

## Applying for a secondary school place for September 2015

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

<p>General advice</p> <p><b>REMEMBER: There is no automatic transfer from primary to secondary school – you MUST fill in and return the application form(s) at the back of this guide <u>or</u> apply on-line.</b></p> <p>Children born between 1st September 2003 and 31st August 2004 are of age to transfer. Parents/carers have a right to say which secondary schools they would prefer but there is no guarantee that a place can be allocated at one of these.</p> <p>You can apply for a place by completing the form at the back of this guide or by completing the form on-line on a computer that is linked to the internet. (See page 8 on completing the on-line application form).</p> <p>You can name up to three schools that you would like your child to attend. Put the schools in a ranked order – your highest preference is number 1. You can name schools in Darlington and if you wish, those in other Local Authorities areas. If naming schools outside Darlington, it is strongly recommended that you obtain the information guide from the relevant authority (contact details for neighbouring authorities are on page 38). You need to find out about their co-ordinated scheme and the details about the particular schools(s) you are interested in.</p>	<p>Do you live in the Borough of Darlington?</p> <p>YES – Then you must apply on the Darlington application form. No matter which primary school your child goes to and whatever secondary schools you are interested in, you need to complete the Darlington application form. If you live in Darlington – that means you pay your Council Tax to Darlington Borough Council – you must use the Darlington application form at the back of this guide. Confirmation of receipt of your application form will be sent to your child’s primary school.</p> <p>Alternatively, you can complete the on-line application form at <a href="http://www.darlington.gov.uk/Admissions">www.darlington.gov.uk/Admissions</a></p> <p>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.</p> <p>Each council has its own policies and procedures , so ensure you are not late and check with your home authority.</p> <p>Allegations from late applicants stating that their application form has been lost in the post or lost by Darlington LA will not be considered without proof of receipt from you.</p>
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### Special Educational Needs

Children who have an Education, Health and Care Plan will have a review undertaken in Year 5 to ascertain their appropriate secondary school placement and therefore are not required to complete an application form. However, those children who are undergoing a statutory assessment **must** complete the application form, as the process may not be completed before the closing date.

THE CLOSING DATE FOR RETURNING THE  
SECONDARY SCHOOL APPLICATION FORM IS

FRIDAY 31ST OCTOBER 2014

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

Print out pages 38-40, Secondary School Application Form (Form A) and, if necessary, Additional Information Form (Form B) and return to School Admissions Team, Children, Families and Learning, Town Hall, Darlington, DL1 5QT

Remember: Any questions – seek advice from those who know (Schools Admissions Team, Choice Adviser or other Admission Authorities). Queries to schools will be directed to the Admissions Team.

DON'T BE LATE – CHECK THE CLOSING DATE

## On-Line Applications

### The on-line application form

Darlington Borough Council offers on-line service to parents/carers who are applying for a school place for September 2015. 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.

### 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 an e-mail confirmation that your application has been received.
- You can change your application up to the closing date – Friday 31st October 2014

### 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](http://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.
- There are instructions on the page to tell you what to do.
- You will also 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 confirming receipt.
- If you do not receive confirmation, please contact the Schools Admissions Team (01325) 388812/388027.
- Please note that if you are submitting additional information it must be received within five school days after submission of Form A. Please see note 2 below.
- You will not be able to apply on-line after the closing date of Friday 31st October 2014, The website link will be closed at midnight.

**Note 1:** If you are submitting an application for the following school .

- Carmel College

you will need to complete a supplementary form which is available on the schools selection page or at the back of this guide.

**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 [schoolsadmissions@darlington.gov.uk](mailto:schoolsadmissions@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) 388812/388027 or e-mail [schooladmissions@darlington.gov.uk](mailto:schooladmissions@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:

# Darlington Co-ordinated Scheme

## What is a co-ordinated Scheme?

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

## Applications for other Local Authority schools

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

## Consideration of late applications

If you believe that there are exceptional/individual circumstances which prevented submission of the secondary application form by the stated deadline, Friday 31st October 2014, 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 LA to decide why you were unable to submit an application form by the stated deadline.

The LA will consider each application on an individual basis subject to verification, if the LA 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 LA will be final. For the purposes of the co-ordinated scheme, where preferences **must** be passed to other admission authorities by the agreed deadline, the latest these applications will be considered is up to and including Friday 14th November 2014. All other applications will be considered once the process for allocating places has been applied to those applications received by the deadline. Where an application form has not been received by Friday 27th February 2015, 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/carers to return the application form by 31st October 2014.**

## Can I change my preferences?

The Local Authority will not allow a change of preference after 31<sup>st</sup> October and before 14<sup>th</sup> November 2014 (for the purposes of the co-ordinated scheme) without a genuine reason for doing so. A change would only be allowed in exceptional circumstances, for example, if you move to another area within Darlington Borough and can provide evidence to support the fact. You must contact the School Admissions Team to make a request and if allowed will need to be finalised in writing with accompanying documentary evidence.

## 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/carers 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/carers was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where a family intends to move into the Borough, or move address from one property to another in Darlington a request for a school place based on a new address cannot be considered until a letter is provided from a licensed



conveyancer or solicitor confirming exchange of contracts. For the purposes of the co-ordinated scheme, where preferences must be passed to other admission authorities by the agreed deadline, the latest these applications will be considered is up to and including 14th November 2014. For families purchasing a 'new build' property, along with a contract the property must be habitable.

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 27th February 2015, 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.**

### 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 overseas 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 Quatering Area Address when considering the application against the schools' oversubscription criteria. Darlington LA 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.

### 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 42 & 43. 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 admission authority. That is the governing body of an Academy school.

Independent panels hear appeals for all schools in Darlington 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 7 working days. Details can then be sent of the independent appeals procedures and a 'Notice of Appeal' form. If appealing, Notice of Appeal forms should then be completed and returned no later than Wednesday 15th April 2015 to: the Clerk of Admission Appeal Hearings, Democratic Services Department, Town Hall, Darlington, DL1 5QT. Democratic Services provides an impartial, independent service for the processing and administration of appeals for all schools. They are independent of the school(s) involved and of Children, Families and Learning. Appeals must be heard within 40 school days from the date the appeal must be lodged.

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

### Any other changes in circumstances

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

### Transition Days

Once a child has been allocated a school place the Local Authority will pass their details onto the receiving school. The secondary school will contact the primary school that the child is attending and arrangements will be made for a visit to their future school. The transition days will take place on Thursday 25th and Friday 26th June 2015, some schools have an extended transition period.

## Equal Preference

### What is equal preference?

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

### How does an equal preference system work?

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

For example:

1. Haughton Academy– this is the school you want most
2. Longfield Academy of Sport
3. Hummersknott 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 or 3) – all applications for a particular school are put into order according to the school's oversubscription criteria. The places at each school are filled, taking those at the top of the list first.

Darlington Borough Council, as the co-ordinating authority, will receive the results for each school – the answer for each 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 three school places can be offered, you will be offered your top preference. Sometimes all schools can offer a place:

For example (using the schools listed prior)

- |                               |     |
|-------------------------------|-----|
| 1. Haughton Academy           | Yes |
| 2. Longfield Academy of Sport | No  |
| 3. Hummersknott Academy       | No  |

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

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 the child's home address that has places available). Parents will have an initial 7 working days to respond to the offer letter to accept/decline the school place offered. They 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. You are required to reply to the offer by **Friday 20th March 2015**.

See page 12 for further examples of how equal preference may work in Darlington. Remember, if you are unsure **SEEK ADVICE**.

When you list the schools you want, don't repeat the same school – this will not increase your chances of a place.

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

# EXAMPLES OF HOW EQUAL PREFERENCE AND THE LA CO-ORDINATED SCHEME WORKS

These are fictitious examples that may help you to consider your own situation. Please seek advice if unsure.

Abby is happy to attend any of her nearest secondary schools, as many of her friends will be going to different schools.				
Ranked Order	School	Abby's Details	Provisional Offer	Place Offered?
1	Longfield	Lives 1.25 miles away	Yes	Yes
2	DSMS	Lives 1.50 miles away	Yes	No
3	Haughton	Lives 1.10 miles away	Yes	No
Although Abby is provisionally offered a place at all 3 schools, the Authority are able to offer her a place at her highest ranked school.				

Brett attends a Catholic primary school and lives in Middleton St George, he wants to attend a Catholic secondary school but is unsure if he lives too far away, his parents are happy to take him to school if he gains a place. They apply for a school in Darlington Authority as well as a school in Durham Authority.				
Ranked Order	School	Brett's Details	Provisional offer	Place Offered?
1	Carmel	Lives 6.20 miles away	Yes	Yes
2	St John's RC	Lives 16.30 miles away	Yes	No
3	-			
Brett is offered a provisional place at Carmel and through the co-ordinated process is also provisionally offered a place at St John's. However as Carmel is ranked as the highest school, that is the school that Brett is offered.				

Travis and his family have just moved house. Travis wants to go to secondary school with the children he still attends primary school with. His family have sought advice and although have applied for what was Travis' nearest secondary school, have also applied for the schools nearest to where he now lives.				
Ranked Order	School	Travis' Details	Provisional Offer	Place Offered?
1	Hurworth	Lives 3.43 miles away	No	No
2	Hummersknott	Lives 1.95 miles away	No	No
3	St Aidan's	Lives 1.99 miles away	Yes	Yes
Travis is not offered a place at his 1st ranked school as he now lives too far away. He is however offered a place at a school closer to home as his parents had sought advice and stated preferences for schools near to where they live.				

Madeleine attends a school in another local authority but lives in Darlington Authority. Her family would like her to attend a school in Darlington as her younger sibling has been offered a place in a primary school in Darlington. Her older sibling already attends Hummersknott, he is in Year 11.				
Ranked offered?	School	Madeleine's Details	Provisional Offer	Place
1	Hummersknott	Lives 3.20 miles away	No	No
2	Carmel	Lives 3.05 miles away	No	No
3	Hurworth	Lives 0.94 miles away	Yes	Yes
Madeleine is offered her 3rd preference school, as this is the closest school to where she lives. She is not offered a place at Hummersknott under the sibling criteria as her brother will have left by the time she would be due to start and lives further away than the last child who is eventually offered the final place under the equal preference scheme.				

## Statutory Transport Arrangements

From September 2013 Darlington Borough Council now only provides the statutory minimum that is required to transport children to school and from school at the start and the end of the school day.

The legal requirement for ensuring that a child attends school is that of the parent/carer. The Local Authority will provide free transport assistance using the following criteria:

- To the nearest appropriate and/or suitable school, if that school is more than three miles from the parents/carers home using the shortest walking route judged to be safe\*.
- To the nearest appropriate and/or suitable school if there is no identified safe route.

It is also the Local Authority's responsibility to make arrangements to provide transport assistance for all eligible children. At the normal point of entry the Local Authority provides free home to school transport assistance for Darlington Authority pupils of compulsory school age, eligible if the family are in receipt of free school meals or the maximum level of working tax credit, to:

- 1 of their 3 nearest appropriate and/or suitable school, should a pupil obtain a place at that school and if that school is more than two miles and less than 6 from the parents/carers home using the shortest walking route judged to be safe\*;
- The nearest appropriate school preferred on grounds of religion or belief and who obtain a place at such a school and where that school is more than two miles but less than 15 from the parents/carers home using the shortest walking route judged to be safe\*.

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

\*Lit at regular intervals, paved/tarmaced route.

Where there is no transport arrangements already in operation and a child is eligible for transport assistance, the family may choose to transport the child themselves. In these circumstances the Local Authority will re-imburse the cost of a weekly bus ticket in-line with the amount at the time of purchase on a public service vehicle.

For further information contact Transport Services on: (01325) 388448.

### Non-Statutory Transport Arrangements

In conjunction with all secondary schools in Darlington, the Local Authority has agreed to offer a limited number of additional places on existing routes to parents/carers of secondary age children; however there will be a cost for this provision.

Parents/carers who are not entitled to 'free' transport can apply for a fare paying place on an existing school coach, where there are spaces available. The spaces are limited and there is no guarantee that every child who applies will be allocated a place. This offer only applies to children living 2 miles or more from the school for which existing transport routes are in place.

It is a parents / carers responsibility to get their child to school and your preference for a school should not be affected by the availability of transport.

Details on these arrangements will be sent to parents after the allocation of places has been made and acceptance of the offer has been received by the Local Authority.

# Choice Advice in Darlington

## Choice Adviser Contact Details

**Sue Davison, Choice Adviser,**

Town Hall, Darlington, DL1 5QT

**Telephone:** 0800 9172121

**E-mail:** [sue.davison@darlington.gov.uk](mailto:sue.davison@darlington.gov.uk)

## What is Choice Advice?

Choice Advice is about supporting families; parents, carers and young people, to make the best choice of school in Darlington. Choice Advisers can advise parents but not decide for them.

The aim is to help families optimise their choices using all the information to hand (including over-subscription criteria), plus use of local knowledge of what individual schools have to offer, to ensure parents are more likely to get the best place for their child.

## Why Choice Advice?

The admissions process can be complex for families. Therefore, parents/carers who require additional support and would like to discuss any aspect of applying for a school place, can speak to the Choice Adviser who will give them free and impartial information about school admissions and can support them through the admissions process if necessary

### What can the Choice Adviser offer?

- Discussions with individual parents, either on the phone or by making an appointment (at home if desired).
- Advice on the information that is available to help parents make choices.
- Meetings can be held in primary schools for groups/individual parents.
- Attend open evenings at secondary schools.
- Drop in sessions within the community.
- Outreach at Children's centres

## Choice Advice in Darlington

### In Darlington the Choice Adviser will advise on:

- How the co-ordinated admissions system works.
- Admission policies for Academy schools.
- Performance and value-added data for schools.
- Ofsted information for the schools.
- Oversubscription data from previous years, including the number of appeals and how many were successful.
- Links with the Parent Partnership officer for those families who are seeking advice for children with special educational needs/ or who may have special educational Needs
- Details of the curriculum on offer including any school's specialism.
- Times of the school day and term dates plus any knowledge of proposals to change the pattern of education provision.
- Travel details including help with the cost of travel to and from school and home.
- Details of uniform policy
- Schools' charging policies and details of schemes to help with the cost of school trips and activities.
- The admission appeal process

## Useful Websites

Parents/carers may find the following websites useful, they all provide detailed information.

**[www.direct.gov.uk](http://www.direct.gov.uk)** - This is a national website giving detailed information which parents/carers may need when deciding which school(s) to apply for.

**<http://schoolsfinder.direct.gov.uk>** - This website provides a facility for searching for primary and secondary schools. Ofsted information and access to school profiles can also be obtained.

**[www.ofsted.gov.uk](http://www.ofsted.gov.uk)** - Ofsted reports can be obtained from this site.

**[www.parentview.ofsted.gov.uk](http://www.parentview.ofsted.gov.uk)** Parent View gives you the chance to say what you think about your child's school and to be able to see what other parents have said about a school you may be considering

## School Details and Admission Policies

Each school has an admission number. This is the number of places available for pupils in Year 7. The admission authority will not normally offer more than this number of places. If the number of children seeking a place is less than the admissions number, all children will be admitted.

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

If a child cannot be offered a place at one of their stated preferred schools, their name can be placed on a waiting list if requested. The parents/carers will also be offered the right of appeal (see page 10 for details). When stating a preference you are entitled to state a reason for doing so. However, the only criteria used to allocate places are those published on page 17 to 30 in this guide.

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

Schools in Darlington LA do not select pupils by aptitude and do not therefore allocate places according to a school's specialism, nor does the LA operate feeder schools or catchment areas.

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

# Darlington School of Mathematics & Science

Telephone Number – 01325 351377

Email address – [info@dsms.org](mailto:info@dsms.org)

Darlington School of Maths and Science (DSMS) offers a uniquely personal educational experience. Small class sizes and strong academic guidance ensure that all pupils thrive in the happy and caring DSMS environment.

Pupils are known as individuals and their personal needs are responded to by a team of dedicated support staff. Every pupil has access to two Form Tutors, a Head of House and an Achievement Manager to ensure they are always on the right track to success.

There has been a transformation in the school with new leadership, a redesigned curriculum, new ICT infrastructure, new website, new uniform and a £2.5m refurbishment. DSMS secured its best ever sets of GCSE results in the last two years and the improvements are set to continue.

The DSMS Learning Code is a unique strategy to promote thinking skills in all subjects. Combining the latest research with proven methods, the Learning Code enables pupils to tackle complex learning in a systematic way. Lessons are structured and engaging. Assessment of pupils is thorough and has been guided by Professor Dylan Wiliam to ensure the maximum progress of pupils each lesson.

There are opportunities for all pupils to get involved in a variety of engaging activities. There is a nationally award winning pupil newspaper called The Wyvern. Pupils produce a monthly TV programme in the multimedia Studio known as DSMS TV. There are opportunities for several foreign visits including to our partner school in Holland.

Sport is a big part of life. The Martin Gray Football Academy gives free access to professional football coaching. The 25m swimming pool is the start point for a local triathlon. There is an annual ski trip. Pupils are encouraged to take part in the Duke of Edinburgh Award scheme.

After five years of personalised individual attention our learners are confident and creative thinkers ready to take the next step in their lives. University, Employment, Starting a Business, Travel or any number of other options, the only limit is their imagination.

Further information can be obtained from the school website [www.dsms.org](http://www.dsms.org) or by contacting the school on 01325 351377.

The school will admit up to 180 students who are moving from primary to secondary school.

## Oversubscription Criteria

After the admission of pupils with a Education, Health and Care Plan where Darlington School of Mathematics & Science 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

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 Reason

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



### **Priority 3 – Family Links**

Pupils 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 - Distance**

Pupils who live nearest the preferred school measured from the front door of the home address to the main school gate, by the shortest walking route judged to be safe\*. This will be based on the home address of the child. (To remain consistent the LA uses a Geographical Information System to measure all distances). \*lit at regular intervals and paved/tarmaced.

### **Measurements**

For applications which require a measurement to be undertake 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.

### **Tiebreak**

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

### **Multiple Births**

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

### **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 admission 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 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 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).

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.

**Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the summer term 2015.

**School Transport Arrangements**

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

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs N Goulding, Attendance Administrator.

# Haughton Academy

## Admissions Policy 2015/2016

Haughton Academy is an increasingly successful 11–16 school with strong pastoral support and high quality teachers who allow all students to thrive and achieve their very best. Haughton Academy is in a unique position as part of The Education Village Academy Trust and is privileged to have state of the art facilities, engaging technology and ICT resources, such as I pads, and a rich and vibrant extended curriculum.

Through our rigorous target setting and tracking systems and raising aspirations program, students are positively challenged to have high aspirations and are well supported in reaching their potential. In 2014 every single student left with GCSE qualifications and 58% of students achieved A\*-C in both English and Mathematics. Last year nearly every student went on to either full time education or employment when they left school with over half of our students taking their route to university study.

Haughton Academy provides a curriculum that enables all students to be successful, develop a passion for learning and develop essential skills for life. Every student is given the opportunity to take part in cultural experiences such as theatre visits locally and in London, Art tours to Paris, Geography excursions to Iceland, Skiing in Italy and other sports tours to Spain or Holland. Haughton Academy provides many opportunities for students to become involved in the whole school community with an active student council, an excellent Prefect System and a thriving House System. Sport, music and the arts are very much a part of our school. We offer music tuition, band and choir opportunities as well as performance.

Our sporting accolades are impressive too. Our students excel in many sports, recently winning the Darlington Town Cup and being regional volleyball champions and being placed 6th in the UK.

Haughton School will admit up to 180 students who are moving from primary to secondary school.

### Process of application

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

### Consideration of applications

Where fewer than the admission number are received, the Academy will offer places to all those who have applied.

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

- a) Children in Public Care (Looked after Children); (see Note 1 below)
- b) Students whose siblings (see Note 2 below) currently attend Haughton Academy and who will continue to do so on the date of admission;
- c) Children with very exceptional medical factors directly related to placement at Haughton Academy. Applications under this criterion should be supported by written evidence from a doctor (see explanation below).
- d) Children who live nearest Haughton 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 Local 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.

### 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.

### Note 4: Medical Reasons

If you state a preference for Haughton Academy and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the 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 Academy 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.

### 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.

### 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

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

### Waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of summer term of the year of admission. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this policy. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

#### [Arrangements for admitting students to other year groups, where a vacancy exists.](#)

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

#### [Arrangements for appeals panels](#)

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. Guidance about the appeals process is available from Mrs J French at EVAT, who will answer any enquiries parents/carers may have about the process.

#### **School Transport Arrangements**

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

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs J French, Student Records and Behaviour Officer.

# Hummersknott Academy

At Hummersknott, we place an emphasis on developing the whole child. Academic success is of course central to any good school, but we also believe that we are preparing students to become successful, active citizens. We have outstanding guidance and welfare and a rich curriculum which enables all children to thrive. Our facilities are modern and amongst the best of any school in England. Our staff are dedicated and believe every child deserves the very best. We have a wide range of learning opportunities beyond the classroom, these include Duke of Edinburgh, our own Army Cadet Force and annual exchanges to China, Russia, Spain, France and Germany. This international dimension linked to the six languages we teach, enables our students to meet and work with students across the country. They also develop the self confidence to then pursue careers across the globe.

The success of our students and staff is measured in the fact that we are consistently in the top 10% of schools nationally for the proportion of students who remain in education at 16. Growing to national success, as Apprentices and Graduates from university including Oxford, Cambridge and Imperial College in London.

Hummersknott Academy will admit up to 240 students who are moving from primary to secondary school.

## Oversubscription Criteria

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

### 1 Public 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).

### 2 Medical Reasons

Pupils with very exceptional medical factors directly related to school placement. Applications under this criterion should be supported by written evidence from a doctor (see explanation).

### 3 Family Links

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

### 4 Associated Areas

Pupils living within the rural ward of Heighington and Coniscliffe within the Borough of Darlington and children living within the ward of Park East (Skerne Park and the Pastures estates). See Associated Area explanation.

### 5 Distance

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

**Transport to Hummersknott Academy will only be provided to this Academy by the Local Authority if:**

- **Hummersknott is the nearest appropriate and/or suitable school, and is more than three miles from the parents/carers home.**
- **Hummersknott Academy is the nearest appropriate and/or suitable school and there is no identified safe route.**

## **School Transport Arrangements**

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

## **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.

## **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**

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

## **Medical Criterion**

If a parent states a preference for a Hummersknott Academy and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the Academy in question is the most suitable one and the difficulties it would cause if their child had to travel to another school. The admission authority reserves the right to make contact with the District Medical Officer for independent information regarding the child's condition. The Local 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-brother or full brother or sister.
- They are adoptive brother or sister.
- Their carers are co-habiting and children live together in the same household.

## **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 Hummersknott Academy, the Academy will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

## **Operation of a waiting list**

The Local Authority will maintain a waiting list for Year 7 pupils only until the end of the summer term of the academic year of admission and it will be open to any parents to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criterion.

**Associated Areas for Hummersknott Academy are:**

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

Heighington & Coniscliffe and Park East (part)

Heighington and High Coniscliffe Ward

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

Park East Ward

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

The maps will be made available on the Council's website and on Hummersknott Academy's website.

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs C Ainsley, Assistant Principal.



## Longfield Academy of Sport

Longfield Academy of Sport is a good school with many outstanding features including curriculum provision, care, guidance and support, partnership working, healthy lifestyles and safeguarding pupils. The school delivers an innovative and personalised curriculum for all learners and it is popular and oversubscribed. Longfield's 2014 results are the highest ever results achieved at the school.

Longfield is a welcoming 11-16 school with a relentless determination to secure world class outcomes for all pupils. It is a school that aims high. Longfield has built a reputation for academic achievement, strong pastoral care and excellent behaviour. Exam results are among the highest in the area with many pupils successfully sitting their exams early. Attendance exceeds national averages and our achievements have been recognised with many national awards. This success is due to the strong relationships we share with the parents and carers of the pupils, whose support is vital – from encouraging pupils when they first join Year 7, to supporting their learning journeys throughout school and finally helping them to make the best choices for their future post-16. Longfield invites parents and carers to attend regular academic mentoring meetings, where targets are set. Parents are kept fully informed, with access to online information about behaviour, attendance and academic progress.

Longfield is proud to be part of the community and takes an active part in local life. During enrichment week, for example, representatives of the armed forces and local businesses visit the school, encouraging pupils to engage in interesting, educational and enjoyable activities.

### Oversubscription Criteria

After the admission of pupils with an Education, Health and Care Plan where Longfield 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

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 Reason

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

#### Priority 3 – Family Links

Pupils 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 below).

#### Priority 4 - Distance

Pupils who live nearest the preferred school measured from the front door of the home address to the main school gate, by the shortest walking route judged to be safe\*. This will be based on the home address of the child. (To remain consistent the LA uses a Geographical Information System to measure all distances).

\*lit at regular intervals and paved/tarmaced.

### Measurements

For applications which require a measurement to be undertake 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.

### Tiebreak

In the event of a tiebreak, the LA 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**

In the case of a single place remaining and the next child to be offered is a twin or other multiple birth, then Longfield Academy will offer a place(s) over the published admission number.

**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 admission 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 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 co-habiting and children live together in the same household.
- They are children of the same household (e.g. carers have special guardianship/residency order).

**Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of childminders or other family members who may share in the care of your son / daughter. For parents/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.

**Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the summer term 2015.

**School Transport Arrangements**

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

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs B Shutt, PA to the Headteacher.

# Carmel College

## ADMISSIONS POLICY

Carmel College is the only Catholic secondary school in Darlington. Carmel is a popular and oversubscribed school providing continuity of education from 11 to 18 for over 1,100 pupils seeking a Christian education. The school has a proud record of achievement and at the last Ofsted Inspection was deemed as "outstanding" in all areas.

Admission Post 16 is open to all applicants irrespective of previous Educational experience.

Carmel is one of the top performing schools nationally in terms of examinations at both GCSE and 'A' level; it also has a proud record of excellence in areas of sport, music and the Arts. Carmel has undergone a series of major refurbishments to replace buildings in order to provide modern learning facilities supporting an outstanding curriculum.

The Governing Body of Carmel College is the Admissions Authority for this College.

Admission number for Year 7 September 2015 - 180  
Admission number for Year 12 September 2015 - 200+

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

In this policy the word 'parent' is assumed to include the legal carer also.

### **How and When to Apply**

Applications must be made on the Local Authority Common Application Form. A supplementary form should also be completed and returned by the closing date set by the Local Authority. Parents will be informed if their child has been admitted to Carmel College in writing by the Local Authority.

### **Late Applications**

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

### **Over-subscription Criteria**

Children who have an Education, Health and Care Plan which names our School will be admitted to the College.

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

*(First priority in each category will be given to siblings (see additional note 3), that is, children who will have older siblings attending the College (excluding Sixth Form) in September 2015).*

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see note 2).
2. Catholic children who attend a Catholic Primary School (see note 1)
3. Catholic children who attend another Primary School (see note 1)
4. Looked after children in the care of a Local Authority or children who were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see note 2).

5. Children of a member of school staff (see note 6) who has been employed at the school for two or more years at the time at which application for admissions to the school is made.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) and attend a Catholic Primary School.
7. Children of other Faith traditions (see note 5) who attend a Catholic Primary School.
8. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) and do not attend a Catholic Primary School.
9. Children of other Faith traditions (see note 5) who do not attend a Catholic Primary School.
10. Other children who attend a Catholic Primary School.
11. Other children who do not attend a Catholic Primary School.

## **ADDITIONAL NOTES**

### **1. Definition of a Catholic**

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

Catholic applicants in **Category 1 and 2** may be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

Catholic applicants in **Category 3** must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

### **2. Definition of Children in the care of a Local Authority**

A looked after child is a child who is in the care of a Local Authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and who the Local Authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

A residence 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 (Section 14A Children Act 1989).

### **3. Definition of Sibling**

Sibling refers to 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 College place is sought is living in the same family unit at the same address as that sibling. Sibling links do not apply to students continuing into the Sixth Form.

### **4. Churches Together in England**

See [www.churches-together.net](http://www.churches-together.net) for further details on membership. If applicants are seeking admission under **category 6 or 8**, they must provide a baptismal certificate and a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

### **5. Children of other Faiths**

If applicants are seeking admission under **category 7 or 9**, they must provide a letter of support to confirm their faith membership from their minister or faith leader, or suitable equivalent.

6. **Definition of Staff**

A member of staff includes all school staff who are under the direct employment of the Governing Body of Carmel College, A Catholic Academy.

7. **Tie-Breaker**

Where there are places available for some, but not all, applicants within a particular criterion, distance from home address to the College entrance on the Headlands will be the deciding factor. Distance will be measured using the shortest walking route using the Local Authority's computerised measuring system.

8. **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the College address.

9. **Home Address**

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

10. **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the 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.

**School Transport Arrangements**

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

**Admission into Year 12**

Parents are asked to note that admission to any of Years 7 to 11 is no guarantee into Year 12 (Sixth Form).

The College provides courses of study for post-16 (Sixth Form) students. The majority of the Sixth Form students transfer from Year 11, but we generally have places available for external students.

The availability of courses is dependent upon the number of applicants and financial sustainability of the course.

The minimum entry requirement for admission into Year 12 for Level 3 courses is 5+ A\*-C, or equivalent, plus subject specific requirements as per prospectus. Details of the specific entry requirements and courses available may be obtained from the College. Entry requirements are the same for internal and external students.

Applicants who are refused a place in the Sixth Form have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the College address.

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs L Taylor, Office Manager

## St Aidan's Church of England Academy

We aim to provide first-class, innovative teaching designed to motivate and enable every student, facilitating in them the best learning and progress for their ability. The Academy places great importance on providing excellent care and support. Our curriculum is developing to reflect our vision and Christian ethos alongside the requirements of a changing educational horizon.

Our Christian ethos informs the habits and rhythms of Academy life; the values of faith such as honesty, generosity, selflessness, forgiveness, reconciliation, care and respect for others will inform the manner by which the Academy evolves and improves. We also believe that belonging to the community of St Aidan's will nurture your social, personal, cognitive, cultural, physical, emotional and spiritual development.

St Aidan's aims to be an inspirational place for both students and staff to learn and grow together, and offers new learning opportunities and experiences for the community it serves. Above all, we want to make a difference to the learning and lives of the people who belong to this Academy. At our Academy, we want learning to be innovative, relevant and fun. We want everyone to develop a passion for learning which they will carry with them throughout their lives.

St Aidan's is in its seventh year, transformed from its predecessor school and currently, under its second Principal, undergoing its next transformation to become at least Good at its next Ofsted and SIAMs inspections.

### How to apply for a place

The Academy will admit up to 140 students who are moving from primary to secondary school.

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

### Admissions Policy

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

- Children in Public Care (Looked After Children) (see Note 4)
- Pupils with exceptional medical factors and/or social factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case-by-case basis (see Note 2)
- Pupils whose siblings (see Note 1) currently attend the school and who will continue to do so on the date of admission;
- Pupils who live nearest the Academy, measured from the front door of the home address (including flats) to the main entrance to the Academy as determined by the Governing Body, by the shortest walking route judged to be safe by the Academy, using the criteria adopted by the LA (see Note 3)

### Note 1: 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 2: Medical Factors**

Supporting evidence for applications under the provisions of clause 'b' should set out the particular reasons why the Academy is the most suitable school for the pupil to attend and the difficulties it would cause if the child had to travel to another school. The Academy will make contact with the District Medical Officer for independent information regarding the medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

### **Note 3: Definition of Home Address**

This is the child's permanent address where he or she generally resides. Temporary addresses may not be used in the application for admission to the Academy. For parents/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.

### **Note 4: Definition of Children in the care of a Local Authority**

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).

### **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.

### **Tiebreak**

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

### **Multiple Births**

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

### **Waiting list**

The LA will maintain a waiting list until the end of the summer term 2015. After this time the Academy will maintain a waiting list, which will be open to any parents to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application, due to oversubscription for the relevant year group.

The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out on page 27. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criterion.

### **Arrangements for appeal panels**

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

The Academy will prepare guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process. For further details, write to the Chair of Governors at St Aidan's Church of England Academy.

### **School Transport Arrangements**

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

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs K Nicholson, PA to the Principal, Telephone (01325) 373778; email [k.nicholson@staidansacademy.org.uk](mailto:k.nicholson@staidansacademy.org.uk)



## Hurworth School

Hurworth School is a popular, successful school which is consistently over-subscribed. The school caters for students from the ages of 11-16 and is located in the village of Hurworth. We have completed a major refurbishment/rebuilding programme over the last few years and we are particularly pleased with our sporting facilities which are first class. The school prides itself on its pastoral care and its first class academic record; a winning combination which resulted in the school being deemed as “outstanding” in all areas of provision in its most recent OFSTED inspection.

### How to apply for a place

The school will admit up to 127 students who are moving from primary to secondary school. Applications for places will be made in accordance with the LA’s co-ordinated admission arrangements and must be made on the application form (Form A) in the back of this guide or online.

### Admissions Policy

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

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

**(i) 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).

**(ii) Family Links**

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

**(iii) Medical Reasons**

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

**(iv) Children living in Hurworth**

Children who live within Hurworth Ward (see map).

**(v) Associated Areas**

Children who live within the following areas (as defined on the map by wards)

The villages of :- Middleton St George, Middleton One Row, Neasham, Bishopton, Sadberge, Great Stainton, Little Stainton and the rural areas of Sockburn, Low Dinsdale and Hurworth Moor.

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

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

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

**(vi) Distance**

Pupil's 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 judged to be safe (lighting at regular intervals and paved/tarmaced). This will be based on the child's permanent home address. (To remain consistent the LA uses a Geographical Information System to measure all distances).

**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.

**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**

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

**Medical Criterion**

If a parent states a preference for a school and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if 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 LA 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 brother or full brother or sister.

They are adoptive brother or sister.

Their carers are co-habiting and children live together in the same household.

**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.

**Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the summer term 2015.

### **School Transport Arrangements**

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

Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs M Hall, School Manager.

Hurworth's New Photograph

## **Polam Hall School**

map

Polam Hall School  
Grange Road  
Darlington  
DL1 5PA

Tel 01325 463383

E-mail [information@polamhall.com](mailto:information@polamhall.com)

[www.polamhall.com](http://www.polamhall.com)

***Polam Hall builds confidence for life, in everything we do.***

We are delighted to invite parents and their children to our whole school open events on Wednesday 17<sup>th</sup> September. If you are interested in a place for your son/daughter please join us at either 2pm or 6.30pm for tours of the school and the opportunity to hear from Mr Moreland, Headmaster. Guidance will also be provided on the admissions process for September 2015.

Please visit the school website for a glimpse of everything that Polam Hall has to offer – in short a culture of achievement and aspiration within a supportive environment, which allows all pupils to find their talents and excel.

Please refer to our website [www.polamhall.com](http://www.polamhall.com) or write to Mrs Jane Craggs at the school for information about admissions to Polam Hall.

## Other Information

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

Families who move into the area who require a place(s) at a Darlington Secondary school must contact the Schools Admissions Team at the Town Hall. Parents/carers will be advised on the availability of places and should a place(s) be provisionally offered, a start date will only be confirmed after a meeting with the Headteacher has taken place. The Schools Admissions Team in agreement with the parent/carers and the Headteacher of the secondary school will set up this meeting. Should however a parent/carer request a place at a school that has no places available, they will be informed about the appeals process.

### Transfer of Pupils between Darlington Secondary Schools

In the case of house moves or permanent exclusion from secondary school, a transfer of school may be unavoidable. At other times the decision to change a child's school will need extremely careful consideration. Factors parents are asked to take into account include, the availability of GCSE examination subjects, changes in friendship groups and the general disruption to studies inevitably caused by change. Parents should also consider the fact that a transfer is not guaranteed to solve any problems a child may be experiencing at school. A child could only transfer to another Darlington secondary school if places are available, for information on available places parent/carers should contact the School Admissions Team. 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 mainstream secondary school in Darlington that has reached or exceeded its admission limit, after discussion has taken place with the current school, a transfer request form should be completed, then parent/carers should be directed to the LA who will inform them of who to contact to appeal and issue appeal papers.

Parents should send forms to the Schools Admissions Team, Children, Families & Learning, Town Hall, Darlington, DL1 5QT.

Generally it is better for a transfer to take place at the end of term or a school year 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 LA area admit their fair share of children with challenging behaviour.

All secondary schools within Darlington Authority have agreed to admit children through the protocol. Those children identified by the LA will take precedence over children on a waiting list who are already attending another school.

## School holiday dates 2015-16

Schools return on **Monday 1st September 2015.**

### October Half Term

Term ends: **Friday 24th October 2015**

October Half-Term: **Monday 27th October to Friday 31st October 2015**

Term commences: **Monday 3rd November 2016**

### Christmas

Term ends: **Friday 19th December 2015**

Christmas: **Monday 22nd December to Friday 2nd January 2016**

Term commences: **Monday 5th January 2016**

### February Half-Term

Term ends: **Friday 13th February 2016**

February Half-Term: **Monday 16th February to Friday 20th February 2016**

### Easter

Term ends: **Friday 27th March 2016**

Easter/Spring: **Monday 30th March to Friday 10th April 2016**

Term commences: **Monday 13th April 2016**

### May Day

Monday 2nd May 2016

### May Half-Term

Term ends: **Friday 22nd May 2016**

May Half-Term: **Monday 25th May to Friday 29th May 2016**

Term commences: **Monday 1st June 2016**

### Summer

Term ends: **Monday 20th July 2016**

Summer Holidays: **Tuesday 21st July to Monday 31st August 2016**

Term commences: **Monday 1st September 2016**

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 best to check with your school.**

## Holidays during term time

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

## How will your child travel to school?

Your child will travel between home and secondary school around 400 times each year. Have you thought about how they are going to make that journey?

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

Over 80% of young people in Darlington choose to walk, cycle or take the bus to secondary school and travel independently of their parents.

We appreciate that this is a scary time for a parent, but 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 – secondary school pupils can access our level 3 training which teaches more advanced on-road cycling skills
- Transition training – pupils moving on to secondary school 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 secondary 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.

*(include Modeshift STARS logo)*

For further information and advice about travel options please visit [www.dothelocalmotion.co.uk](http://www.dothelocalmotion.co.uk) or contact Team Local Motion on 0800 45 89 810 or email [info@dothelocalmotion.co.uk](mailto:info@dothelocalmotion.co.uk).

## 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 local 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 school or LA may need to consider carrying out a process of integrated assessments which may lead to the development of an Education, Health and Care Plan to identify how particular levels of need will be supported. Throughout all stages the views of young people are central to the process.

Further information may be obtained from the school or from the Special Educational Needs Team on (01325) 388850 or from the Parent Partnership Service on (01325) 388618. Information is also available on the PFIS website.

## Parent Partnership Service (Special Educational Needs and Disability Information Advice and Support Service ) (SENDIASS)

The Parent Partnership 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 Parent Partnership Service, Town Hall, Darlington DL1 5QT or you can telephone 01325 388618.

You can also email [parent.partnership@darlington.gov.uk](mailto:parent.partnership@darlington.gov.uk) or see the website <http://www.darlington.gov.uk/Children/SEN/Parent+Partnership/Parent+Partnership.htm>

## Education Other Than At School (EOTAS)

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

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



## 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, School Choice Advice, 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:

- parents needing help with admissions applications and support with appeals for school admissions. (Choice Advice)
- 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](mailto:pfis@darlington.gov.uk)

## Raising of the Participation Age

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning, thus requiring them to continue in education or training to the age of 17 from 2013 and to the age of 18 from 2015.

Raising the participation age does not necessarily mean young people must stay in school; they will be able to choose one of the following options:

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

## Clothing

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

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

Ensure you have read the guide and fully understand it. If you are unsure of anything in the guide you MUST seek advice. You will sign a declaration on the application form stating you have fully understood the contents of this guide before you completed the form.

If you DO NOT live in the borough of Darlington, DO NOT complete this form. Contact the local authority where you reside (see map and contact details on page 37)

### SECTION 1: Pupil details

- If your child uses more than one surname, please state both.
- Check the date of birth you give is correct.
- If your child attends a primary school in another Local Authority, please give address details for the primary school, e.g. the name of the town.
- If your child has an Education, Health and Care Plan, you will have been involved in assessment and reviews. If in doubt ask your child's primary school.
- Children in care may live with a foster family, in a children's home or in their own home – Social Services will be involved. Check with your social worker if you are not sure.

### SECTION 2: Listing the schools you prefer

- You can list schools in Darlington and, if you wish, in other areas also. If the schools you are interested in are situated in other authorities, you should read their admission guides before you decide.
- If you decide to apply for a school that is often oversubscribed, look carefully and see what criteria your child would come under. Talk to the Admissions Team or the Choice Adviser for advice.
- Reason: you may state any reason you wish 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 17 to 30 of this guide. You do not have to state a reason if you do not wish.

Examples of reasons:

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

### SECTION 3: Brothers and sisters (siblings/family links)

- If you have an older child in any of the schools you have named as a preference, please give their details.
- Siblings - the brother or sister must be on the school roll at the expected time of transfer (September 2015). Some schools may consider siblings differently, please check their admissions criteria.

### 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?  
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: Friday 31st October 2014.

**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**

**FRIDAY 31ST OCTOBER 2014**

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

# FORM A: SECONDARY SCHOOL APPLICATION FORM 2015/2016

## FORM FOR RESIDENTS OF DARLINGTON 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 school does your child currently attend? \_\_\_\_\_

Child's home address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Is your child 'looked after' by the Local Authority (i.e. in care?) Yes ☐ No ☐ (Please tick)

If yes, which authority? \_\_\_\_\_

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

If fostered is this through a private foster agency Yes No (please tick)

Do you use English as your first language? Yes ☐ No ☐ (Please tick)

If not, please state which language you use \_\_\_\_\_

### SECTION 2

**Please name up to three secondary schools in order of preference:**

Note: This does not guarantee you a place at one of these schools. This list can include schools both in Darlington and in other Local Authorities (see notes). If you are applying for a Voluntary Aided School in another Local Authority you should read their admissions guides.

**Preference 1:** \_\_\_\_\_

Reason \_\_\_\_\_

**Preference 2:** \_\_\_\_\_

Reason \_\_\_\_\_

**Preference 3:** \_\_\_\_\_

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 2015) (See Note).

Name	Date of Birth	School Name	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](http://www.darlington.gov.uk/Admissions)

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**

A copy of the allocated school place letter will be sent for information purposes 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 \_\_\_\_\_

## SECTION 5

Please return this form to the Schools Admissions Team, Children, Families & learning, Town Hall, Darlington, DL1 5QT no later than FRIDAY 31st OCTOBER 2014. If you need help completing this form, ring 01325 388027/388812.

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.

**DON'T BE LATE** – You may miss out on a place in the school you want.

***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 LAC/MED/HV/ASS/SIB/DIST .....

Pref 2: ..... Criteria LAC/MED/HV/ASS/SIB/DIST .....

Pref 3: ..... Criteria LAC/MED/HV/ASS/SIB/DIST .....

# FORM B: ADMISSION TO SECONDARY SCHOOLS 2015/2016

CARMEL COLLEGE – Additional Information – ONLY COMPLETE THIS FORM IF YOU HAVE STATED CARMEL COLLEGE AS ONE OF YOUR PREFERENCES ON FORM 'A'

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 circle)

Which school does your child currently attend? .....

Is your child 'looked after' by the local authority Yes No (Please tick)

If yes, which authority? .....

Previously 'looked after', in foster care, adopted or under special guardianship Yes No (Please tick)

## SECTION 2

Please complete Section 2 if your child has been baptised as Catholic or has been formally received into the Catholic Church. Please note Catholic families not in Catholic schools need to provide a Baptismal certificate.

Is your child a baptised Catholic? (Please circle appropriately) Yes/No - If YES please answer below:

In which parish was the baptism?.....

## SECTION 3

Please complete Section 3 if you are applying under any of the criteria 6 or 8 of Carmel's Admissions Policy .

To be considered under the relevant criterion as a non-Catholic Christian child, please state your Christian denomination below.

In addition please provide your child's baptismal certificate and a letter of support from their minister or faith leader or suitable equivalent.

Please state Christian denomination.....

Date/Place of Baptism..... (please attach copy of baptismal certificate and letter of support)

## SECTION 4

Please complete Section 4 if you are applying under any of the criteria 7 or 9 of Carmel's Admissions Policy .

To be considered under the relevant criterion as a child of another faith, please state your child's religion below.

In addition please provide a letter of support from their minister or faith leader or suitable equivalent.

Child's religion .....

## SECTION 5

### Parent/Carer details

Title: Mr Mrs Miss Other .....

First name(s) ..... Surname.....

Relationship to Child.....

Do you have Parental Responsibility for this child? Yes No (Please circle)

Daytime Tel no: ..... Mobile no: .....

## Parent/Carer's signature

I am the parent or have parental responsibility for the child named. I confirm that 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 .....

## SECTION 6

**Please return this form to the Schools Admissions Team at Darlington Borough Council no later than 28<sup>th</sup> November 2014.**

The Schools Admissions Team, Children Families and Learning, Town Hall, Darlington, DL1 5QT

If you need help completing this form, ring Carmel direct on (01325) 254525.

### **DBC use only**

Receipt issued: .....Date Received.....

Date Sent to Carmel:.....



## Secondary Schools in Darlington

School Name	Specialism Status	Age Range	Type	Type	Capacity	Determined Admission Number For 2015/16	Total No. of Preferences received by the closing date for 2014 intake	No of Multiple Appeals Submitted for 2014 intake	No. of Successful Multiple Appeals for 2014 intake
Darlington School of Mathematics & Science, Eggleston View, Darlington Tel 01325 351377 Headteacher - Mr Calvin Kipling	Mathematics and Science	11-16	A	Co-Ed	900	180	155	N/A	N/A
Carmel College The Headlands, Darlington Tel 01325 254525 Principal - Miss Maura Regan		11-18	A	Co-Ed	900	180	382	49	24
St Aidan's Church of England Academy, Hundens Lane, Darlington Tel 01325 373770 Principal – Mrs Catherine McCoy	Business and Enterprise	11-16	A	Co-Ed	700	140	176	N/A	N/A
Haughton Academy Trust Salters Lane South, Darlington Tel 01325 254000 Principal – Ms Rachel Ireland	Performing Arts	11-16	A	Co-Ed	900	180	273	N/A	N/A
Hummersknott Academy Trust Edinburgh Drive, Darlington Tel 01325 241191 Head Teacher – Mr Pat Howarth	Languages	11-16	A	Co-Ed	1200	240	518	43	9
Hurworth School, Croft Road, Hurworth, Darlington Tel 01325 720424 Head Teacher – Mr Dean Judson		11-16	A	Co-Ed	635	127	365	23	14
Longfield Academy of Sport Longfield Road, Darlington Tel 01325 380815 Head Teacher - Mrs Susan Johnson	Sport	11-16	A	Co-Ed	900	180	322	23	10

These tables have been provided to assist you when considering your choice of school. They show the number of preference applications received, the admission number for each school, along with the number of successful multiple appeals.

A = Academy

## Pattern of secondary school admissions since September 2011

	The Number of Applicants admitted under the Admissions Criterion for oversubscribed schools													
Darlington School of Mathematics and Science	N/A													
Carmel College	SEN	Criteria	1	2	3	4	5	6	7	8	9	10	11	
	2	2014	1	133	40	2	2	-	-	-	-	-	-	
	SEN	Criteria	1	2	3	4	5	x	x	6	7	8	9	10
	0	2013	2	129	37	1	11	-	-	0	0	0	0	0
	6	2012	0	112	30	1	17	-	-	1	13 = 1.05m*	0	0	0
	4	2011	1	113	22	0	15	-	-	0	27 = 6.04m*	0	0	0
St Aidan’s Academy	N/A													
Haughton Academy	N/A													
Hummersknott Academy	SEN	Criteria	1	2	3	4	5							
	0	2014	3	0	89	40	108 = 1.68m*							
	2	2013	0	0	86	37	115 = 1.74m*							
	1	2012	2	0	69	43	125 = 1.99m*							
	3	2011	0	0	78	49	110 = 2.08m*							
Hurworth School	SEN	Criteria	1	2	3	4	5	6						
	2	2014	1	36	0	16	47	25 = 3.12m*						
	1	2013	0	48	0	22	33	23 = 2.97m*						
	3	2012	1	32	0	22	30	39 = 3.49m*						
	2	2011	1	29	0	20	34	42 = 3.42m*						
Longfield Academy	SEN	Criteria	1	2	3	4	5							
	1	2014	3	0	45	131 = 2.53m*								
	-	2013	N/A											
	-	2012	N/A											
	SEN	Criteria	1	2	3	4	5							
	0	2011	4	0	56	0	120 = 1.79m*							

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

