



REDCAR AND CLEVELAND BOROUGH COUNCIL ADMISSIONS POLICY AND OVERSUBSCRIPTION CRITERIA 2011-12

Admission Numbers

School admission numbers are set with regard to the physical capacity of each school. The proposed admission numbers for the 2011/12 school year are set out in Appendix 2.1. These figures are based on the assessed capacities of schools at the present time, and on the planned capacities of new schools. These figures may be subject to variation, depending on future plans and developments which may impact on the physical capacities of schools.

Proposed Application Procedures and Timetables

It is proposed that, in the case of secondary admissions, the co-ordinated schemes for 2011/12 admissions are rolled forward with changes to dates where required. A summary for each scheme is provided below. Copies of the full proposed co-ordinated schemes are available on request.

(i) Secondary Schools

Early in September 2010, parents of Year 6 pupils will be provided with an Application Form upon which to express up to three preferences for secondary schools, including voluntary aided schools, Foundation schools and schools maintained by other Local Authorities. Parents will be requested to return their applications by a closing date of 31 October 2010 a national closing date. Every effort will be made by the Local Authority to ensure that applications are received by the closing date and a Choice Advice service will be available to assist families.

All applications will be processed in accordance with Redcar & Cleveland's Co-ordinated Admission Scheme for Secondary Schools. Parents will be informed of their allocated school place on 1st March 2011. Arrangements will be made to enable parents to make on-line applications for admissions for the 2011/12 school year. The timetable for secondary school admission arrangements is attached as Appendix 2.2

(ii) Primary Schools

The application procedures for admissions to reception classes are in accordance with the Co-ordinated Admission Scheme for Primary Schools and are similar to those for Secondary Schools, but with a different timetable for the process. Parents will be provided with their Application Forms early in December 2010, with a national closing date for applications set for 15 January 2011. Arrangements will be made for parents to make on-line applications. Parents will be informed of their allocated schools on Friday 22 April 2011.

There will be one point of entry for all Reception entrants.

The Local Authority will coordinate admissions to Reception Year until the end of the admissions round i.e. 16 December 2011. The timetable for primary school admission arrangements is attached as Appendix 2.3

Proposed Over-Subscription Criteria

Where more parents have expressed a preference for a particular school than there are places available, the Local Authority must apply its over-subscription criteria in deciding which parents' preferences can be met. The proposed over-subscription criteria are attached at Appendix 2.4

Late Applications

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated.

Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family are returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available in the preferred school. If the preferred school, including the admission zone school, is full, a place will be offered at the school closest to the home address with places available.

Any parent (except under very limited circumstances) whose child has been refused a school place for which they have applied, will be offered the right to appeal against the Authority's decision.

Allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated to the appellants in accordance with the over-subscription criteria.

Waiting Lists

If parents have not been successful in gaining a place in the schools of their preference, whether or not they have appealed for a place, their child's name will be placed on a waiting list. If places become available in the school, they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Reception Year (primary) and Year 7 (secondary) only. It will open after the main round of admission appeals have been heard and will close on 16 December 2011

Mid-Year Admissions

A coordinated scheme for mid year admissions has been determined. Redcar and Cleveland local Authority will coordinate all primary and secondary mid year admissions for pupils living within Redcar and Cleveland.

Admission Zones

No changes are proposed to the primary or secondary Admission zones. A copy of the primary and secondary zones are available from the school admissions team.

Allocation of Twins

Primary

The local authority will endeavour wherever possible not to separate twins or multiple birth children whilst still operating within the infant class size legislation. If a higher ranked preference cannot be met for twins or multiple birth siblings then the authority will look to the next ranked preference that can accommodate both or all of the siblings.

Secondary

The local authority will endeavour wherever possible not to separate twins or multiple birth children and will negotiate with the preferred secondary school to agree the most appropriate placement.

ADMISSION NUMBERS FOR 2011/12 SCHOOL YEAR

Admission numbers are set with regard to the assessed capacity of schools. However, these numbers may vary dependent upon future plans and developments which impact on the physical capacity of the schools.

The following indicated admission numbers are based on the assessed capacity of schools at the present time, or the proposed capacities of schools for September 2011.

Secondary Schools	Proposed Admission Numbers 2011/2012
Bydales School	160
Eston Park School	184
Freebrough College	200
Gillbrook College	150
Huntcliff School	104
<i>Laurence Jackson School</i>	260
Nunthorpe School	291
Rye Hills School	237
Sacred Heart RC School	150
St Peter's RC College	105
Redcar Community College	203

Primary Schools	Proposed Admission Numbers 2011/12
Badger Hill	30
Bankfields	40
Belmont	45
Caedmon	47
Chaloner	37
Coatham	30
Dormanstown	37
Errington	43
Galley Hill	30
Grangetown	38
Green Gates	35
Handale	49
Highcliffe	60
Hummersea	30
Ings Farm	60
JE Batty	30
Lakes	45
Lingdale	20
Lockwood	30
New Marske	37
Newcomen	47
Normanby	65
Nunthorpe	30
Ormesby	50
Overfields	30
Ravensworth	50
Riverdale	27
Saltburn	60
Skelton	90
South Bank	45
St Benedict's RC	54
St Margaret Clitherow's RC	47
St Bede's RC	30
St Gabriel's RC	23
St Joseph's RC	30
St Mary's RC	30
St Paulinus RC	28
St Peter's CE	42
Teesville	52
Westgarth	45
Whale Hill	78
Wheatlands	60
Whitecliffe	20
Wilton	12
Zetland	30



TIMETABLE FOR CO-ORDINATED ADMISSION
ARRANGEMENTS –
2011/12 SCHOOL YEAR

SECONDARY SCHOOLS

June 2010	<ul style="list-style-type: none"> • Visits to Year 5 in primary schools from admissions team and Choice Adviser
W/C 6 September 2010	<ul style="list-style-type: none"> • Send out Application Form and information packs • Window for online applications opens
September/October 2010	<ul style="list-style-type: none"> • Secondary school open days/evenings for pupils and parents – Choice Adviser to attend
Sunday 31 October 2010	<ul style="list-style-type: none"> • Closing date for receipt of AF • Window for online application closes
Friday 19 November 2010	<ul style="list-style-type: none"> • Send supplementary forms to VA schools within home LA • Send AF for schools in other LAs to those LAs
By Friday 14 January 2011	<ul style="list-style-type: none"> • VA schools advise LA of pupils who could be offered places
Friday 28 January 2011	<ul style="list-style-type: none"> • LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible • LA to inform other LAs of places to be offered to their residents
Tuesday 1 March 2011	<p>NATIONAL OFFER DAY</p> <ul style="list-style-type: none"> • LA sends letters to all parents informing them of the allocated schools • LA informs schools of final offers
Friday 1 April 2011	<ul style="list-style-type: none"> • Closing date for appeal forms
May – July 2011	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
Friday 16 December 2011	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close



PRIMARY SCHOOLS
TIMETABLE FOR CO-ORDINATED ADMISSION
ARRANGEMENTS

2011/12 SCHOOL YEAR

Autumn Term 2010	<ul style="list-style-type: none"> Choice adviser to visit LA and private day nurseries
Friday 6 December 2010	<ul style="list-style-type: none"> Send out Application Form and information packs. Window for online applications opens.
Saturday 15 January 2011	<ul style="list-style-type: none"> Closing date for receipt of Application Forms (national date) Window for online application closes
Friday 28 January 2011	<ul style="list-style-type: none"> Send Application Forms to VA schools
W/c 31 January 2011	<ul style="list-style-type: none"> LA to provide indicative admission numbers to schools
By Friday 11 February 2011	<ul style="list-style-type: none"> VA schools to advise the LA of pupils who could be offered places LA has drawn up lists of pupils who could be offered places in community and voluntary controlled schools
By Friday 25 March 2011	<ul style="list-style-type: none"> LA to exchange offer information with neighbouring LAs (national date)
By Friday 1 April 2011	<ul style="list-style-type: none"> The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible
W/c 11 April 2011	<ul style="list-style-type: none"> The LA to inform schools of pupils to be offered places in their schools. NB This information must be kept confidential and not shared with parents
Friday 22 April 2011	<ul style="list-style-type: none"> The LA to send letters to all parents informing them of their allocated schools
Friday 20 May 2011	<ul style="list-style-type: none"> Closing date for appeals
June/July 2011	<ul style="list-style-type: none"> Appeals to be heard by Independent Panels
September 2011	<ul style="list-style-type: none"> Single point of entry
Friday 16 December 2011	<ul style="list-style-type: none"> Admission round ends Waiting lists close

**REDCAR AND CLEVELAND
OVER - SUBSCRIPTION CRITERIA
2011/12 SCHOOL YEAR**

CRITERIA (In priority order)	EXPLANATORY NOTES
i) Children who are cared for by the Local Authority	Children who are subject to care orders or who are accommodated by the Children's Services Department on a voluntary basis.
ii) Children who are permanently resident in the admission zone defined for the school.	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child. You may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p> <p>Attendance of a child at a particular nursery school does not entitle him/her to a place in a particular primary school. Places at primary school are offered in accordance with the criteria outlined in this table.</p>
(iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2011/12 school year.	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2011/12 school year</p> <p><i>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</i></p>
(iv) Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors.	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet your child's needs.</p> <p>The submission of independent information will not automatically</p>

	guarantee a place under this criterion. However, the evidence will be carefully considered by the Authority's professional advisors as to whether or not your application falls into this category.
(v) Children living closest to the school	The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.

Tie-break:

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

Admission Zones

No change is proposed to Admission Zones.