



ADMISSIONS POLICY FOR SCHOOLS FOR WHICH REDCAR & CLEVELAND LOCAL AUTHORITY IS THE ADMISSIONS AUTHORITY – 2016/17 ACADEMIC YEAR

ADMISSION POLICY FOR 2016/17; COMMUNITY AND VOLUNTARY CONTROLLED (VC) SCHOOLS

Where there are more applications for a school than there are places available, places will be allocated using the over subscription criteria shown in the table below:

OVER - SUBSCRIPTION CRITERIA 2016/17

CRITERIA (in priority order)	EXPLANATORY NOTES
i) Looked after children in local authority care.	Children who are looked after; or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989).
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 (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). 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 local authority will take action should false information be submitted in order to secure a place at a particular school.</p>
(iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2016/17 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 2016/17 school year.</p> <p>'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</p>

	sibling.
(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, child care arrangements, or 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>Parents 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 guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.</p>
(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)-(v), 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.

3. CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE – 2016/17

The LA is responsible for administering a co-ordinated scheme for its area in relation to all maintained (community, voluntary controlled, voluntary aided and foundation) schools and academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.

Timetable for the co-ordinated admission arrangements 2016/17

Secondary Schools

W/C 10 August 2015 17 August 2015	<ul style="list-style-type: none">• Send out application information• Online application website opens
31 October 2015	<ul style="list-style-type: none">• Closing date for receipt of online and paper applications
1 March 2016	NATIONAL OFFER DAY <ul style="list-style-type: none">• LA sends letters to all parents informing them of the allocated schools• LA informs schools of final offers
May – July 2016	<ul style="list-style-type: none">• Appeals to be heard by Independent Panels
End of Autumn Term 2016	<ul style="list-style-type: none">• Admission round ends• Waiting lists close

Primary Schools

W/C 16 November 2015 23 November 2015	<ul style="list-style-type: none">• Send out application Information.• Online application website opens.
15 January 2016	<ul style="list-style-type: none">• Closing date for receipt of online and paper applications
16 April 2016	<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.
June/July 2016	<ul style="list-style-type: none">• Appeals to be heard by Independent Panels
End of Autumn Term 2016	<ul style="list-style-type: none">• Admission round ends• Waiting lists close

4. ADMISSION NUMBERS

Appendix 1 shows the proposed published admission numbers for community, voluntary aided and voluntary controlled primary and secondary schools for which Redcar & Cleveland LA is the Admissions Authority for September 2016 entry.

5. CONCLUSION

The Admissions Code underpins the Government's aim to create a school system shaped by parents which delivers excellence and equity, developing the talents and potential of every child, regardless of their background; a system where all parents feel they have the same opportunities to apply for the school they want.

The Code states: 'A fair system needs to provide parents with access to good information about admissions in order to support those parents who find it hardest to understand the system.'

Within Redcar & Cleveland we aim to ensure that the admission arrangements comply with the School Admissions Code of Practice and offers fair access to all schools to all pupils in the Borough.

Appendix 1

ADMISSION NUMBERS FOR 2016/17 YEAR FOR SCHOOLS FOR WHICH REDCAR & CLEVELAND LA IS THE ADMISSIONS AUTHORITY

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 net capacity of schools at the present time:

Primary Schools	Admission No. for 2016/17
Coatham	30
Errington	34
Green Gates	30
Hummersea	30
Ings Farm	60
JE Batty	30
Lakes	45
New Marske	37
Newcomen	47
Ormesby	50
Riverdale	30
St Peter's CE	45
Westgarth	45
Wheatlands	60
Zetland	30



Redcar & Cleveland Borough Council

Education & Skills

"Inspire excellence in learning for all through open partnership built on equality, integrity, respect and ambition"

CO-ORDINATED ADMISSION SCHEME

**PRIMARY AND SECONDARY SCHOOLS
(Community, Voluntary Aided and Academies)**

**Includes: Applications for Primary Schools
Applications for Secondary Schools
Mid-year transfer requests**

2016/17

Introduction

1. The 1998 Act, as amended by the Education Act 2002, has introduced new statutory requirements for every local authority (LA) to draw up a scheme covering every maintained school in its area. Redcar & Cleveland LA has drawn up a full co-ordinated admissions scheme for the main rounds for Primary and Secondary applications and 'in year' transfer requests for the academic year 2016/17.

The scheme also complies with changes introduced to the most recent School Admissions Code through the Education & Inspections Act 2006.

Interpretation

2. In this scheme:

"the LA" means Redcar & Cleveland Borough Council acting in their capacity as local education authority;

"the LA area" means the area in respect of which the LA is the local education authority.

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community, foundation or voluntary school (but not a special school) which is maintained by the LA;

"VA schools" means those schools which are voluntary-aided church schools;

"Academy" means a publicly funded independent school;

"admission authority" in relation to a community and voluntary controlled school means the LA and, in relation to a VA schools and Academies, means the governing body of that school;

"determination year" means the academic year (i.e. the period from 1 August to the following 31 July) immediately proceeding the offer year. This is the academic year in which admission authorities determine their admission arrangements;

"admission arrangements" means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered;

"in year" transfer requests mean any applications received for those primary or secondary schools whose normal age of entry is other than 5 or 11 received during the academic year 2016/17.

"nearest appropriate school" is defined as the school closest to the home address with places, unless your child is a baptised Catholic then a place would be offered at the nearest Roman Catholic School with places.

Applying for a school place

3. There will be a standard form which will be used for the purpose of admitting pupils into the reception class for primary school and the first year of secondary education in the determination year and a separate form (mid-year transfer form) for any applications made for a “mid year transfer” into any year group. Applications for entry into reception class and year 7 can also be made online.
4. The forms must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area who wish to express a preference for their child –
 - (a) to be admitted to a school within the LA area (including VA schools and Academies).
 - (b) to be admitted to a school located in another LA's area (including VA schools and Academies).
5. The application forms will –
 - (a) invite parents to express three preferences by completing the form including, where relevant, any schools outside the LA's area, in rank order of preference;
 - (b) invite parents to give their reasons for each preference.
 - (c) for entry into reception or year 7 will specify a closing date (for the determination year) and where it must be returned.
6. The LA will make appropriate arrangements to ensure that application forms are available on request from the LA. Mid-year application forms for primary school transfer will also be available in primary schools.
7. All preferences expressed on the application forms are valid applications. The governing body of a VA school can require parents who make a preference their school, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Supplementary forms will be included in the application information sent to parents whose children already attend a VA school nursery when applying for a reception place and to parents whose children attend a VA school when applying for a year 7 place. Details about how to obtain a supplementary form for other parents wishing to express a preference for a VA school will be provided.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Redcar & Cleveland paper or online application or, if resident in another area, their home area's application form upon which the school is nominated. Supplementary forms should be returned to the LA. If any are received directly by VA schools the school must inform the LA immediately so it can verify whether an LA's application or neighbouring area's application has been received from the parent and if not, contact the parent and request one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

Processing of Applications

9. Completed online or paper applications should be submitted by the following deadlines:
 - (a) for secondary schools by the 31 October 2015.

- (b) for primary schools by the 15 January 2016.
- (c) Online applications can be made up to 11.59 p.m. on 31 October 2015 for year 7 applications and 11.59 p.m. on 15 January 2016 for reception applications

SECONDARY ADMISSIONS - Determining offers in response to applications.

10. The LA will act as a clearing house for the allocation of places by the relevant Admission Authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the common application form where:
 - (a) it is acting in its separate capacity as an admission authority; or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.
11. By the 13 November 2015, the LA will notify the voluntary aided and academy admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.
12. By 8 January 2016 - VA schools and Academies, inform LA of allocation of places for all applications received in the priority order of their admission policy.
13. By 22 January 2016 -The LA compares lists and considers all preferences from the parent and if first preference is refused look to see where 2nd or 3rd preferences can be accommodated.

Liaison will take place with VAs, other LAs and Academies until the allocation of places is resolved for each application, as required.

The LA will match ranked lists for all schools and:

 - where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.
14. On 1 March 2016 letters will be posted to all parents informing them which school has been allocated to their child. Online applicants will also receive an email on the 1 March. Parents will also be advised of their right to appeal if they are unhappy with the place that has been allocated.

PRIMARY ADMISSIONS - Determining offers in response to applications.

15. The LA will act as a clearing house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where:
 - (a) it is acting in its separate capacity as an admission authority; or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.
16. Week commencing 16 November 2015 - Application information sent to all parents.

17. 15 January 2016: closing date for paper and online applications.
18. 22 January 2016: supplementary forms sent to VA schools.
19. 4 March 2016: VA and foundation schools, academies and other LAs inform the home LA of allocation of places for all applications received, in the priority order of their admission policy.

Liaison will take place with VA and foundation schools, academies and other LAs' schools until the allocation of places is resolved for each application, as required.

20. By the 25 March 2016: the LA will match ranked lists for all schools and:
 - where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.
21. 16 April 2016: Letters posted to all parents informing them which school has been allocated. An email will also be sent to parents who applied online. Parents will also be advised of their right to appeal if they are unhappy with the allocated school.

22. **LATE APPLICATIONS**

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time, providing the allocation of places has not already been completed.

23. **WAITING LISTS**

Waiting lists for both reception and year 7 will be maintained until the end of the Autumn Term 2015. Any places that become available will be allocated in accordance with the published oversubscription criteria.

24. **REQUESTS TO ADMIT A CHILD OUTSIDE THEIR NORMAL AGE GROUP**

Parents wishing to request admission outside their child's normal age group (e.g. a request for a 'summer-born' child whose birthday falls between 1 April and 31 August to be admitted to Reception in the September following the child's fifth birthday) should apply in the admission round at the usual time for the child's normal age group, but should simultaneously request admission outside the normal age group. The admission authority and the LA will consider individual requests for admission outside a child's normal age group and will inform the parent before Offer Day whether or not this can be agreed. If a parent's request is agreed, their application for the normal age group will be withdrawn before a place is offered and the parent must re-apply in the admission round to start Reception in the September following the child's fifth birthday. If their request is refused, the parent must decide whether to accept an offer of a place for the normal age group (to start in the September prior to the child's fifth birthday), or refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday. Oversubscription criteria will be applied in all cases where appropriate, regardless of whether or not a child is admitted to their normal age group.

ADMISSION NUMBERS FOR 2016/17 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 net capacity of schools at the present time:

Secondary Schools	Admission No. for 2016/17
Bydales	160
Freebrough	200
Hillsview	240
Huntcliff	108
Laurence Jackson	250
Nunthorpe	291
Rye Hills	237
Redcar Academy	172
Sacred Heart	150
St. Peter's R.C.	105

Primary Schools	Admission No. for 2016/17
Badger Hill	30
Bankfields	40
Belmont	45
Caedmon	47
Chaloner	30
Coatham	30
Dormanstown	37
Errington	34
Galley Hill	30
Grangetown	38
Green Gates	30
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
Riverdale	30
Saltburn	60
Skelton	90
South Bank	45

St Benedict's RC	54
St Margaret's Clitherow's RC	47
St Bede's RC	30
St Gabriel's RC	30
St Joseph's RC	30
St Mary's RC	30
St Paulinus	28
St Peter's CE	45
Teesville	45
Westgarth	45
Whale Hill	78
Wheatlands	60
Whitecliffe	20
Wilton	12
Zetland	30

Timetable for the co-ordinated admission arrangements 2016/17

Secondary Schools

W/C 10 August 2015 17 August 2015	<ul style="list-style-type: none"> • Send out application information • Online application website opens
31 October 2015	<ul style="list-style-type: none"> • Closing date for receipt of online and paper applications
1 March 2016	<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
May – July 2016	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
End of Autumn Term 2016	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close

Primary Schools

W/C 16 November 2015 23 November 2015	<ul style="list-style-type: none"> • Send out application Information. • Online application website opens.
15 January 2016	<ul style="list-style-type: none"> • Closing date for receipt of online and paper applications
16 April 2016	<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.
June/July 2016	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
End of Autumn Term 2016	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close

Redcar & Cleveland Local Authority

Co-ordinated Mid-Year Admissions Scheme

For Primary Schools, Secondary Schools and Academies

Introduction

1. This scheme is made by Redcar & Cleveland local authority and applies to all primary schools, secondary schools and academies in the Redcar & Cleveland area.
2. The mid-year co-ordinated scheme is for the academic year 2016/17 and shall apply to every primary school, secondary school and Academy in Redcar & Cleveland Authority area and will take effect from 1 September 2016.
3. The scheme is determined in accordance with the provisions set out in part 1 and processed in accordance with parts 2 and 3.

Interpretation

4. In this scheme –

“the LA” means Redcar & Cleveland Borough Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“primary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, foundation, voluntary school or academy (but not a special school);

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a foundation, academy or VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2016;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“mid-year admission” means any application for a place in a school in any year of education that is received after 1 September 2016 except in the case of admission into reception and year 7 in which case these will be treated as the ‘normal’ round of admissions up to the end of the Autumn term 2016;

“nearest appropriate school” is defined as a school closest to the home address that has places available”.

PART 1 - THE SCHEME

1. There will be a standard application form known as the Mid Year Preference form (MYPF) supplied by the Local authority for parents resident in Redcar & Cleveland, who wish to express a preference(s) for a school in the Authority area or to a school(s) in another LA area.
2. The MYPF will be used for the purpose of admitting pupils into any year group of secondary education in the specified year other than at the normal year of entry into year 7.
3. The MYPF will be used for the purpose of admitting pupils into any year group of primary education in the specified year other than at the normal year of entry into reception class.
4. The normal year of entry for admission into year 7 and reception class will cease at the end of the autumn term of that academic year. Applications received after then, for entry into either of these years, will be deemed as a mid year transfer and dealt with accordingly.
5. The MYPF must be used as a means of expressing one or more preferences, for the purposes of section 86 of the School Standards and Framework Act 1998, by parents for their child:
 - to be admitted to a school within the LA area (including VA and foundation schools and academies)
 - to be admitted to a school located in another LA's area (including VA and foundation schools and academies).
6. The MYPF will invite the parent to express up to three preferences and give their reasons for each preference. All preferences expressed will be considered on an equal weighting basis. Where a pupil is eligible for more than one place they will be offered the highest ranked preference that has available places by the LA as the admissions authority, or on behalf of another LA or the admissions authority of a VA or foundation School or academy. If a place cannot be offered at a preferred school a place will be offered at the nearest alternative school that has places available.
7. All preferences expressed on the MYPF are valid applications.
8. Parents who have moved into the Redcar & Cleveland area seeking a place in a school should contact the LA who will send out an MYPF which should be completed and returned to the LA within five working days.
9. Parents wishing to transfer schools within Redcar & Cleveland will be directed to the LA who will send out an MYPF which should be returned within five school days.
10. If the MYPF is returned to a school it should be forwarded to the LA for processing.

Processing of Mid Year Preference Forms

11. Once all completed forms are returned to the LA, the availability of places within Redcar & Cleveland schools will be considered, or if the request is for a school in another LA area, that LA will be contacted to enquire if a place is available.

Determining offers in response to the MYPF

12. The relevant oversubscription criteria will be applied if there are more applicants than available places.
13. The LA will act as a clearing house for places allocated by all admission authorities to applicants resident in Redcar & Cleveland. Where the LA is the admissions authority it will consider the applications for its own schools and after consultation with the school concerned will notify the applicant of the outcome of their application. Decisions on applications for schools of other admission authorities will be made by the authority concerned. Where a pupil is eligible for a place at more than one school, then a place will be provisionally offered at the highest ranked school for which they are eligible.
14. Where the pupil is not eligible for a place at any of the preferred schools, the pupil will be provisionally offered a place at the nearest appropriate school with a vacancy.
15. The offer/refusal letter will be issued by the home LA on behalf of another admission authority. The letter will give the following information:
 - a. the name of the school at which a place is provisionally being offered whether it be an offer by the LA or on behalf of another admission authority; Or
 - b. the reasons why the pupil is not being offered a place at each of the other schools nominated on the MYPF;
 - c. information about their statutory right of appeal against the decision to refuse places at the other nominated schools;
 - d. contact details for the school and LA (and those nominated Foundation, VA where they were not offered a place, so that they can lodge an appeal with the governing body);
 - e. what to do if the place offered is in another LA area;
 - f. what to do if an offer was not made at the preferred school which was within another LA and who to contact.
16. Parents will have seven working days to respond to the offer letter to accept the school place offered. The LA will then look to withdraw the offer.
17. The procedure of waiting lists for VA/community schools is discouraged as it is the Local authority only that must offer the school place.
18. Where a VA/Foundation school holds a waiting list the Local authority will liaise with the school regarding ranking on the list.
19. Waiting lists where held must be ranked in order of oversubscription criteria

PART 2 – MID YEAR TRANSFERS SECONDARY

If a pupil moves into the area they should immediately contact the school admissions team to enquire about the availability of school places. A MYPF will be sent out to the parent and should be returned within five school days. Parents will be contacted if the MYPF is not returned and if the form is still not received the Children Missing Education Officer and the Attendance & Welfare Service will be informed.

If a pupil already attends a Redcar & Cleveland mainstream secondary school and wishes to transfer to another, they should in the first instance discuss the transfer with the current school that the pupil attends. If they still wish for the transfer to proceed, they should then contact the school admissions team to request a MYPF. The form should be returned to the LA admissions team within five school days. Should there be a place available in the school requested the LA will seek information about the pupil from their current school. This information should be returned within five school days and will be forwarded to the preferred school. The school must confirm to the Local authority if it is to offer a place and if so, a start date agreed.

If the new school has reached its admission limit in the relevant year group and is unable to admit further pupils, a place will be refused and the parent/carers will be informed of their right of appeal and issued with the appeal forms by the LA.

Should the preferred school refuse to accept the pupil, although places are available, and the Authority considers that there is no valid reason for refusal, the parent will also be offered the right to appeal against the decision.

PART 3 – MID YEAR TRANSFERS PRIMARY

If a pupil moves into the area they should immediately contact the school admissions team to enquire about the availability of school places. A MYPF will be sent out to the parent and should be returned to the LA admissions team within five school days. Parents will be contacted if the MYPF is not returned and if the form is still not received the Children Missing Education Officer and Attendance & Welfare Service will be informed.

Parents may also wish to visit their local school in the first instance. A MYPF will be available at the school for the parents to complete. The primary school will then immediately inform the admissions team of the enquiry for a school place and the parent should return the form directly to the LA or alternatively if handed in at the school, the school must submit the completed MYPF to the LA admissions team. The LA will confirm with the school that there is a place available. The offer of a school place must be made by the LA admissions team and the pupil must not be admitted until the offer letter is sent. A copy of the offer letter will be e mailed to the school.

If a pupil already attends a Redcar & Cleveland primary school and wishes to transfer to another, they should in the first instance discuss the transfer with the pupil's current school. If they then still wish for the transfer to proceed, they should then contact the school admissions team to request a MYPF. The parent/carer should return the form to the LA within five school days. The LA will contact the school to confirm that there is a place available and a start date agreed.

Should the new school have reached its admission limit, and is unable to admit further pupils, a place will be refused and the parent/carers will be informed of their right to appeal against the decision and issued with the appeal forms.

Should the preferred school have places available in the relevant year group but refuses to admit the pupil and the LA considers that there is no valid reason for refusal the parent will also be offered the right to appeal against the decision.