

Redcar and Cleveland Borough Council

Admissions Policy and Oversubscription Criteria 2012/2013

Admission Numbers

School admission numbers are set with regard to the physical capacity of each school. The admission numbers for the 2012/13 school year are set out below. 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.

Application Procedures and Timetables

A summary for each scheme is provided below. Copies of the full co-ordinated schemes are available on request.

(i) Secondary Schools

Early in September 2011, parents of Year 6 pupils will be provided with details of how to apply for a school place. Applications can be made online or paper forms are available on request upon which to express up to three preferences for secondary schools, in Redcar and Cleveland or in any other local authority area. Parents will be requested to make their application by a closing date of 31 October 2011, the 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 2012. The timetable for secondary school admission arrangements is set out below.

(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. Parents will be provided with details of how to apply in December 2011, with a national closing date for applications set for 15 January 2012. Applications can be made on-line or paper forms will be available on request. Parents will be informed of their allocated schools on Friday 20 April 2012. 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. 21 December 2012. The timetable for primary school admission arrangements is set out below.

Proposed Over-Subscription Criteria

Where more parents have expressed a preference for a particular school than there are places available, the Local Authority will apply the over-subscription criteria in deciding how places are allocated. The over-subscription criterion is attached below.

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 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 in accordance with the over-subscription criteria, irrespective of whether or not parents have appealed.

Waiting Lists

If parents have not been successful in gaining a place in the schools of their preference, 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 class and Year 7 only and will close on 21 December 2012.

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.

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 2012/13 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 admission numbers are based on the assessed capacity of schools.

Secondary Schools	Proposed Admission Numbers 2012/2013
Bydales School	160
Eston Park School	184
Freebrough College	200
Gillbrook College	150
Huntcliff School	108
<i>Laurence Jackson School</i>	280
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 2012/13
Badger Hill	30
Bankfields	40
Belmont	45
Caedmon	47
Chaloner	40
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	30
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	45
Teesville	52
Westgarth	45
Whale Hill	78
Wheatlands	60
Whitecliffe	20
Wilton	12
Zetland	30

**REDCAR AND CLEVELAND
OVER - SUBSCRIPTION CRITERIA
2012/13 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 Adult & Children's Services Department on a voluntary basis.
ii) Children who are permanently resident in the admission zone defined for the school.	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. 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. 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.
(iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2012/13 school year.	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 2012/13 school year <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>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, separation from friends. 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. 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. The submission of independent information will not automatically 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</p>
<p>(v) Children living closest to the school</p>	<p>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.</p>

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.



SECONDARY SCHOOLS

TIMETABLE FOR CO-ORDINATED ADMISSION ARRANGEMENTS 2012/2013 SCHOOL YEAR

W/C 5 September 2011	<ul style="list-style-type: none"> • Send out application packs • Online application website opens
Monday 31 October 2011	<ul style="list-style-type: none"> • Closing date for receipt of online and paper applications
Friday 18 November 2011	<ul style="list-style-type: none"> • Send supplementary forms to VA schools and preference details to academies • Send application details for schools in other LAs to those LAs
By Friday 13 January 2012	<ul style="list-style-type: none"> • VA schools and academies to advise LA of pupils who could be offered places
Friday 27 January 2012	<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
Thursday 1 March 2012	<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 30 March 2012	<ul style="list-style-type: none"> • Closing date for appeal forms
May – July 2012	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
End of Autumn Term 2012	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close



PRIMARY SCHOOLS

TIMETABLE FOR CO-ORDINATED ADMISSION ARRANGEMENTS 2012 / 2013 SCHOOL YEAR

W/C 5 December 2011	<ul style="list-style-type: none"> • Send out application packs. • Online application website opens.
Sunday 15 January 2012	<ul style="list-style-type: none"> • Closing date for receipt of online and paper applications
Friday 27 January 2012	<ul style="list-style-type: none"> • Send supplementary forms to VA schools
W/C 30 January 2012	<ul style="list-style-type: none"> • LA to provide indicative admission numbers to schools
By Friday 10 February 2012	<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 30 March 2012	<ul style="list-style-type: none"> • LA to exchange offer information with neighbouring LAs
By Friday 6 April 2012	<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
Friday 20 April 2012	<ul style="list-style-type: none"> • The LA to send letters to all parents informing them of their allocated schools • LA to inform schools of allocated pupils.
Friday 18 May 2012	<ul style="list-style-type: none"> • Closing date for appeals
June/July 2012	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
September 2012	<ul style="list-style-type: none"> • Single point of entry
End of Autumn Term 2012	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close