

Services for People

Primary Schools Admissions 2025/2026

Guide for Parents



**DARLINGTON**  
Borough Council

## Welcome

Dear Parents

Starting school for the first time is a huge milestone in your child's life. Moving schools at any age or because you move home means that further important decisions have to be made.

This guide gives you information about admissions to primary school. We hope it will help you to understand the process and find the right school place for your child.

It is important that you read the admission arrangements for each school before you state any preferences.

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

All the schools in Darlington are committed to the success of their pupils academically and across a wide range of activities. Wherever your child secures a school place, I hope she/he will be very happy and successful.

Best Wishes



Councillor Nick Wallis  
Member for Children and Young People

# Contents

Summary Timetable	4
Parental Responsibility	5
<b>What Are Co-ordinated Admission Arrangements</b>	
Darlington Borough Council Co-ordinated Admissions Scheme	6
Applying for a Primary School place for September 2025	7
Applying Online	8
Examples of How Equal Preference System works	9
Late Applications	10
Change my Preferences?	11
Address Checks	11
How to Appeal	12
<b>Additional Information</b>	
Infant Class Size Legislation	13
Deferred Entry	13
Home to School Travel & Transport	14
<b>Types of Primary Schools in Darlington</b>	
Darlington Community Primary Schools Admission Policy	16
Academy School Details & Admission Policies	20-77
<b>Other Information</b>	
In-year Applications & transfers	78
In-year Fair Access Protocol	78
School Holiday Dates	79
How will your child travel to school?	80
<b>Additional Information</b>	
Additional Educational Needs	81
People and Family Information Support	81
School Uniforms	82
Meals	82
Music Provision	82
<b>Advice on how to complete the Darlington Primary School Application (PSA) Form</b>	
Primary School Application Form (PSA) 2025/2026	83
Neighbouring Authorities & Contact Details	87
<b>Rural Wards</b>	
Associated list	88
Maps	89-97
<b>Tables</b>	
Primary Schools of Darlington	98
Pattern of primary school admissions since 2022	99-101

# Summary timetable for admission to primary schools in Darlington for the school year 2025/2026

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

The dates relate to the process for Darlington Authority.

September 2024	This guide and application are available on-line on the Darlington website: <a href="http://www.darlington.gov.uk/Admissions">www.darlington.gov.uk/Admissions</a> They are also available on request, from the Schools' Admissions Team.
January 2025	Parents return completed application form(s) to the Schools' Admissions Team <b>NOT TO</b> primary schools or nurseries.
January 2025	Darlington Local Authority liaises with other admission authorities.
February 2025	Initial allocations are completed
March 2025	Darlington Local Authority liaises with admission authorities to agree final allocations.
April 2025	16 April is the national offer date in England (if a weekend or bank holiday this will be the next working day). Parents will be informed via the portal or by post, of the school at which their child/children have been offered a place.
May 2025	Acceptance/refusal of places.
June/July 2025	Appeal hearings if necessary.
September 2025	Admission to primary school.
December 2025	Closure of waiting lists unless otherwise stated by an admission authority.

# Parental Responsibility

Throughout the guide those with parental responsibility will be referred to as 'parent'.

In order for the Local Authority to co-ordinate the application process we are required to obtain certain basic information about the child the application is for, i.e. name, date of birth and address. We must also know that the person making the application has the right to do so and therefore we have provided below information on those individuals who have parental responsibility:

- All mothers automatically have Parental Responsibility
- If a child's parents were married at the time of the birth, both parents automatically have Parental Responsibility
- For children born from the 1 December 2003 where the father's name is on the birth certificate the father and mother will both have Parental Responsibility.
- In all other cases, fathers are required to officially obtain Parental Responsibility e.g. through a Parental Responsibility Order or Parental Responsibility Agreement
- Parental Responsibility can be acquired by other family members or friends through a Court Order, such as a Child Arrangements Order (Living With) and Special Guardianship Order
- Parental Responsibility cannot be lost by a parent, except by legal adoption, although it does not guarantee contact.

# What Are Co-ordinated Admissions Arrangements?

## **Darlington Local Authority 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. Co-ordination establishes a mechanism that ensures that, as far as practical, every child living in a local authority area who has applied in the normal admissions round receives one and only one offer of a school place on the same date. How the process works is explained in this guide. The Local Authority coordinates the admission arrangements for all schools within Darlington Borough. This involves receiving all the application forms including on behalf of governors of Voluntary Aided schools & Academies as well as Community Schools; then communicating the decision to parents informing them which school place has been allocated.

## **Expressing your preference of school**

The law allows parents to express preferences for the school they wish their child(ren) to attend. When stating a preference(s) parents are entitled to state a reason for doing so. Where a school is popular and oversubscribed, some parents will inevitably be disappointed as priority for admission must be given to those applicants with the strongest claim under the published admissions arrangements (see pg 16-77). The application form provides space for parents to state up to five schools and indicate the reasons for their choice. All preferences and the reasons for them will be considered, however the only criteria used to allocate places are those published in this guide.

After reading the guide carefully, make sure that you fully understand the admission criteria for each admission authority before stating a preference on the application form. Put the schools in a ranked order – your highest preference is number 1. When you list the schools', you want – **DON'T REPEAT THE SAME SCHOOL** – this **will not** increase your chances of a place. Staff in the Schools Admissions Team will be happy to offer advice and guidance. Enquiries should be made to the Schools Admissions Team, Education Division, Town Hall, Darlington, DL1 5QT, or by telephoning (01325) 406333 or by emailing [schools.admissions@darlington.gov.uk](mailto:schools.admissions@darlington.gov.uk)

## **Consideration of preferences by Admission Authorities in Darlington**

All preferences expressed will be considered on an equal weighted basis by the relevant admissions authorities. If a preference can be met, then there will be only a single offer of a school place, the Local Authority will take order of preference into account as stated by the parent on their application form for which the child is eligible. The single offer of a school place will be made by the Local Authority as an admissions authority, or on behalf of the admission authority of an Academy. If a place cannot be offered at a "preferred" school (as stated by the parent on their application form); a place will be offered at the nearest alternative school that has places available.

Most children attend the nearest appropriate school from their home address. However, should parents choose to state preferences for schools' further distance away, you **must** consider how your child will get to school especially if that school is over 2 miles. If parents do not state the nearest school to the home address as a preference, the Local Authority will base eligibility for any travel assistance made, on whether your child would have been offered a place on national offer day had you stated the nearest school to the home address but not offered a place. Should parents choose not to state a preference for a school local to the home address and the local authority is not able to meet any stated preferences then it may not be possible to offer a place at a local school due to oversubscription.

Before you make your final decision, you should find out information about school(s) you prefer, schools produce a prospectus which can aid in your thinking. The prospectus includes information about the school to help you decide which school is right for your child(ren). You can also find reports about schools on the website of the Office for Standards in Education (Ofsted) at [www.reports.ofsted.gov.uk](http://www.reports.ofsted.gov.uk) and annual school performance tables can be found at [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables)

# Applying for a primary school place for September 2025

Children born between 1 September 2020 and 31 August 2021 are eligible to start school in Reception in September 2025.

If you want to give your child the best chance of obtaining a place at the primary school you prefer, please READ the whole of this guide very carefully. Parents have a right to state which primary schools they would prefer but there is no guarantee that a place can be allocated at one of the stated preferences. If you are unsure about any of the information you should seek advice from the school's admissions team.

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).

**REMEMBER:** There is no automatic transfer from nursery to reception and attending a nursery attached to a school, does not guarantee that your child will get a place in the reception class of that school. Parents **must** submit a primary application form regardless of whether their child attends a school nursery or any early year's provision.

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

## Do You Live in the Borough of Darlington?

- Yes** Then you must apply on the Darlington application form. If you live in Darlington – that means you pay your council tax to Darlington Borough Council – you must use the Darlington application form at the back of this guide or apply on-line. Confirmation of receipt of your paper application will be sent by 2nd class post to the child's home address.
- No** If you don't live in Darlington then you must apply on the application form supplied by the local 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 local authority's form.

Allegations from applicants stating that their application form has been lost in the post or lost by Darlington local authority, which has then rendered their application 'late' will not be considered as 'on time' without proof of receipt.

THE NATIONAL CLOSING DATE FOR RETURNING APPLICATION FORMS IS:

**15TH JANUARY 2025**

## Completing the paper application form

The primary school application form can be found on pg 85-86 at the back of this guide. Remember: any questions – seek advice from those who understand the processes (Schools Admissions Team). Queries made directly to schools about the process will be re-directed to the Schools' Admissions Team.

## How to Apply for a Y3 Junior School Place

Children born between 1 September 2017 and 31 August 2018, who are attending either Abbey Infant or Mowden Infant school in Darlington, should apply online at [www.darlington.gov.uk/admissions](http://www.darlington.gov.uk/admissions) before the 15 January 2025. If you do not have access to the internet, please contact the Schools' Admissions Team for an application. Any parent who may wish to apply for a Y3 junior school place in either school, whose child attends another school can also apply.

# On-Line Applications

## Applying online

Darlington Borough Council offers an on-line service to parents who are applying for a school place for September 2025. 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.

Some of the benefits of applying on-line are:

- It's quick and easy to use.
- This service is normally available 24 hours a day, seven days a week.
- No risk that the application will get lost in the post.
- The system guides you through the application and alerts you if any errors have been made.
- You will receive confirmation that your application has been submitted.

## Completing the on-line application form

- Access the internet on your computer in the normal way.
- Type in the Darlington Borough Council website address [www.darlington.gov.uk/admissions](http://www.darlington.gov.uk/admissions)
- Scroll down to the Education and Learning Section on the homepage.
- This will take you to the admissions pages and from there click on the link 'Apply Online'. If you are not a Darlington resident, **DO NOT** 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.
- Follow the instructions as detailed throughout the process.
- Please note that if you are submitting additional information, it must be received no later than five school days after the closing date. Please see note 2 below.
- If you apply after the closing date of 15 January 2025, your application will be considered as 'late'.  
**Please remember to hit the SUBMIT button or your application will not be processed.**

Note 1: if you are applying for St Johns you will need to complete a supplementary form which is available on the website under the tab *Supplementary Application Forms for Faith Schools*.

This form needs to be returned to the **School Admissions** no later than 19 January 2025 for the purposes of co-ordination.

Note 2: if you are submitting additional information to support your application, please ensure your child's name and date of birth, are clearly stated at the top of each page. The information can be downloaded when applying online; by e-mail to [schools.admissions@darlington.gov.uk](mailto:schools.admissions@darlington.gov.uk) or sent by post to: The Schools Admissions Team, Education Division, Darlington Borough Council, Town Hall, Darlington, DL1 5QT no later than 19 January 2025 to allow for co-ordination of processes.

## Making changes to your on-line application after you have submitted it

Changes can be made to your on-line application after submitting it, you can do so up to the closing date. After the closing date, a request for a change can be made to the Schools' Admissions Team via the portal.

If you would like advice or support completing your on-line application form, please contact the Schools' Admissions Team on (01325) 406333 or e-mail [schools.admissions@darlington.gov.uk](mailto:schools.admissions@darlington.gov.uk)

**Apply on-line at [www.darlington.gov.uk/Admissions](http://www.darlington.gov.uk/Admissions)**



# Equal Preference

## What is equal preference?

Equal preference is a framework for all admission procedures. The advantage of this is that all your school preferences are considered at the same time.

## How does an equal preference system work?

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

For example:

1. Skerne Park Primary
2. Polam Hall School
3. The Rydal Academy
4. Hurworth Primary
5. St Augustine's Primary

The admission policy for each school stated is applied to the child's application. This will be the same for all other applications submitted for the same school. (At this point it doesn't matter whether the school has been listed as preference 1,2,3,4 or 5 – all applications for a particular school are put into order according to the school's oversubscription criteria.

Darlington local authority, as the co-ordinating authority will send a system generated application list to a school that is oversubscribed, in ranked order of the schools' oversubscription criteria. The Governing Body (GB) or a subcommittee of the GB in turn will return the ranked list after confirming applications are correctly ranked and subsequent checks have been made relating to criteria such as faith or pupil premium where applicable. If more than one school can offer a place, then and only then does the order of the preferences get looked at. The places available at each school are filled up to the PAN, according to the generated applications list ranked by criteria.

## Oversubscription criteria

**All** schools must give the highest priority to 'Looked After Children'. Definitions of which are stated below:

- A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- A previously looked after child is a child who immediately moved on from that status after becoming subject to an adoption order, a child arrangements order or a special guardianship order including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
  - An 'adoption order' is an order made under section 46 of the Adoption and Children Act 2002 and Section 12 of the Adoption Act 1976
  - A 'child arrangements order' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
  - A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians as defined under Section 14A of the Children's Act 1989
  - A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Only one school offer will be made** – this will be the highest preference of those schools that can offer a place. If all five school places can be offered, your child will be offered the highest ranked preference. Where a school is undersubscribed, all applicants will be offered a place if it is the highest preferred school that can offer. On occasion no preference can be met, should this happen then an alternative school will be offered, this will be the next nearest with available places.

For example (using the schools listed above)

1. Skerne Park Primary	Yes
2. Polam Hall School	Yes
3. The Rydal Academy	Yes
4. Hurworth Primary	No
5. St Augustine's Primary	No

In this example an offer will be made at Skerne Park Primary – the highest available. Any lower ranked places which could have been offered will be offered to someone else.

The national offer date in England is 16 April 2025 (or the next working day if this date falls on a weekend or a bank holiday). Residents of Darlington will have an initial 14 working days to respond to the offer letter to accept/decline the school place offered – 6 May 2025. Parents will receive reminders then after 21 working days from the offer being made, the portal will no longer be available to receive your decision and thereafter Darlington admission authority schools can then look to withdraw offers. Any offers from the waiting lists will be made every three weeks, this process will start after 14 May 2025.

Applicants' resident outside of Darlington are asked to respond directly to their home local authority if offered a Darlington school. A reminder letter will be sent if no confirmation is received via the local authority.

### **Published Admission Number (PAN)**

All schools have an admission number (i.e. the number of places available at the normal point of entry). The admission number for each Darlington primary school can be found with the school details on page 98.

### **Applications for other Local Authority schools**

Darlington Borough Council will liaise with other local authorities if applications are received for a school place in another local authority area. 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 regardless of which local authority the school is situated in. There will be only a single offer of a school place.

### **Consideration of late applications**

If you believe that there are exceptional/individual circumstances which prevented submission of the primary application form by the stated deadline, 15 January 2025, e.g. families who have moved into the area after the closing date; if you are a single parent and have been ill for some time or as parents you have been dealing with the death of a close relative, then you must provide clear evidence for the local authority to decide why you were unable to submit an application form by the stated deadline.

The local authority will then consider each application on an individual basis subject to verification, if the local authority decides that the reason given is unacceptable then the application will be considered after the applications received by the deadline and the decision of the local authority will be final.

For the co-ordinated scheme, where preferences must be passed to other admission authorities by the agreed deadline, the latest these applications will be considered up to is 19 January 2025. All other applications will **only** be considered once the process for allocating places has been applied to those applications received by the deadline.

**Remember it is the responsibility of the parent to return the application form by 15 January 2025.**

### **Can I change my preferences?**

Yes, up to the closing date. Preference changes after 15 January 2025 and before 19 January 2025 will only be allowed in exceptional circumstances, for example, if you move to another area and can provide evidence to support the fact.

### **Address checks**

The local authority acting in its capacity as the co-ordinating authority takes address fraud very seriously and will, if not satisfied with evidence requested and provided, determine the address to be used for the purposes of the home address. Address checks on behalf of the admission authority schools in Darlington, will initially use Council Tax as proof of residence for all applicants. Where council tax records are not sufficient, further evidence will be sought which will include mortgage statements, utility bills, a driving licence (this list is not exhaustive).

If the main address has changed temporarily, for example where a parent 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 was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

Where a family intends to move into the Borough or move address from one property to another in Darlington, a request for a school place based on a new address cannot be considered until a letter is provided from a licensed conveyancer or solicitor confirming exchange of contracts. Families purchasing a 'new build' property, along with a contract for the property; the property **must** be habitable. For the purposes of the co-ordinated scheme, where preferences must be passed to other admission authorities by the agreed deadline, the latest these applications will be considered is up to and including 19 January 2025. It is the parents' responsibility to inform the local authority immediately of any permanent change of address during the period from receipt of application up to the offer date, this ensures that correspondence is sent to the correct address.

### **Applications from overseas children**

In most cases children arriving from overseas have the right to attend schools in England. Nationals entering the UK who wish to apply for a state-funded school place should check that they have a right of abode or the conditions of their visa otherwise permit them to access a state-funded school. For further information/guidance please visit the DfE website at [www.gov.uk](http://www.gov.uk) or use the following link <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

Applications from families moving into/back to the Borough of Darlington will be considered as part of the co-ordinated processes as outlined in this guide, however timescales for admission processes will still be adhered to. Evidence of the property a family intends to reside at will be requested, evidence can include a mortgage, a rental agreement, or deeds for a property.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to the Borough of Darlington, or crown servants returning from over-seas to live in the Borough, Darlington LA will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit Postal Address or Quartering Area Address when considering the application against the schools' oversubscription criteria. Darlington Local Authority will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children. Where a family plans to move into the Borough, the address the family intend to move to will be used if parents provide evidence (see address checks). Timescales for admission processes will still be adhered to.

### **Withdrawal of an offer**

In the event of a change of address affecting the application for your child to attend an over-subscribed school, an admission authority can reserve 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 to a new house. An admission authority may also withdraw an offer if it has been made in error or a parent has not responded within a reasonable period.

### **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 always be guaranteed at the preferred school. To assist you we have included tables on pages 99-101. Only those schools that have been oversubscribed in the previous 3 years will be identified with the allocated places under the relevant oversubscription criteria.

### **Waiting Lists**

The Local Authority holds waiting lists only for schools within Darlington Borough which have indicated that they will hold waiting lists for year groups other than at the point of entry (Reception). Names can be added to a waiting list at any time. Children will be admitted from the waiting list in accordance with the oversubscription criteria. Schools do not take account of the length of time a child's name has been on the waiting list.

### **Appeals**

If it has not been possible to offer your child a place at your stated preferred school, you have the right to appeal against the decision of the relevant authority. Appeals are heard by an independent panel and parents are given the opportunity to state their case in writing and to attend the hearing in person. Parents 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. The relevant admission authority can then send details of the independent appeals procedures and a 'Notice of Appeal' form.

If appealing Notice of Appeal forms should be completed and returned by 18 May 2025 to: the Clerk of Admission Appeal Hearings, Democratic Services Department, Town Hall, Darlington, DL1 5QT. The decision of the appeal is binding on the admission authority, the school and the appellants. To make a new appeal during the same academic year for a school that an appeal has already been heard for, is at the discretion of the admission authority if, for instance there has been a significant or material change in the family circumstances.

### **Any Other Change in Circumstances**

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

# Additional Information

## **Infant Class Size Legislation**

In September 2001 it became a legal requirement that no infant class may contain more than 30 pupils while an ordinary teaching session is conducted by a single qualified school teacher. Parents who apply for an infant class and are refused, do however, have the right of appeal. An appeal panel must take into consideration:

- A) whether the admission of an additional child/additional children would breach the infant class size limit;
- B) whether the admission arrangements (including the area's co-ordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
- C) whether the admission arrangements were correctly and impartially applied in the case (s) in question; and
- D) whether the decision to refuse admission was one which a reasonable admission authority would have made in the circumstances of the case.

Appeal panels are fully aware of this legislation and must take this into account when making decisions on education appeals. Admission authorities and independent appeal panels are also aware that there are limited exceptional circumstances whereby a child may be admitted as an exceptional pupil for the time that they are in an infant class. 2.16 of The School Admissions Code lists those children who may be admitted as an excepted pupil.

## **Deferred Entry**

Parents can request that the date their child is admitted to school is deferred in the year of entry until later in the school year, or until the child reaches compulsory school age in that year. In doing so parents must consider the benefits and disadvantages of delaying their child's entry as the schools within Darlington local authority operate a single point of entry in September each year.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five. Each admission authority will have details of how they deal with requests in their admission arrangements. For further information please contact the Schools' Admissions Team for advice.

The term summer born children relates to children born from 1 April to 31 August.

# Home to School Transport

Darlington Borough Council provides travel assistance in line with its statutory duty, making free travel arrangements for children to get to 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.

When applying for a place to start in Reception you **must** consider how your child will get to school when stating your preferences. If you do not state your nearest school as one of your preferences and your child is offered a preferred school and it is beyond 2 miles, then the Local Authority will base eligibility for travel on whether your child would have been offered a place at your nearest school on national offer day had you stated it as a preference, meaning your child is unlikely to be eligible for free travel.

The Local Authority provides free home to school transport assistance for pupils of compulsory school age resident in Darlington if:

- they attend the nearest suitable school if over 2 miles from the parental address.
- they cannot access their nearest suitable school using an identified 'safe route to school' (safe is defined as lit at regular intervals and the route is paved/tarmacked).
- they cannot be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their SEN or disability (non EHCP) pupils will be assessed on an individual basis.

Note1: The nearest suitable school is the nearest available school which offers an efficient full-time programme of education.

**Rural Wards of Darlington Borough Council** - In the rural wards, the Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward, is successful in gaining a place at their nearest school where the route taken as assessed by the local authority, is paved/tarmacked but not also lit at regular intervals, then the local authority will assist with travel arrangements, even if it is less than the statutory walking distance for a child of the appropriate age.

## Measurements

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority acting on behalf of an admission authority in Darlington, will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe\*. However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement.

\*lighting at regular intervals and paved/tarmacked

# Types of Primary Schools in Darlington

Except for Harrowgate Hill Primary and Red Hall Primary which remain community schools for whom the Local Authority is the admission authority, the remaining schools are Academies. Academy schools are managed by the governing body of the school.

Decisions on the allocation of places for schools which are academies or voluntary aided are the remit of the governing body of the schools themselves. The two schools which remain the responsibility of the local authority will have their admission arrangements determined by the local authority.

The notification of the decision about your child's application will be made by your home local authority (where you pay your council tax to) acting on behalf of the schools as part of the co-ordinated admission arrangements.

The admission policies for all schools are detailed on pages 16-77

## **Community Schools**

Harrowgate Hill Primary School  
Red Hall Primary School

## **Academy Schools**

Bishopton/Redmarshall CE Primary  
Corporation Road Community Primary School  
Federation of Abbey Schools  
Federation of Mowden Schools  
Firthmoor Primary School  
Gurney Pease Academy  
Heathfield Primary School  
Heighington CE Primary School  
High Coniscliffe CE Primary School  
Holy Family Catholic Primary School  
Hurworth Primary School  
Mount Pleasant Primary School  
Northwood Primary School  
Polam Hall School  
Reid Street Primary School  
Skerne Park Academy  
Springfield Academy  
St Augustine's Catholic Primary  
St Bede's Catholic Primary  
St George's Church of England Academy  
St John's Church of England Academy  
St Mary's Cockerton Church of England Primary  
St Teresa's Catholic Primary  
The Rydal Academy  
West Park Academy  
Whinfield Primary

# Darlington Community Primary Schools

Darlington Local Authority is the Admissions Authority for the following community schools:

## **Harrowgate Hill Primary**

Thompson Street West, Darlington, DL3 0HZ

Tel No. 01325 253300

Email: admin@harrowgatehillpri.darlington.sch.uk

Head Teacher: Mrs Amanda Abbott

## **Red Hall Primary**

Headingley Crescent, Darlington, DL1 2ST

Tel No. 01325 254770

Email: admin@redhall.darlington.sch.uk

Head Teacher: Mrs Julie Davidson

## **Published Admissions Number (PAN)**

Harrowgate Hill Primary School – The PAN is 60 for Reception entry in 2025

Red Hall Primary School – The PAN is 30 for Reception entry in 2025

## **Admission Arrangements**

The number of places will be reduced if a child/ren with special educational needs has one of the above school's named on their Education, Health and Care Plan (EHCP).

## **Oversubscription Criteria**

All applications after those with an EHCP will be considered against the criteria set out below, where the number of applicants is greater than the published admission number:

- Priority 1**      **Looked After, Previously Looked After Children & Internationally Adopted previously Looked After Children** (see page 9 for definitions)
- Priority 2**      **Medical Reasons** (see note 1)
- Priority 3**      **Family Links** (see note 2)
- Priority 4**      **Rural** (see note 3)
- Priority 5**      **Distance** (see note 4, 5, & 6)

## **Notes and Definitions**

### **Note 1: Medical Criterion**

If a parent states a preference for either of the two maintained community primary schools and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional health care practitioner. The supporting evidence should set out the particular reasons why the preferred school is the most suitable and why other schools could not provide the appropriate support for their child. Where further information is sought by the local authority to understand how the child's condition may affect their admission into school, permission will be sought from the child's parent.

### **Note 2: Family Links**

Children who have a brother or sister already attending the school and are expected to be on roll at that school at the time of admission. Children have a family link if:



- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers' are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangements order).

**Note 3: Rural**

Children living within the Rural areas of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at the correlating maintained primary (see "Rural Wards" list on pg 88).

**Note 4: Distance**

Children who live nearest the preferred school measured from the front door of the home address (see note 5), including flats to the main school gate, by the shortest walking route (see note 6)

**Note 5: Home Address**

The home address is used when applying under criteria 4 or 5 of the admissions policy. This means that when a parent states their school preference's they must give the home address at the time of application. Parents must not give the address of childminders or other family members who may share in the care of their child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday). Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be.

If the main address has changed temporarily, for example where a parent 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 was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, then you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

**Note 6: Measurements**

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe\*. However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement.

\*lighting at regular intervals and paved/tarmacked

**Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the child(ren) is a twin or from multiple births. The 'excepted' pupil(s) will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

**Tie-Break**

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

## **Waiting Lists**

Darlington Local Authority as the Admission Authority for Community schools will always maintain a waiting list. A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list for any of the maintained schools that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry. The Local Authority holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria.

The Local Authority does not consider the length of time a child's name has been on the waiting list, nor whether the application was received by the closing date or thereafter. Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. After the point of entry in September, normal transfers/in-year admission arrangements will operate.

## **Right of Appeal**

If it has not been possible to offer your child a place at your stated preferred school, you have the right to appeal against the decision. Appeals are heard by an independent panel and parents are given the opportunity to state their case in writing and to attend the hearing in person. Parents 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 any of the maintained schools which you stated as a preference, 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. The local authority can then send details of the independent appeals procedures and a 'Notice of Appeal' form.

To make a new appeal during the same academic year for a maintained school where an appeal has already been heard, is at the discretion of the local authority if, for instance there has been a significant or material change in the family circumstances.

## **Withdrawal of a place offered**

From the date of a school place being offered the local authority would only look to withdraw the offer of a place having once established it had been obtained fraudulently or offered in error by the local authority or a parent had not responded within a reasonable period. Once a child had started at the school and only if the place had been obtained fraudulently, would the local authority consider withdrawing the offer. The length of time in attendance would also be considered.

## **Admission of children outside their normal age group**

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the School Admissions Manager, People Group, Town Hall, Darlington, DL1 5QT who will then contact the head teacher of the school/s concerned and ask for their views. Once a decision has been made the LA will write to the parent informing them of the decision and setting out the reasons for such.

Parents of summer born children\* who are seeking a place for their child to start school in the next academic year after they reach five and should follow the same process but should start it in the September of the year prior to the year of entry. If agreement is given to their request, parents will be informed of the outcome before primary national offer day so that their application can be withdrawn for that academic year. Agreeing to a request does not guarantee a place being offered at the next point of entry; a new application must be made the following year.

### **Admission of children below compulsory school age and deferred entry**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the point at which they reach compulsory school age \*\* and not beyond the academic year of the entry.

\*Summer born children relate to those born from 1 April to 31 August

\*\*Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

### **In-Year Applications Forms**

Families who move into the area who require a place(s) at a community school who are applying outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete. Should a place be available at a school requested by a parent, a meeting with the Head Teacher must take place before a start date is agreed, this will be arranged via the school. Should a parent request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

# Advance Learning Partnership Trust

Advance Learning Partnership is the Admissions Authority for this school

## **Skerne Park Academy**

The Coleridge Centre, Coleridge Gardens, Darlington, DL1 5AJ

Tel No: 01325 380831

Email: enquiries@skernepark.org.uk

Head Teacher: Mrs Clair Gooding

## **Published Admissions Number (PAN)**

The PAN is 60 for Reception entry in 2025. Please note that, if your child attends the school sited nursery, they will not automatically be transferred to Reception. An application must be made.

## **Admission Arrangements**

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

## **Oversubscription Criteria**

**Priority 1**      **Looked After & Previously Looked After Children** (see page 9 for definitions)

**Priority 2**      **Sibling Link** (see note 1)

**Priority 3**      **Previous Sibling Link** (see note 2)

**Priority 4**      **Distance** (see note 3)

## **Notes and Definitions**

### **Note 1: Sibling**

Priority will be given to children who have a sibling who will be attending Skerne Park Academy at the time the child is due to start. Children have a family link if:

- They have a full brother or sister, whether or not resident in the same household.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility (as defined in the Children's Act 1989).
- They are half-brother or half-sister
- They are adoptive brother or sister
- Their carer's are co-habiting and children live together in the same household.

### **Note 2: Previous sibling link**

Priority will be given to children who have had a sibling attend the Academy who have left within the last 3 years.

### **Note 3: Distance**

Priority will be given to children based on the walking distance from the child's home to the Academy. In other words, priority will be given to 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/tarmacked). 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).

### **Multiple Births**

In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the Academy, both will be considered together as one application provided that both have met the standard for entry to the Academy. The Academy will exceed its admission number by one.

### **Tie-Break**

In the event of two or more children being equally deserving of a place in Skerne Park but only one place being available for a child, walking distance from home to school will be the final factor taken into consideration, with the child living nearest the Academy being offered the place.

### **False Information**

The governing body has the right to investigate any concerns it may have with respect to the accuracy of information provided by a parent on an application form and to withdraw the offer of a place if there is evidence that parent have made misleading or fraudulent claims.

### **Waiting lists**

If the school reaches its published admission number and a place is refused, then parents who applied can request their child's name be placed on a waiting list. A waiting list will be kept up until the end of the autumn term of the year of entry. A child's position on a waiting list(s) will be determined by the oversubscription criteria. When pupil numbers fall below the published admission number, children will be admitted from the waiting list according to the priorities of the relevant over-subscription criteria. Afterwards, normal transfer/in-year admission arrangements will operate.

The school operates a waiting list for all other year groups as well as the normal point of entry but parents must indicate whether they wish to remain on a list after the end of an academic year and a new application must be made. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list

### **Appeals**

Parents who are refused a place for their child have a statutory right of appeal. Parents have the right to attend an Independent Appeal Panel hearing if they are dissatisfied with an admission decision made by the Authority. The appeal panel is independent of the Academy. The arrangements for appeals are made in line with the Admission Appeals Code of Practice. The determination of the appeal panel will be made in accordance with the School Appeals Code and is binding on all parties. Further details about the appeals process are available by writing to the Chair of Governors of the Academy at the school address.

### **Requests for Admission Outside the Normal Age Group**

Parents are entitled to request a place for their child outside of their normal age group. This might be relevant, for example, if a child is gifted and talented or has experienced problems such as ill health. In addition, the parent of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group (to reception rather than year 1). Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Children Below Compulsory School Age**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for. Where parents so wish, their child may attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age.

### **Fair Access**

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example, those that have been permanently excluded from other schools, to be given a place before any oversubscription criteria area applied and before anyone else is considered from the waiting list. Such children are shared out to make sure no one school has to take too many 'hard to place' children.

### **In-Year Applications**

Families who move into the area who require a place(s) at the school who are applying outside of the normal point of entry arrangements should contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete.

### **In-Year Transfers**

Both parents must agree to the transfer regardless of who the child lives with. Applications for school transfers should not be made until agreement has been reached and confirmed. The only exceptions to this are (a) if a court order specifies differently or (b) if it is not possible to contact one of the parents after all efforts, including legal or court action, have been exhausted.

# The Bishop Hologarth MAT Schools

Bishop Hologarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy for the following schools:

## **Holy Family RC Primary**

Prior Street, Darlington, DL3 9EN

Telephone: 01325 380821

Email: [admin@holyfamilyprimary.org.uk](mailto:admin@holyfamilyprimary.org.uk)

Head Teacher: Mrs Jane Weatherall

## **St Augustine's Catholic Primary**

Beechwood Avenue, Darlington, DL3 7HP

Telephone: 01325 380819

Email: [office@staugustinesacademy.org.uk](mailto:office@staugustinesacademy.org.uk)

Head Teacher: Mrs Katie Whitehead

## **St Bede's RC Primary**

Kingsway, Darlington, DL1 3ES

Telephone: 01325 466411

Email: [admin@stbedesrc.co.uk](mailto:admin@stbedesrc.co.uk)

Head Teacher: Mr Peter Norman

## **St Teresa's Catholic Primary**

Harris Street, Darlington, DL1 4NL

Telephone: 01325 380754

Email: [admin@stteresasprimary.org.uk](mailto:admin@stteresasprimary.org.uk)

Head Teacher: Mrs Paula Strachan

## **Admission Arrangements**

The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee

## **Published Admission Number (PAN)**

Holy Family RC Primary – The PAN is 30 for Reception entry in September 2025.

St Augustine's Catholic Primary – The PAN is 30 for Reception entry in September 2025.

St Bede's RC Primary - The PAN is 45 for Reception entry in 2025

St Teresa's Catholic Primary - The PAN is 45 for Reception entry in 2025

## **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names a school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

**Priority 1** Catholic looked after and previously looked after children. (see page 9 and note 2)

**Priority 2** Catholic children who are resident in the parish (see note 2)

**Priority 3** Other Catholic children. (see note 2)

**Priority 4** Other looked after and previously looked after children. (see page 9 for definitions)

- Priority 5** Catechumens and members of an Eastern Christian Church. (see notes 3 & 4)
- Priority 6** Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 5)
- Priority 7** Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 6)
- Priority 8** Any other children.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2025.*

### **Parishes served by the schools**

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

St Augustine's catholic Primary School serves the parish of St Augustine's, Darlington.

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

St Teresa's Catholic Primary School serves the parishes of St William's and St Teresa's, Darlington

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

### **Notes and definitions**

**Note 1:** An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**Note 2: Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

**Note 3: Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

**Note 4: Eastern Christian Church** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.



**Note 5: Children of other Christian denominations**

Children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

**Note 6: Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 5 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

**Home address**

Refers to the address where the child usually lives with a parent and will be the address provided in the Primary School Application form ("PSA"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the PSA, provided that the child resides at that address for any part of the school week.

**Sibling includes:**

- all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

**Parent**

Means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

**Late Applications**

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

**Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in this policy and not in the order in which applications are received or added to the list.

Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term 2026. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place. The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### **Nursery**

For children attending the school's nursery (if applicable), application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

### **False evidence**

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked). The Local Authority accepts there may be exceptions and will treat each case on its merits.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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 school address.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the headteacher of the school.

The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Summer Born Children**

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child.

In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admission team at School Admissions, Town Hall, Darlington, DL1 5QT on 01325 406333 or by email at [schools.admissions@darlington.gov.uk](mailto:schools.admissions@darlington.gov.uk). Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused a place.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

# The Durham and Newcastle Diocesan Learning Trust

The Durham and Newcastle Diocesan Learning Trust is the Admissions Authority for these schools. Council. The Trust will work within the coordinated admissions arrangement operated by Darlington Borough

## **Bishopton Redmarshall CE Primary,**

Cobby Castle Lane, Bishopton, TS21 1HD

Telephone Number : 01740 630339

Email: office@bishoptonredmarshallprimary.org.uk

Head Teacher: Mrs Judith Skirving

## **Heighington CE Primary**

Hopelands, Heighington, Newton Aycliffe, DL5 6PH

Telephone: 01325 300326

Email: office@heighingtonprimary.org.uk

Head Teacher : Mrs Carly Spence

## **Published Admission Number (PAN)**

Bishopton Redmarshall CE Primary - The PAN is 15 for Reception entry in 2025

Heighington CE Primary - The PAN is 30 for Reception entry in 2025

## **Admission Arrangements**

After the admission of pupils with an Education, Health and Care plan where a school is named on the plan, the relevant governing body will allocate places using the following criteria, which are listed in order of priority:

### **Oversubscription criteria**

- Priority 1**      **Looked After Children and Children who were Previously Looked After and Children Previously in State Care Outside of England** (see page 9 for definitions)
- Priority 2**      **Medical Needs** (see note 1)
- Priority 3**      **Sibling Links** (see note 2)
- Priority 4**      **All other children** (see notes 3 & 4)

### **Notes and definitions**

#### **Note 1: Medical Criterion**

If a parent states a preference for either 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 preferred school is the most suitable school and why other schools could not provide the appropriate support for the child. Where further information is sought by the governing body to understand how the child's condition may affect their admission into the school, permission will be sought from the child's parent.

#### **Note 2: Sibling Links**

Children who have a sibling already attending the school and are expected to be on roll at the school at the time of admission. Sibling definition:

- brothers or sisters,
- half-brothers or sisters,

- the child of the parent's partner where the child for whom the school place is being sought is permanently living in the same family unit at the same address as that sibling.

Please note this criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to this school.

**Note 3: Routes**

The shortest walking route will be based on the home address of the child measured using the Local Authority's Geographical Information System. The Local Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked). However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement.

**Note 4: Home Address**

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school. We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form.

If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address. If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Multiple Births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception 2025-2026 or the number of places in other year groups.

### **Distance Tie Breaker**

Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the admission limit, priority will be decided on the basis of the closest distance from the school to the child's normal home address measured from the front door of the home address (including flats) to the main school gate by the shortest walking route. This will be based on the home address of the child measured using the Local Authority's Geographical Information System. The Local Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked). For some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement.

### **Waiting List**

If you are unable to gain a place initially then your child's name can be added to a waiting list for at least one term. The list will be administered in line with the admissions criteria and does not depend on the date an application is received. Waiting lists will be maintained until 31 December of the admission year.

### **Late Applications**

Applications received after the published closing date will be considered after all applications received on time have been processed.

### **Appeals**

If you are not successful in obtaining a place for your child at either school, you have a statutory right of appeal. Further details are available from the school, Local Authority or the Chair of the Academy in the first instance.

### **Fraudulent Applications**

Where the governing bodies discover that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the area which effectively denies a place to a child with a stronger claim, then the governing bodies are required to withdraw the offer of the place. The application will be considered afresh, and a right of appeal offered if a place is refused.

## **Fair Access**

The schools participate in Darlington Borough Council's Fair Access Protocol. This covers for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## **Admission of children below compulsory age range and deferred entry to school**

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not legally required to start school until they have reached compulsory school age following their fifth birthday. For summer born children [those born after 1 April] this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may not feel that their child is ready to start school in the September following their fourth birthday and the child's parents are entitled to:

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

If parents wish to exercise the above rights, they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although in the majority of cases we find that children benefit from starting at the beginning of the school year rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full time in the term after their fifth birthday.

## **Requests for admission outside of normal age range**

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible.

If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (this will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the previous Reception Year group.

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Academy Council may ask relevant professions for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age range is offered then there is not right of appeal. Further advice can be sought from the Schools' Admissions Team.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Families must apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete. Outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered. In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Academy up to half a term [using the three-term year] in advance of the desired date for entry. The Academy will always look to admit a pupil at the earliest opportunity but at the latest the next half term if there is a place available.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.



# The Durham and Newcastle Diocesan Learning Trust

The Durham and Newcastle Diocesan Learning Trust is the Admissions Authority for this school. Council. The Trust will work within the coordinated admissions arrangement operated by Darlington Borough

## **St George Church of England Academy**

Neasham Road, Middleton St George, Darlington, DL2 1LD

Telephone: 01325 332230

Email: admin@stgeorges.darlington.sch.uk

Head Teacher: Mrs Judith Skirving

## **Published Admissions Number (PAN)**

St George CofE Academy - The PAN is 60 for Reception entry in 2025

## **Admission Arrangements**

Children with an Education, Health and Care (EHCP) plan naming St George's Church of England Academy will always be offered places first.

## **Oversubscription Criteria**

If the number of applications exceeds the number of places available, children will be admitted in the following order:

- Priority 1**      **Looked After and Previously Looked After Children** (see page 9 definitions)
- Priority 2**      **Children who have exceptional medical or social needs** (see note 1)
- Priority 3**      **Children with a normal home address** (see note 2) **within the parish boundaries of St Laurence's (Middleton St George) and St Andrew's (Sadberge) and with a sibling** (see note 3)
- Priority 4**      **Children with a normal home address** (see note 2) **within the parish boundaries of St Laurence's (Middleton St George) and St Andrew's (Sadberge)**
- Priority 5**      **Children with a normal home address** (see note 2) **outside the parish boundaries of St Laurence's (Middleton St George) and St Andrew's (Sadberge) and with a sibling** (see note 3)

## **Notes and definitions**

### **Note 1: Medical or Social Needs**

When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St George's Church of England Academy). This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school.

The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

## Note 2: Home Address

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary.

Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Note 3: Sibling**

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/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. A sibling must be on roll at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

### **Distance**

This will be the distance from the front door of the home address (the front door of a block of flats) to the main school gate as designated by the Local Authority will be the deciding factor. This will be measured using the local authority computerised measuring system with those living closest to the school receiving priority

### **Distance Tie-Break**

Where there are places for some, but not all, applicants within a particular criterion, distance from the front door of the home address (the front door of a block of flats) to the main school gate will be measured using the local authority computerised measuring system will be the deciding factor. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered a place. The process will be conducted in the presence of a person independent of the school.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it. Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Secretary at the school.

### **Waiting List**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. Waiting lists will be maintained until 31 December of the admission year.

### **Fair Access**

The school participates in Darlington LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Multiple Births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday.

For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday.

Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year.

If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

### **Appeal where application is made outside of age range**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

### **In-Year Applications**

Families who move into the area who require a place(s) at the school who are applying outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete.

# The Durham and Newcastle Diocesan Learning Trust

The Durham and Newcastle Diocesan Learning Trust is the Admissions Authority for this school. Council. The Trust will work within the coordinated admissions arrangement operated by Darlington Borough

## **St John's Church of England Academy**

Fenby Avenue, Darlington, DL1 4UB

Telephone: 01325 380725

Email: admin@stjohnsceaacademy.co.uk

Head Teacher: Mr Marco Ramsay

## **Published Admissions Number (PAN)**

St John's CofE Academy - The PAN is 30 for Reception entry in 2025.

## **Admission Arrangements**

After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

### **Oversubscription Criteria**

- Priority 1**      **Looked after children, previously looked after children** (see page 9 for definitions)
- Priority 2**      **Children who have exceptional medical or social needs** (see note 1)
- Priority 3**      **Children with a sibling link on the roll of the academy at the time of the application** (see note 2)
- Priority 4**      **Faith Place** (see note 3)
- Priority 5**      **Children who live nearest to the school** (see note 4 & 5)

## **Notes and Definitions**

### **Note 1: Medical or Social Needs**

When applying under criterion 2 must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John's Academy. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

### **Note 2: Sibling**

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent'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.

### **Note 3: Faith**

Children of practising families at the heart of any Anglican church or church in a Covenanted relationship with the Church of England and wish their child to be educated in accordance with the teachings and practice of the Church of England.

Families need to be 'At the heart' of the church and be regular worshippers which normally means worships at least once per month over a period of at least 12 months. The worshipper could be the child for whom the application is being made or one or both parents. Applications for Faith places must be supported by a completed supplementary form ('Application for a Faith Place') and supported by an authorised minister or two office holders of the church or faith community. Supplementary Forms can be obtained by accessing the LA's website at [www.darlington.gov.uk/admissions](http://www.darlington.gov.uk/admissions) and clicking on 'Apply online'. If during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for worship, the requirements of these admission arrangements in relations to attendance will only apply to the period when the church or alternative premises have been available for public worship.

#### **Note 4: Distance**

This will be the distance from the front door of the home address (the front door of a block of flats) to the main school gate as designated by the Local Authority will be the deciding factor. This will be measured using the local authority computerised measuring system with those living closest to the school receiving priority.

#### **Note 5: Home Address**

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence.

If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. For example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

### **Waiting List**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

### **Tie-Break**

Proximity of the child's home, as measured by the distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 5 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **Multiple Births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

### **All Other Admissions**

Admission to the school during the school year depends on whether there are places available. Families must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete.

Admissions outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1- 5), a place will be offered.

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday.

Parents are entitled to request in writing that:-

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

If parents wish to exercise the above rights, they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group.

This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the previous Reception Year group.

### **Admission Outside Normal Age Group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place.



Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year, providing supporting reasons for seeking a place outside of the normal age group. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Fair Access**

The school participates in Darlington's Local Authority's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

# The Education Village Academy Trust (EVAT) Schools

The Board of directors of The Education Village Academy Trust (EVAT) is the Admissions Authority for these schools.

## **Gurney Pease Academy**

Dodsworth Street, Darlington, DL1 2NG

Telephone: 01325 380790

Email: admin@gurneypease.darlington.sch.uk

Head teacher: Mrs Alison Sinclair

## **Springfield Academy**

Salters Lane South, Darlington, DL1 2AN

Telephone: 01325 254000

Email: admin@educationvillage.org.uk

Head of School: Paula Austin

## **Published Admissions Number (PAN)**

Gurney Pease Academy - The PAN is 30 for Reception entry in 2025

Springfield Academy - The PAN is 30 for Reception entry in 2025

## **Admission Arrangements**

Applications for places at either Academy school will be made in accordance with the co-ordinated admission arrangements of the Local Authority and must be made on the Primary School Application form provided and administered by Darlington Local Authority. Prospective students and their parents are encouraged to visit the Academy before making an application. A place in the Nursery does not guarantee a place in the school's Reception class, a separate application must be made.

After the admission of students with an Education, Health and Care Plan where one of the schools is named on the plan, and 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.

## **Oversubscription Criteria**

**Priority 1**      **Children in Public Care** (Looked after Children) (see page 9 for definitions).

**Priority 2**      **Siblings** (see note 1).

**Priority 3**      **Distance** (see note 2 & 3)

**Priority 4**      **Children with very exceptional medical factors** (see note 4)

## **Notes and Definitions**

### **Note 1: Sibling**

Applicants must have a sibling attending the relevant school at the time of their admittance. 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: Distance**

Children who live nearest the preferred Academy measured from the front door of the home address (including flats) to the main gate, by the shortest walking route judged to be safe (lighting at regular intervals and paved/tarmacked). This will be based on the child's permanent home address (see note 3). To remain consistent the Authority uses a Geographical Information System to measure all distances.

**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 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 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 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 was resident before the period of temporary residence began. Any permanent change of address during the period from making an application to the offer being made, must be notified to the Local Authority immediately, as this may affect the admission offer made. In the event of a change of address affecting the application for your child to attend the Academy, the Academy will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

**Note 4: Medical Reasons**

If you state a preference for the 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. Permissions from parents must be given to share this information.

**Tie Break**

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, which may involve an officer walking the route using a pedometer.

**Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

**Waiting lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, 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 a month after the admission date. This will be maintained by the LA 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 appeals**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Academy. The Appeal Panel will be independent of either Academy. For details on how to appeal contact the Schools' Admissions Team at the Local Authority.

### **Admission of children outside their normal age group and deferred entry**

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented.

This should be forwarded to the Schools' Admissions Team, at the Town Hall, who contact the relevant head teacher for them to consider the request. Once a decision has been made the Authority will write to the parent informing them of the decision and setting out reasons for such. Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

### **Arrangements for admitting students to other year groups, including to replace any students who have left the Academy**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, 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. Parents can either apply online on the Council's website or be sent an In-year Application Form (IYAF) by contacting the School Admissions Team on 01325 406333 or by email [schools.admissions@darlington.gov.uk](mailto:schools.admissions@darlington.gov.uk)

# The Education Village Academy Trust (EVAT) Schools

The Board of directors of The Education Village Academy Trust (EVAT) is the Admissions Authority for this school.

## Reid Street Academy

Reid Street, Darlington, DL3 6EX

Telephone: 01325 251006

Email: admin@reidstreet.darlington.sch.uk

Head Teacher: Mrs Paula Ayto

## Published Admission Number (PAN)

Reid Street Academy - The PAN is 60 for Reception entry in 2025

## Admissions Arrangements

The admissions policy criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

## Oversubscription Criteria

**Priority 1**      **Looked After & Previously Looked After Children and Children Previously in State Care Outside of England** (see page 9 for definitions)

**Priority 2**      **Family Links** (see note 1).

**Priority 3**      **Distance** (see note 2 & 3)

## Notes and Definitions

### Note 1: Family Links

Children must have a brother or sister already attending this school and are expected to be on roll at the school at the time of their admission.

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers' are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangements order)

### Note 2: Distance

Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest safe walking route. This will be based on the home address (see note 3) of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked).

### Note 3: 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, where they mainly reside Monday to Friday.

You must not give the address of child minders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

If the main address has changed temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

### **Tie-Break**

In the event of a tie-break situation in any oversubscription criteria, the distance will be the deciding factor. The Local Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* or a GIS (Geographical Information System). If the GIS is unable to differentiate between the two measurements the LA will make a decision.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Right of Appeal**

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

### **Waiting List**

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Completing the 'options' form, which accompanies the offer/refusal letter, can do this. Offers off the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application. The waiting list will be maintained until the end of summer term in the academic year of admission.

### **In-Year Applications Forms**

Families who move into the area who require a place(s) at the school who are applying outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete. Should a place be available at the school requested by a parent, a meeting with the Head Teacher must take place before a start date is agreed, this will be arranged via the school. Should a parent request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

# The Education Village Academy Trust (EVAT) Schools

The Board of directors of The Education Village Academy Trust (EVAT) is the Admissions Authority for this school.

## **Whinfield Primary**

Augusta Close, Darlington, DL1 3HT

Tel no. 01325 240499

Email: admin@whinfield.net

Head Teacher: Mrs Shirley Welsh

## **Published Admissions Number (PAN)**

Whinfield Primary - The PAN is 60 for Reception entry in 2025

## **Admissions Policy**

The admissions policy criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority.

## **Admission Arrangements**

After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

## **Oversubscription Criteria**

- |                   |   |
|-------------------|---|
| <b>Priority 1</b> | <b>Looked After, Previously Looked After Children &amp; Internationally Adopted previously Looked After Children</b> (see page 9 for definitions) |
| <b>Priority 2</b> | <b>Medical Reasons</b> (see note 1)   |
| <b>Priority 3</b> | <b>Family Links</b> (see note 2)  |
| <b>Priority 4</b> | <b>Rural</b> (see note 3)   |
| <b>Priority 5</b> | <b>Distance</b> (see note 4, 5, & 6)  |

## **Notes and Definitions**

### **Note 1: Medical Criterion**

If a parent states a preference for the school and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional health care practitioner. The supporting evidence should set out the particular reasons why the school is the most suitable and why other schools could not provide the appropriate support for their child. Where further information is sought by the admission authority to understand how the child's condition may affect their admission into school, permission will be sought from the child's parent.

### **Note 2: Family Links**

Children applying have a brother or sister already attending the school and are expected to be on roll at that school at the time of their admission. Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers' are married/co-habiting and children live together in the same household;

- They are children of the same household (e.g. carers have special guardianship/child arrangements order).

**Note 3: Rural**

Children living within the Rural areas of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at the correlating primary (see “Rural Wards” list on pg 88).

**Note 4: Distance**

Children who live nearest the preferred school measured from the front door of the home address (see note 6), including flats to the main school gate, by the shortest walking route (see note 7)

**Note 5: Home Address**

The home address is used when applying under criteria 4 or 5 of the admissions policy. This means that when a parent states their school preference’s they must give the home address at the time of application. Parents must not give the address of childminders or other family members who may share in the care of their child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday). Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be.

If the main address has changed temporarily, for example where a parent 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 was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, then you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

**Note 6: Measurements**

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe\*. However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement.

\*lighting at regular intervals and paved/tarmacked

**Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the child(ren) is a twin or from multiple births. The ‘excepted’ pupil(s) will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

**Tie-Break**

In the event of a tie-break in any criteria, distance will be the deciding factor. The school will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.



## **Waiting Lists**

A child's position on the waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to the waiting list as they stated a preference for the school, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry. The Local Authority holds the waiting lists and names can be added at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria.

The school does not consider the length of time a child's name has been on the waiting list, nor whether the application was received by the closing date or thereafter. Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. After the point of entry in September, normal transfers/in-year admission arrangements will operate. An in-year waiting list will be held each all other year groups at all times.

## **Right of Appeal**

If it has not been possible to offer your child a place at your stated preferred school, you have the right to appeal against the decision. Appeals are heard by an independent panel and parents are given the opportunity to state their case in writing and to attend the hearing in person.

Parents 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 the school, 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. The local authority can then send details of the independent appeals procedures and a 'Notice of Appeal' form.

To make a new appeal during the same academic year for the school where an appeal has already been heard, is at the discretion of the admission authority if, for instance there has been a significant or material change in the family circumstances.

## **Withdrawal of a place offered**

From the date of a school place being offered the admission authority would only look to withdraw the offer of a place having once established it had been obtained fraudulently or offered in error by the local authority or a parent had not responded within a reasonable period.

Once a child had started at the school and only if the place at been obtained fraudulently, would the local authority consider withdrawing the offer. The length of time in attendance would also be considered.

## **Admission of children outside their normal age group**

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the School Admissions Manager, People Group, Town Hall, Darlington, DL1 5QT who will then contact the head teacher of the school and ask for their views. Once a decision has been made the LA will write to the parent informing them of the decision and setting out the reasons for such.

Parents of summer born children\* who are seeking a place for their child to start school in the next academic year after they reach five and should follow the same process but should start it in the September of the year prior to the year of entry. If agreement is given to their request, parents will be informed of the outcome before primary national offer day so that their application can be withdrawn for that academic year. Agreeing to a request does not guarantee a place being offered at the next point of entry; a new application must be made the following year.

### **Admission of children below compulsory school age and deferred entry**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the point at which they reach compulsory school age \*\* and not beyond the academic year of the entry.

\*Summer born children relate to those born from 1 April to 31 August

\*\*Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

### **In-Year Applications Forms**

Families who move into the area who require a place(s) at the school who are seeking a place outside of the normal point of entry arrangements should contact the Schools Admissions Team at the Town Hall for information on available places. Parents can either apply online on the Council's website or be sent an In-year Application Form (IYAF). Should a place be available at the school a meeting with the Head Teacher must take place before a start date is agreed, this will be arranged via the school. Should a parent request a place at the school and there is no places available, then they will be informed about the appeals process and the availability of alternative school places.

# Federation of Mowden Schools

The governing body of the Federation of Mowden Schools is the Admissions Authority for both the infant and junior schools.

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

**Mowden Juniors**, Conyers Avenue, Darlington, DL3 9DE

Telephone: 01325 380820

Email: admin@mowden.darlington.sch.uk

Head Teacher: Mr Peter King

## Published Admissions Number (PAN)

Mowden Infant School - The PAN is 60 for Reception entry in 2025

Mowden Junior School - The PAN is 60 for Year 3 entry in 2025

## Admission Arrangements

After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

### Oversubscription Criteria

**Priority 1**      **Looked After and Previously Look After Children** (see page 9 for definitions)

**Priority 2**      **Medical Reasons** (see note 1)

**Priority 3**      **Family Links** (see note 2)

**Priority 4**      **Associated Schools** (see note 3)

**Priority 5**      **Rural** (see note 4)

**Priority 6**      **Distance - Urban Wards of Darlington Borough Council** (see note 5 & 6)

### Notes and Definitions

#### Note 1: Medical Criterion

Applications under this criterion should be supported by written evidence from a professional health care practitioner. The supporting evidence should set out the particular reasons why Mowden Infant or Mowden Junior school is the most suitable and why another school could not provide the necessary support for the child. Where further information is sought by the governing body to understand how the child's condition may affect their admission into the school, permission from the child's parent will be assumed from application.

#### Note 2: Family Links

Children applying have a brother or sister already attending the Federation of Mowden Schools and who would be expected to be on roll at the time of their admission. Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers' are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have Special Guardianship/Residency Order)

**Note 3: Associated Schools**

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

**Note 4: Rural**

Children living in the area to the south of the B6279 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than 2 miles from their home, the alternative school is Mowden Infant or Mowden Junior school (see map list on pg 88).

**Note 5: Distance**

Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child (see further information for home address & measurements)

**Note 6: 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 who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has changed temporarily, for example, where a parent 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 was resident before the period of temporary residence began.

Where the temporary change of address is due to the sale of property, evidence of the particular circumstances will be required to determine the home address for the purposes of the application. Any permanent change of address during the period from making an application to the offer being made, must be notified to the local authority immediately, as this may affect the admission offer made. In the event of a change of address affecting the application for your child to attend the Academy, the Academy will request a letter from a licensed conveyancer or a solicitor's letter confirming exchange of contracts.

**Measurements**

For applications which require a measurement to be undertaken in order to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe\*. However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement. The main school gate is determined by the Local Authority in agreement with the Academy (\*lighting at regular intervals and paved/tarmacked).

**Tie Break**

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, which may involve an officer walking the route using a pedometer.

**Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit. For KS2 classes will be allowed to exceed the normal class size where the 'excepted' child is a twin or from a multiple birth.

### **Waiting lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list at all times. Where in any year the Academy receives more applications for places than there are places available, places will be allocated to children on the waiting list in accordance with the oversubscription criteria it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this policy.

### **Arrangements for appeals**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the governing body. The Appeal Panel will be independent of the Academy. For details on how to appeal contact the School Admissions Team at the Local Authority.

### **In-Year Admissions**

Families who move into the area who require a place(s) at the school who are applying outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete. 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.

### **Admission of children outside their normal age group and deferred entry**

We admit children into Reception in the September following their 4<sup>th</sup> birthday. This is in line with all schools in Darlington, following national guidance. We do not admit children prior to this age. However, if a parent feels there are exceptional reasons for delaying entry for a year, then an application for a delayed place may be granted.

- The child must be 'summer born'; that is born between April 1<sup>st</sup> and August 31<sup>st</sup>. The parent must be able to demonstrate, with external verification where possible, that the child will benefit by starting Reception a year later, for example, for academic, social and emotional reasons. The Department for Education lists a child born prematurely as one possible reason.
- The child will remain with their younger age class throughout his/her whole time at Mowden Infant School. This is because Mowden is a well subscribed school and if a delayed entry place is accepted, the place in their normal year group will be offered to another child.
- Associated with the previous point, if a delayed place is accepted, the child will complete all KS1 national assessments at the same time as the younger age group, this is a year after children of his/her same age. This applies to the Year 1 phonics assessment and the Year 2 English, Maths and Science assessments.
- A delayed entry place in Mowden Infant School does not automatically guarantee a similar delayed place in Mowden Junior School, or subsequently at secondary school. The arrangement for the junior school will be reviewed and agreed by the headteacher. Regarding KS2 assessments at the end of Year 6, just as with KS1, the provision for a child to take these tests a year after his/her age group does exist. So, if the delayed entry has been continued right through junior school, the child will take the tests alongside his/her younger age group.

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request. This should be forwarded to the Schools' Admissions Manager, People Group, Town Hall, Darlington, DL1 5QT who will then contact the Head Teacher of the Academy and ask for their views. Once a decision has been made the Authority will write to the parent informing them of the decision and setting out reasons for such.

The final permission for such requests lies with the Headteacher. Each case will be considered on its individual circumstances and any decision will not constitute a precedent. A request may be declined based on the business interests of the school even when the case for the child may be persuasive, whilst evidence shows that, statistically speaking, summer born children tend to perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs.

Parents of summer born children who wish to apply for a delayed place must apply using the same timescales as if applying for a normal age place and apply for a normal age place at the same time. This avoids the child missing out on a preferred school placement in their normal age group, if their delayed entry application is unsuccessful. Information on Darlington Borough Council's coordinated admissions arrangements can be found online.

### **Admission of Children Below Compulsory School Age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may also attend part-time until they reach compulsory school age and parents can defer the date their child is admitted until later in the school year.

### **Applications for Places in Year 3 in 2025**

The governing body of The Federation of Mowden Schools will admit up to 60 children in Yr3 in September 2025. The arrangements outlined in this policy will be applied to any application received. Parents whose child is registered at the Federation of Mowden Schools (Infants) and who wish to continue their child's education in the Federation of Mowden Schools (Juniors) will be required to complete an application form.

Application forms from any parent wishing to make an application regardless of whether their child attends Mowden Infants can be accessed at [www.darlington.gov.uk/admissions](http://www.darlington.gov.uk/admissions) or on request from the Schools' Admissions Team. Forms must be returned by 15 January 2025.

# Firthmoor Academy

The governing body of Firthmoor Primary is the Admissions Authority for this school.

Ingleby Moor Crescent, Darlington, DL1 4RW

Telephone: 01325 244001

Email: [admin@firthmoor.darlington.sch.uk](mailto:admin@firthmoor.darlington.sch.uk)

Head Teacher : Mrs Helen Ashton

## Published Admission Number

Firthmoor Academy -The PAN is 45 for Reception entry in 2025

## Admission Arrangements

The Admissions Policy Criteria will be applied on an Equal Preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

### Oversubscription criteria

**Priority 1**      **Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children** (see page 9 for definitions)

**Priority 2**      **Medical Reasons** (see note 1)

**Priority 3**      **Family Links** (see note 2)

**Priority 4**      **Rural** (see note 3)

**Priority 5**      **Distance** (see note 4)

### Note and Definitions

#### Note 1: Medical

Children with very exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner. 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. Permission from parents must be obtained to share this information.

#### Note 2: Family Link

Children applying have a brother or sister already attending the Academy and are expected to be on roll at that Academy at the time of their admission.

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangement order).

### **Note 3: Rural**

Children living within the rural wards\* of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see further information).

### **Note 4: Distance**

Children 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. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved / tarmacked).

\*In the rural wards, the Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward, is successful in gaining a place at a school; where the route taken when measured by the Authority, is paved / tarmacked but not also lit at regular intervals, then the Authority will provide assistance with transport, even if it is less than the statutory distance for a child of the appropriate age.

### **Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of child minders or other family members who may share in the care of your child. For parents 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 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 home address will be where the child lives for the majority of the week, Monday to Friday, or where a court has determined their home address should be.

### **Tie-Break**

In the event of a tie-break situation in any oversubscription criteria, the distance will be the deciding factor. The Local Authority will carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* or a GIS (Geographical Information System). If the GIS is unable to differentiate between the two measurements the LA will decide.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Right of Appeal**

Parents who are refused a place have a statutory right of appeal. Parents should contact the School Admissions Team with the Local Authority to apply.

### **Waiting List**

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Offers off the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application. Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate.



### **Late Applications**

Late applications will be administered in accordance with the Local Authority coordinated admissions scheme.

### **False Information**

The Governing Body reserves the right to withdraw any offer made on the basis of an inaccurate or misleading application.

### **Admission of Children outside Their Normal Age Group and Deferred Entry**

If a parent seeks a place in a year group outside their normal age group, they should complete an application form and attach a covering letter along with accompanying documentation which details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Head Teacher who will consider the request. Once a decision has been made the Authority will write to the parent informing them of the decision and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

### **Admission of Children Below Compulsory School Age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time until they reach compulsory school age and parents can defer the date their child is admitted until later in the school year.

### **In-Year Transfers**

An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves to a new house part way through a school year. The local authority co-ordinate admission applications in the normal admissions round and the child will be admitted where there are places and/or in conjunction with the Local Authority Fair Access Protocol.

### **In-Year Applications Forms**

Families who move into the area who require a place(s) at the school who are applying outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete. Should a place be available at the school a meeting with the Head Teacher must take place before a start date is agreed, this will be arranged via the school. Should a parent request a place at the school and there is no place available, then they will be informed there is an appeals process and the availability of alternative school places.

# Inicio Academies Trust

The Board of Directors of Inicio Academies Trust is the Admissions Authority for this school

## The Rydal Academy

Rydal Road, Darlington, DL1 4BH

Telephone: 01325 380784

Email: [officeadmin@tra.inicioacademies.org.uk](mailto:officeadmin@tra.inicioacademies.org.uk)

Head Teacher: Mr John Armitage

## Published Admissions Number (PAN)

The Rydal Academy - The PAN is 90 for Reception entry in 2025

## Admission Arrangements

After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

### Oversubscription Criteria

- Priority 1**      **Looked After & Previously Looked After and State Care outside of England Children** (see page 9 for definitions)
- Priority 2**      **Medical Reasons** (see note 1)
- Priority 3**      **Family Links** (see note 2)
- Priority 4**      **Children from the Rydal Academy Nursery School** (see note 3)
- Priority 5**      **Distance** (see note 4 & 5)

### Notes & Definitions

#### Note 1: Medical Criterion

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner. If you state a preference for The Rydal 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 school in question is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

#### Note 2: Family Links

Children applying who have a brother or sister already attending the school and who are expected to be on the roll at the time of admission. Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- They are a foster brother or sister;
- Their carers' are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special guardianship/child arrangements order)

**Note 3: Children from the Rydal Academy Nursery School**

Children who are on roll at and have attended The Rydal Academy Nursery School for a minimum of one term.

**Note 4: Distance**

Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest safe walking route. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked)

**Note 5: Home Address**

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application where they mainly live Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

If the main address has changed temporarily, for example where a parent 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 was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

**Measurements**

For applications which require a measurement to be undertaken in order to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The main school gate is determined by the Local Authority in agreement with the Academy.

**Tie-Break**

In the event of a tie-break in any criteria, distance will be the deciding factor, using a GIS and may involve an Officer walking the route using a pedometer.

**Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted' pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

**Late Applications**

Late applications will be administered in accordance with the Darlington local authority coordinated admissions scheme.

**In-Year Applications Forms**

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the local authority's Fair Access Protocol. Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available a parent has a right to appeal. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority 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 contacting Mrs A Galey, Assistant Head Teacher, The Rydal Academy.

### **Waiting Lists**

If your child has been refused admission, a waiting list will be held by the local authority. Priority will be in accordance with the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list(s) will be open until the end of the autumn term in the year of admission.

### **False Information**

The governing body reserves the right to withdraw the offer of a school place, or where a child is already attending the school, the place itself in the first term of attending where it is satisfied that the offer or place was obtained fraudulently.

### **Applying for a Place in a Year Group Outside of a Pupils' Chronological Age**

Should a parent seek a place in a year group other than the year that their child would normally be in (chronological age), requests should be put in writing with a clear explanation of why the request is being made, for example their son/daughter is gifted and talented, they have missed a significant part of their education due to a medical problem, etc.

### **Admission of children outside their normal age group**

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally fall into a lower age group if it were not for being born prematurely, they must also take into account the views of the Head Teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision

Any application will be forwarded to the Head Teacher, The Rydal Academy and will be considered by the Admissions Sub-Committee. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such, if parents do not agree with the decision, they have a statutory right to appeal against the refusal of a place at the school. This does not apply if they are offered a place at the school but it is not in their preferred age group. In this instance parents must complete an In-Year Application Form.

# Lingfield Education Trust Admissions Policy

Lingfield Education Trust is the admission authority for the schools named below.

## **Corporation Road Primary**

Corporation Road, Darlington, DL3 6AR  
Telephone : 01325 244940  
Email : admin@corporationroad.darlington.sch.uk  
Head Teacher : Mr Mark Dipple

## **Heathfield Primary**

The Broadway, Darlington, DL1 1EJ  
Telephone : 01325 252144  
Email : admin@heathfieldprimary.com  
Head Teacher : Mr Peter Kirby-Bowstead

## **Hurworth Primary**

Westfield Drive, Darlington, DL2 2ET  
Telephone : 01325 720028  
Email : admin@hurworthprimary.com  
Head Teacher : Mrs Alison Maddison

## **Mount Pleasant Primary**

Newton Lane, Darlington, DL3 9HE  
Telephone : 01325 244950  
Email : admin@mountpleasant.darlington.sch.uk  
Head Teacher : Mrs Rebecca Pavey

## **Northwood Primary**

Pendleton Road South, Darlington, DL1 2HF  
Telephone : 01325 267222  
Email : admin@northwoodprimary.org.uk  
Head Teacher : Mrs Zoe Beach

## **Published Admission Number (PAN)**

Corporation Road Primary School - The PAN is 30 for Reception entry in 2025  
Heathfield Primary School - The PAN is 60 for Reception entry in 2025  
Hurworth Primary School - The PAN is 30 for Reception entry in 2025  
Mount Pleasant Primary School - The PAN is 30 for Reception entry in 2025  
Northwood Primary School - The PAN is 60 for Reception entry in 2025

## **Admission Arrangements**

If there are more applications than the number of places available in a particular school, then the school is deemed to be oversubscribed. The relevant governing body will then determine into which oversubscription category the application falls and will allocate places in accordance with its Admission Policy. After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

## **Oversubscription Criteria**

- Priority 1**      **Looked After, Previously Looked After Children and Children previously in state care outside of England** (see page 9 for definitions)
- Priority 2**      **Medical Reasons** (see note 1)

**Priority 3      Family Links** (see note 2)

**Priority 4      Rural** (see note 3)

**Priority 5      Distance -Urban Wards of Darlington Borough** (see note 4)

## **Notes and Definitions**

### **Note 1: Medical Criterion**

If a parent states their 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 the child had to travel to another school.

### **Note 2: Family Links**

Children applying will have a family link if they have a brother or sister already attending the school and they are expected to be on roll at the school at the time of admission. Family links are:

- They are half or full brother or sister
- They are adoptive brother or sister
- They are a foster brother or sister
- Their carers' are married/co-habiting and children live together in the same household
- They are children of the same household (e.g. carers have special Guardianship/child arrangements order).

### **Note 3: Rural**

Children living within the rural wards\* of the Borough of Darlington who have been unsuccessful in obtaining a place at one of their preferred schools AND for whom the nearest alternative school would otherwise be more than two miles from their home will be given priority over other children for places at certain schools (see page 88 for list).

### **Note 4: Distance -Urban Wards of Darlington Borough Council**

Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gates, by the shortest walking route (see note 6). This will be based on the home address (see note 5) of the child.

### **Note 5: Home Address**

The address is used for applying under criteria 4 & 5 the admissions policy. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of child-minders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday). Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be.

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

### **Note 6: Measurements**

For applications which require a measurement to be undertaken in order to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The main school gate is determined by the Local Authority in agreement with the Academy. The LA accepts that there may be exceptions and will treat each case on its merits.

\*In the rural wards, the Council is aware that the shortest route may not be a safe route to walk. Therefore, if a child living in a rural ward is successful in gaining a place at a school; where the route taken when measured by the LA is paved/tarmacked but not also lit at regular intervals, then the LA will provide travel assistance, even if it is less than the statutory duty for a child of the appropriate age.

### **Appeals Process**

The LA will issue appeals papers if requested to a parent who has been unsuccessful in their application to gain a place at their preferred school(s) as stated on their form for their child(ren).

### **Tiebreak**

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an officer walking the route using a pedometer.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted' pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Admission of Children outside Their Normal Age Group and Deferred Entry**

If a parent seeks a place in a year group outside their normal age group, they should complete an application form and attach a covering letter along with accompanying documentation which details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Schools Admissions Manager at Darlington LA who will contact the Executive Head Teacher / Head Teacher / Head of School of the school concerned and ask for their views. Once a decision has been made the LA will write to the parent informing them of the decision and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry. Admission of Children Below Compulsory School Age Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the academic year of entry.

### **Waiting Lists**

A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list for any school that they stated a preference for, then they must complete the 'options' form attached to the refusal/offer letter issued in April of the relevant year of entry.

The LA holds waiting lists only for schools within Darlington Borough and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria. Admission Authorities do not take into account the length of time on their waiting list, nor whether the application was received by the closing date or thereafter.

Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate. Waiting lists for each Academy school will be held until the end of December 2025, it will then be at the discretion of each Academy School to decide whether they continue to hold a list.

### **In-Year Admissions**

Families who move into the area who require a place(s) at one of the schools who are applying outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete. Should a place be available at a school requested by a parent, a meeting with the Executive Head Teacher / Head Teacher / Head of School will take place before a start date is agreed. Should however a parent request a place at a school that has no places available, then they will be informed of the appeals process and the availability of alternative school places.



# Lingfield Education Trust Admissions Policy

Lingfield Education Trust is the admission authority for the school named below.

## West Park Academy

Alderman Leach Drive, Darlington, DL2 2GF

Telephone: 01325 380792

Email: admin@westparkacademy.org.uk

Head Teacher: Mrs Samantha Hirst

## Published Admission Number (PAN)

West Park Academy - The PAN is 60 for Reception entry in 2025

## Admissions Arrangements

The Admissions Policy will be applied on an Equal Preference basis and works in association with the Co-ordinated Scheme for Darlington Borough Council. After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

## Oversubscription Criteria

**Priority 1**     **Looked After Children** (see page 9 for definitions)

**Priority 2**     **Medical Reasons** (see note 1)

**Priority 3**     **Family Links** (see note 2)

**Priority 5**     **West Park Academy** (see note 3)

**Priority 6**     **Distance** (see notes 4 & 5)

**Priority 7**     **Staff Members** (see note 6)

## Notes and Definitions

### Note 1: Medical Criterion

If you state a preference for this school and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional health care practitioner. The supporting evidence should set out the particular reasons why West Park Academy is the most suitable school and the difficulties it would cause if your child had to travel to another school.

The Authority reserves the right to make contact with the professional practitioner 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.

### Note 2: Family Links

Children applying will have a family link if they have a brother or sister already attending the school and they are expected to be on roll at the school at the time of admission. Family link are:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special Guardianship)

**Note 3: West Park**

Children who are transferring from lower foundation stage (Nursery) to upper foundation stage (Reception) will be given priority over children from other settings.

**Note 4: Distance**

Pupils who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent, the Board of Trustees at Shared Vision Learning Trust use the Local Authority's Geographical Information System to measure all distances. The criterion when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked).

**Note 5: Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of childminders or other family members who may share in the care of your child. For parents 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 the childcare arrangements are shared jointly between both parents, the authority will consider evidence provided which supports the application.

**Note 6: Staff Members**

Children of staff members who have been employed at the school for more than two years will be given priority over children from other settings.

**Tie-Break**

In the event of a tie-break the Local Authority working on behalf of the governing body would carry out a thorough investigation, which may involve an officer walking the route using a *pedometer* as distance will be the deciding factor.

**Multiple Births**

For multiple births when only one place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

**Right of Appeal**

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Trustees at the school address.

**Waiting List**

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Completing the 'options' form, which accompanies the offer/refusal letter, can do this. Offers from the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application. The waiting list will be maintained for at least the first term in the academic year of admission.

**Admission of children outside their normal age group and deferred entry**

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Principal of West Park Academy and the Admissions Committee will meet and consider the request. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

Parents of summer born children\* can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the of entry.

### **Admission of children below compulsory school age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time until they reach compulsory school age\*\* and parents can defer the date their child is admitted until later in the school year.

\*Summer born children relate to those born from 1 April to 31 August

\*\*Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

### **In-Year Transfers**

If a parent wishes to transfer their child to West Park Academy from another school in Darlington, they must contact Admissions at Darlington Borough Council to ask if there is a place available and complete a transfer form which can be obtained from the school their child is attending. If a child is requesting a place at West Park Academy from outside the Local Authority, they must contact Admissions at Darlington Borough Council who will deal with their request.

### **In-Year Applications Forms**

Families who move into the area who require a place(s) at the school who are applying outside of the normal point of entry arrangements must contact the Schools Admissions Team at the Town Hall for information of available places. Parents can apply via the Council's online portal or will be sent an In-year Application Form (IYAF) to complete. Should a place be available at the school requested by a parent, a meeting with the Head Teacher must take place before a start date is agreed, this will be arranged via the school. Should a parent request a place at a school that has no places available, then they will be informed about the appeals process and the availability of alternative school places.

# The Melrose Learning MAT Schools

The Board of Directors of the Melrose Learning Trust is the Admissions Authority for these schools.

**Abbey Infants**, Cleveland Terrace, Darlington, DL3 8JA

**Abbey Juniors**, Abbey Road, Darlington, DL3 8NN

Telephone: 01325 380748

Email: admin@abbeyfed.darlington.sch.uk

Head Teacher : Mr Jonathan Briggs

## **Published Admission Numbers (PAN)**

Abbey Infant School - The PAN is 90 for Reception entry in 2025

Abbey Junior School - The PAN is 90 for Year 3 entry in 2025

## **Admissions Arrangements**

The Admissions Policy Criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

## **Oversubscription Criteria**

- Priority 1**      **Looked After Children** (see page 9 for definitions)
- Priority 2**      **Medical Reasons** (see note 1)
- Priority 3**      **Family Links** (see note 2)
- Priority 4**      **Associated Schools** (see notes 2 & 3)
- Priority 5**      **Associated Area for the Federation of Abbey Schools** (see note 4)
- Priority 6**      **Distance - Urban Wards of Darlington Borough Council** (see notes 5, 6 & 7)

## **Notes and Definitions**

### **Note 1: Medical Criterion**

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner. If you state a preference for either the Infant or Junior 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 is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information

### **Note 2: Family Links**

Children applying who have a brother or sister already attending the school and who are expected to be on the roll at the time of admission. In the case of associated schools a family link would exist if a brother or sister would be expected to be on roll of either school at the time of admission.

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;

- They are a foster brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have Special Guardianship/Residency Order)

### **Note 3: Associated Schools**

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

### **Note 4: Associated Areas**

The following area has been deemed by the Academy's Governing Body to be an associated area for over-subscription criteria to the Federation of Abbey Schools - Pupils living within the area of Blackwell in the Borough of Darlington, as indicated by the map (see school website)

### **Note 5: Distance**

Children who live nearest the school measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances.

### **Note 6: Measurements**

For applications which require a measurement to be undertaken to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements. The measurement will take the shortest walking route judged to be safe (\*lighting at regular intervals and paved/tarmacked). However, for some applications the authority recognises that the shortest route may not be a safe\* route to walk in its entirety but may be a combination of both the shortest safest\* walking route and a road route which will determine the basis of the measurement. The Local Authority accepts there may be exceptions and will treat each case on its merits.

### **Note 7: Home Address**

The home address is used for applying under 5 & 6 of the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application. Parents must not give the address of childminders or other family members who may share in the care of their child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday). Similarly, where parents are separated and the child lives for periods with both, then the home address will be where the child mainly resides Monday to Friday or where a court has determined it should be.

If the main address has changed temporarily, for example where a parent 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 was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **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.

### **Consideration of late applications**

The school will follow the processes in the Darlington Local Authority Co-ordinated Scheme.

### **Waiting lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will always maintain a waiting list. Where in any year the Academy receives more applications for places than there are places available, places will be allocated to children on the waiting list in accordance with the oversubscription criteria it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this policy.

### **Arrangements for Appeals**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the governing body. The Appeal Panel will be independent of the Academy. For details on how to appeal contact the School Admissions Team at the Local Authority.

### **In-Year Admissions**

Families who move into the area who require a place(s) at the school must contact the Schools Admissions Section at the Town Hall. 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.

### **Admission of children below compulsory school age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may also attend part-time until they reach compulsory school age\*\* and parents can defer the date their child is admitted until later in the school year.

\*Summer born children relate to those born from 1 April to 31 August

\*\*Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

### **Admission of Children Outside their Normal Age Group and Deferred Entry**

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented.

This should be forwarded to the Head Teacher. Once a decision has been made the Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

### **Applications for Places in Year 3 in 2025**

The governing body of The Federation of Abbey Schools will admit up to 90 pupils in Yr3 in September 2025.

Parents whose child is registered at the Federation of Abbey Schools (Infants) and who wish to continue their child's education in the Federation of Abbey Schools (Juniors) will be required to complete an application form.

Application forms can be accessed at [www.darlington.gov.uk/admissions](http://www.darlington.gov.uk/admissions) or on request from the Schools' Admissions Team. Forms must be returned by 15 January 2025. Applications from parents whose child attends any another school can request an application from the Schools' Admissions Team. All applications will be ranked against the oversubscription set out in this policy.

# The Melrose Learning MAT Schools

The Board of Directors of the Melrose Learning Trust is the Admissions Authority for these schools.

## High Coniscliffe CE Primary

High Coniscliffe, Darlington, DL2 2LL

Tel No. 01325 374412

Email: admin@highconiscliffe.darlington.sch.uk

Head Teacher: Mrs Wendy Aitken

## St Mary's Cockerton CE Primary

Newton Lane, Darlington, DL3 9EX

Telephone: 01325 380758 Email admin@stmarycockerton.org.uk

Executive Head Teacher: Mrs Wendy Aitken

## Published Admission Number (PAN)

High Coniscliffe CE Primary - The PAN is 15 for Reception entry in 2025

St Mary's CoE Primary - The PAN is 30 for Reception entry in 2025

## Admission Arrangements

The admissions policy criteria will be applied on an equal preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body of the relevant school will allocate places using the following criteria, which are listed in order of priority:

## Oversubscription Criteria

- Priority 1**      **Looked After Children, Previously Looked and Children Previously in State Care Outside of England** (see page 9 for definitions)
- Priority 2**      **Medical Reasons** (see note 1)
- Priority 3**      **Family Links** (see note 2)
- Priority 4**      **Distance** (see note 3 & 4)

## Notes and Definitions

### Note 1: Medical Reasons

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner. The supporting evidence should set out the particular reasons why the school is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

### Note 2: Family Links

Children applying will have a family link if they have a brother or sister already attending the school and they are expected to be on roll at the school at the time of admission. Family links are:

- half-brother or full brother or sister.
- adoptive brother or sister.
- children of the same household e.g. carers have Special Guardianship
- The child for whom the school place is sought is permanently living in the same family unit at the same address as that sibling.



### **Note 3: Distance**

Children who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent the Authority uses a Geographical Information System to measure all distances. The Authority's priority when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmacked).

### **Note 4: Home Address**

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

If the main address has changed temporarily, for example where a parent 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 was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

### **Tie-breaker**

Random allocation will be used as a tie-breaker in priority 4 & 5 to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

### **Multiple births**

For multiple births where only one place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **False Information**

If a place is offered on the basis of false information or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

### **In Year Admissions and Waiting lists**

After the decision regarding applications for admission has been made by the Board of Directors, unsuccessful applicants must make application to be included on our waiting list, which is maintained by the Schools' Admissions Team at Darlington Borough Council until the end of July 2026 (the end of the first year of admission). Thereafter, normal transfers/in year admission arrangements will operate. Should a space become available, we will decide who gets the place using the criteria within this policy. It will be the responsibility of parents to update or provide information regarding any change of circumstance.

### **Fair Access**

In-Year Fair Access Protocols exist to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible and to ensure that all schools in a Local Authority area admit their fair share of children with challenging behaviour. All primary schools within Darlington Authority have agreed to admit children through the protocol.

Those children identified by the Local Authority will take precedence over children on a waiting list who are already attending another school.

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code (2021) requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

The child must, however, start school full-time in the term after their fifth birthday. If parents of summer born children wish to *defer entry* as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons. This should be discussed with the Head Teacher as soon as possible.

If a parent's request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year.

If a parent's request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the previous Reception Year group. Further information and advice on the admission of summer born children is available from the Schools' Admissions Team at Darlington Borough Council.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Right of Appeal**

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available upon written request to the school office. For requests from parents for places outside a normal age group, it should be noted that if a place in the requested age group is refused but one in the normal age group is offered, then there is no right of appeal.

# Woodard Academies Trust

The Board of Directors of Woodard Academies Trust is the Admission Authority for this school.

## Polam Hall School

Grange Road, Darlington, DL1 5PA

Tel No: 01325 463383

Email: [information@phs.woodard.co.uk](mailto:information@phs.woodard.co.uk)

Head Teacher: Mrs Kate Reid

## Published Admissions Number

Polam Hall School - The PAN is 45 for Reception entry in 2025

## Admission Arrangements

Applications for places will be made in accordance with the LA's co-ordinated admission arrangements and must be made on the application form in the back of this guide or online. After the admission of pupils with an Education, Health and Care plan where the school is named on the plan, the governing body will allocate places using the following criteria, which are listed in order of priority:

## Oversubscription Criteria

- Priority 1**     **Looked After or Previously Looked After Children** (see page 9 for definitions)
- Priority 2**     **Siblings** (see note 1)
- Priority 3**     **Staff member** (see note 2)
- Priority 4**     **60% of the remaining places available to postcode areas DL1 or DL3** (see note 3)
- Priority 5**     **10% of the remaining places available to 'Pupil Premium' or 'Service Premium' Children** (see notes 4, 5 & 6)
- Priority 6**     **Remaining places** (see note 7)

## Notes and Definitions

### Note 1: Siblings

Those children who have a sibling at Polam Hall School at the time of entry. The term 'sibling' means a full, step, half adopted or foster brother or sister. Siblings must all live at the same permanent home address from Monday to Friday.

### Note 2: Staff member

Children who have a parent who is a member of staff of Polam Hall School at the time of application where:

- i) the member of staff has been employed at Polam Hall School for two or more years at the time at which the application for admission to the school is made, *and/or*
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### Note 3: 60% of the remaining places

60% of the remaining places available will be allocated to children whose permanent home address is within Polam Hall School's local area, defined as postcode areas DL1 or DL3.

**Note 4: 10% of the remaining places**

10% of the remaining places available will be allocated to children who are likely to attract the 'Pupil Premium' or 'Service Premium' (regardless of their permanent home address).

**Note 5: Service Premium**

A child will attract the 'service premium' if a parent is serving in the regular UK armed forces or was serving in the past 3 years OR they are in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme because his/her parent(s) died on active service with the UK armed forces.

**Note 6: Pupil Premium**

A child who will attract pupil premium if he/she is eligible for free school meals (FSM) or has been eligible for them at any point in the last six years.

**Note 7: Remaining Places**

The remaining places will be allocated to pupils whose permanent home address lies outside postcode areas DL1 or DL3.

**Tie break**

If we have more applicants than there are places available in any of the categories, places will be allocated by random allocation. Applicants will be allocated a computer-generated reference number and the school will undertake a random draw to select successful applicants. An independent adjudicator will supervise the draw to ensure that the process and outcome are fair, unbiased and transparent.

**Home Address**

For the purposes of criterion 4,5 & 6 a child's home address is defined within Polam Hall School's admission arrangements as being the child's normal place of residence. Where legal custody is equally shared between parents, then it is up to them to agree which address to use for the purpose of making an application to Polam Hall School. If legal custody is not equally shared, the address of the parent with the majority of custody will be used.

**Waiting lists**

Polam Hall School maintains a waiting list for unsuccessful applicants who remain keen to secure a place should one become available prior to or during the school year. The waiting list will be recorded in accordance with the relevant oversubscription criteria every time a new place becomes available. Looked after children, previously looked after children and those allocated a place at the school in accordance with the Local Authority's Fair Access Protocol, will take precedence over those on a waiting list

**Multiple Births**

If, children of multiple birth are tied for the final place, the school will admit them over the admission number.

**Appeals**

Parents dissatisfied with the outcome of the an application to Polam Hall School are eligible to appeal against the decision by contacting the School Admissions Team at the Town Hall and requesting appeal papers. Parents dissatisfied with the outcome of an application to Polam Hall School are eligible to appeal through the Darlington Borough Council admissions appeals process. In all instances, Polam Hall School will abide by School Admissions and Admissions Appeals decisions.

**School Transport Arrangements**

Details on transport arrangements for which the Local Authority are responsible are available on pg 14.

### **Admissions Outside a Child's Normal Age Group**

Parents may request a place in a year group outside of their normal age group. If they do, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Admissions Officer at Polam Hall School for the Head Teacher to consider their request.

All such requests will be considered on their merits taking into account the individual circumstances of the request and the child's best interests. If a request is refused, the child will still be considered for admission to their normal age group. Once a decision has been made the Authority will write to the parent informing them of the decision and setting out reasons for such.

### **Deferred Entry**

Parents of summer born children\* can delay applying for a place until the next academic year. They can request their child is admitted into reception of September 2026 rather than Year 1 and such requests will be considered on their merits' but parents should note that we cannot guarantee that every such request will be agreed.

They also have the option of applying by January 2025 for a September 2025 place and deferring until the final term of the 2025/26 school year or for their child to attend part-time until they reach compulsory school age (see below).

### **Admission of children below compulsory school age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However, children may also attend part-time until they reach compulsory school age\*\* and parents can defer the date their child is admitted until later in the school year.

\*Summer born children relate to those born from 1 April to 31 August

\*\*Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

## **Other Information**

### **In-Year Admissions to Primary School in Darlington Authority**

Darlington Council administers the process for in-year applications for all schools in the Authority. Families who move into the area who require a place(s) at a Darlington Primary school can either apply through the online portal on the Council's website or will be sent an in-year application form to complete; the school's admissions team will look to process the application within seven working days on receipt of this form. Parents are strongly advised to contact the school's admissions team before considering moving or seeking a place as they advise on availability. Occasionally schools will ask for further details from the school that the child is currently registered at; if Part B of the form has not been fully completed, this may delay the processing of the application form. The LA will write to the parent informing them whether a place can be offered or not. The school will look to arrange a meeting with the parent to visit the school. A start date will only be confirmed after a meeting with the school has taken place. However, should a parent request a place at a school that has no places available, then they will be informed about the appeals process.

### **Transfer of Pupils between Darlington Primary Schools**

In the case of house moves or permanent exclusion from primary school, a transfer of school may be unavoidable. At other times the decision to change a child's school will need extremely careful consideration. Factors parents are asked to take into account include changes in friendship groups and the general disruption to studies inevitably caused by change. Parents should also consider the fact that a transfer is not guaranteed to solve any problems a child may be experiencing at school. A child could only transfer to another Darlington primary school if places were available. Parents 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. Parents should also consider how their child will travel to school as the authority only provides travel assistance when it has a statutory responsibility to do so. Seek advice from the transport team if unsure (01325) 406333.

If a parent wishes for their child to transfer to a primary school in Darlington that has reached or exceeded its admission limit, after discussion has taken place with the current school, an in-year application form should be completed, and forwarded to the Local Authority. The admissions team can advise parents of their right to appeal and who will issue appeal papers. Generally, it is better for a transfer to take place at the end of term or a school year so to minimise disruption to the child's education. Parents are required to ensure that their child(ren) maintain attendance by remaining at their current school until the application for transfer is considered by the Authority.

### **In-Year Fair Access Protocol**

In-Year Fair Access Protocols exist to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible and to ensure that all schools in a Local Authority area admit their fair share of children with challenging behaviour. All schools within Darlington Authority have agreed to admit children through the protocol. Those children identified by the Local authority will take precedence over children on a waiting list who are already attending another school, who wish to transfer. Full details are contained within the Fair Access Protocol documents for primary and secondary education.

### **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 the absence, then the Local Authority can issue a Penalty Notice as a sanction against the parent. From August 2024 this Notice attracts a fine of £80 per parent per child if paid within 21 days, if not paid within 28 days, the notice increases to £160.

## School holiday dates 2025/2026

Schools return on Monday 1 September 2025

### October Half-Term

- Term ends: Friday 24 October 2025
- October Half-Term: Monday 27 October – Friday 31 October 2025
- Term commences: Monday 3 November 2025

### Christmas

- Term ends: Friday 19 December 2025
- Christmas: Monday 22 December 2025 – Friday 2 January 2026
- Term commences: Monday 5 January 2026

### February Half-Term

- Term ends: Friday 20 February 2026
- February Half-Term: Monday 23 February – 27 February 2026
- Term commences: Monday 2 March 2026

### Easter

- Term ends: Thursday 2 April 2026
- Easter/Spring: Friday 3 April – 17 April 2026
- Term commences: Monday 30 April 2026

### May Day

Monday 4 May 2026

### May Half-Term

- Term ends: Friday 22 May 2026
- May Half-Term: Monday 25 May – 29 May 2026
- Term commences: Monday 1 June 2026

### Summer

- Term ends: Friday 17 July 2026
- Summer Holidays: Monday 20 July – Friday 28 August 2026
- Term commences: Tuesday 1 September 2026

The number of term days shown is 195. Up to five of these days will be used as professional development days for teaching staff; pupils will not attend on these days. Each school determines when these will take place and will inform parents.

**Please note: Dates may vary on an individual school basis, so always check with your school.**

## How will your child travel to school?

Your child will travel between home and secondary school around 400 times each year. Have you thought about how they are going to make that journey? Often taking kids to school in the car is unavoidable and we understand that sometimes this may be the only way. However, driving to school could also result in being stuck in traffic; making you feel hassled and like everyone is getting in the way; not to mention trying to park and the stress of the congestion at the school gates. To make the school run a great part of the school day parents could consider walking, cycling, scooting or even car-sharing. Even if it's just once a week, the school journey can be a wonderful opportunity to spend time with your kids and an active school journey keeps grown-ups healthy and fit too.

### Make the school run = the fun run!

- **Try walking, cycling or scooting.** Often faster than going by car where you might find yourself stuck in traffic or dealing with congestion at the school gate.
- **Why not park & stride?** If you have to drive the school run, why not park a bit further away from the school walk the last 5-10 minutes to school. So much easier to park and it's proven that walking boosts concentration!
- **Give the bus a go.** 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? If so, give the bus a go.
- **Make new friends!** Halve the costs by sharing the school run with other parents/carers that are making the same journey. Less cars on the road = a safer journey to school. And more time for you if it's not your day to drive!

**Switching up the school run** by leaving the car behind can offer **loads of benefits** to you and your family.

**Saves money** - 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.

**Gets the whole gang fit!** It's important that young people do plenty of physical activity to build a healthy body. Kids need 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 – simply walking and cycling to and from school can make a difference!

**Boosts thinking power!** Healthy bodies help make healthy minds. Research shows strong links between physical fitness and academic achievement. Getting some physical activity on the way to school helps young people arrive alert and ready for the day.

**Creates independence.** Young people get much less freedom nowadays; for kids to grow up and look after themselves they need to learn how – the school runs is a great place to start. Taking the bus, walking or cycling fosters independence and responsibility in children.

**Helps our towns stay green and clean.** By choosing public transport, walking, cycling or even sharing your car journey we don't just reduce pollution, we also improve the environment by reducing noise and congestion levels. It's proven that more people walking create safer, cleaner towns.



**For more information** about how to make the journey to school the best it can be, visit [www.letsqoteesvalley.co.uk](http://www.letsqoteesvalley.co.uk) Do follow us on Facebook @LetsGoTeesValley or twitter @LetsGo\_TeesVal



## Additional Information

### **Additional Educational Needs**

Some children will need special help with their learning at some time in their school life. There is a strong commitment in Darlington to inclusion, which means that children should be educated with their peers in the neighbourhood school wherever possible. If special help is required, it can usually be provided from resources that are already available in school. There is a system in all schools to identify which children need special provision and parents have a right to be informed when this is happening. In the case of a very small number of children with severe, lifelong complex needs, the Authority may need to consider carrying out a statutory assessment of special educational need. Parents and schools have the right to request the Authority to consider carrying out such an assessment. There is a procedure for dealing with requests from parents and schools and all referrals are considered by the Moderation Panel to ensure consistency and transparency in decision making. The Authority will obtain advice from the child's school, an Educational Psychologist, Consultant Paediatrician and other specialists where necessary. If, when the assessment is complete, the Authority decides to issue an Education, Health and Care Plan, parents are again encouraged to make their views known and have the opportunity to appeal against the special educational provision that is proposed. Further information may be obtained from the school or from the Special Educational Needs Statutory Team on 01325 403333

### **SEND Information, Advice and Support Service (SIASS)**

The SEND Information, Advice and Support Service supports parents 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, schools and support organisations.

Further information can be obtained from Darlington Information, Advice and Support Service, Town Hall, Darlington DL1 5QT or you can telephone 01325 405878 or visit the Council's website and click on the Education and Learning link.

### **Darlington Families Information Service**

Darlington Families Information Service provides free, impartial information and advice on all aspects of childcare, activities for children and young people information on early years education and childcare. Information is widely available for parents, carers, employers, childcare providers and practitioners. The service includes Families Information Service, Adults Public Information and Parent Partnership Service.

A useful resource that parents, carers, practitioners and young people can also use is the Livingwell Directory <https://livingwell.darlington.gov.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 Families Information Service also offers 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. You can also contact the SEND Information, Advice and Support Service (SEND IASS) 01325 405878 or email: [IASS@darlington.gov.uk](mailto:IASS@darlington.gov.uk).

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 01325 406222, Option 7 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)

### **School Uniform**

All pupils are expected to attend school appropriately dressed. To assist parents' schools have adopted guidelines on clothing. Information regarding uniform policies can be found in a school's prospectus available from the school concerned. The Authority does not make any grants towards the provision of school uniforms or other clothing for pupils. Parents who are in real difficulties over the purchase of clothing for pupils may find that other agencies could help in certain circumstances.

### **Meals**

All primary schools in Darlington offer a school meals service. Menus are varied and include "traditional" meal alongside vegetarian options, snacks and sandwiches. Children whose parents are in receipt of certain 'support' payments may be entitled to receive free school meals. Further information regarding the eligible support payments and application forms are available at the school. If children require medical therapeutic diets, every effort will be made to accommodate this.

### **Music Provision**

Darlington schools have access to instrumental and vocal tuition through the Music Service, from KS2 to sixth form. Teachers visit schools to ensure that pupils receive high quality instrumental and vocal tuition for which there is a small termly charge. Pupils entitled to free school meals receive this tuition free of charge. There is a wide range of ensembles, which pupils may join from beginner to advanced level. In addition, teachers from the Music Service support music provision for all pupils from Foundation Stage to KS4 through live music concerts and advisory support. You can contact the Music Service by telephoning 03000 262368.

### **Charging Policy for School Activities**

Under the 1996 Education Act, schools are prohibited from charging for activities, which are an essential part of the curriculum during school hours. However, schools may ask for voluntary contributions to help with the cost of certain activities e.g. educational visits during school hours. Parents may be charged for events their children take part in outside of the school day e.g. school camps. A small, termly charge is made for instrumental music tuition provided by the Music Service.

### **The National Curriculum**

The national curriculum is a set of subjects and standards used by primary and secondary schools, so children learn the same thing. It covers what subjects are taught and the standards children should reach in each subject. Other types of schools such as Academies don't have to follow the national curriculum. Academies must teach a broad and balanced curriculum including English, Maths and Science. They must also teach Religious Education.

# Advice on how to complete the Darlington Primary School Application (PSA) Form

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

If you **DO NOT** live in the Borough of Darlington, **DO NOT** complete this form. Contact the local authority where you reside to understand their policy and procedures.

## SECTION 1: Pupil Details

- If your child uses more than one surname, please state both
- Check the date of birth given is correct
- Children in care may live with a foster family, in a children's home or in their own home – Social Services will be involved. Check with your social worker if you are not sure

## SECTION 2: Listing the schools you prefer

- If you decide to apply for a school that is often oversubscribed, look carefully and see what criteria your child(ren) would come under. Talk to the Schools' Admissions Team for advice.
- Reason: You may state any reason for your preferences in this section. All preferences and the reasons for them will be considered. However, the only criteria used to allocate places are those published on pages 20-77 of this guide. **You do not have to state a reason if you do not wish to.**

Examples of reasons:

- |   |                            |
|---|----------------------------|
| 1. Closest School                         | 2. Social                  |
| 3. Medical                                | 4. School Academic Results |
| 5. Sibling Link                           | 6. Distance                |
| 7. Religious or Philosophical Convictions | 8. Other Reasons           |

## SECTION 3: Brothers and sisters (siblings)

- If you have an older child in any of the schools you have named as a preference, please give their details.
- Siblings – The brother or sister must still be on the school roll at the expected time of transfer (September 2025). For a full explanation of family links see the relevant admission authorities' description. Please seek advice from a member of the Schools' Admissions Team if you are unsure.

## SECTION 4: Parents details

- Please complete your details including **YOUR FULL POSTCODE.**
- Remember to sign and date your form before returning it.
- **CHECK YOUR FORM. Are the details correct, have you understood EVERYTHING and, if not, SOUGHT ADVICE WHERE NECESSARY.**
- Note the contents of the declaration.

**Check the information you have given is correct. You have sought advice where necessary.**

**Please contact the Schools' Admissions Team if you need help completing the form.**

**BE ON TIME: If you apply after the closing date, you could lose out on a school place you want.**

**DON'T BE LATE – THE CLOSING DATE IS:**

**15 JANUARY 2025**

# PRIMARY SCHOOL APPLICATION FORM 2025/2026 FORM FOR RESIDENTS OF DARLINGTON ONLY



## 1. Your child's details

<b>Child's Forename</b>	<input type="text"/>	<b>Child's Middle Names</b>	<input type="text"/>
<b>Child's Legal Surname</b>	<input type="text"/>	<b>Chosen Surname</b>	<input type="text"/>

**Child's current address and postcode**

- If you move address after the submission of this application you must inform the School Admission Team immediately
- We reserve the right to seek proof of address and to withdraw the offer of a place if a false or inaccurate address is given on this application form
- It is your responsibility to ensure the School Admissions Team receives this form by 15 January 2025.

Postcode:

**Child's Date of Birth**  **Gender** (Please tick as appropriate)  **Male**  **Female**

**Name of nursery your child currently attends:**

**Is your child 'looked after' by the Local Authority (i.e. in Care?) if so which authority**

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**Was your child previously "Looked After" by a Local Authority but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order? If so, please attach a copy of the relevant order. These arrangements must be in place at the time of application.**

## Section 2 – Applicant Details (It is not a requirement that both parents state their details)

Applicant 1	Applicant 2
Title: Mr Mrs Miss Other	Title: Mr Mrs Miss Other
First Name(s):	First Name(s):
Surname:	Surname:
Address (if different to that of the child)	Address (if different to that of the child)
Daytime Tel No:	Daytime Tel No:
Relationship to child:	Relationship to child:
Have they been informed/consulted about this application?	Have they been informed/consulted about this application?

Preferences may be shared with another person(s) who has parental responsibility for the child unless the applicant states a reason for withholding information e.g. threat of domestic violence. Please provide any supporting documentation e.g. Court Order along with your application. If there is a known disagreement between the parent(s) the application(s) will not be processed until the disagreement is resolved and confirmation of agreement is provided. e.g. a letter signed by all parent(s) in disagreement stating school preferences or a Court Order.

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.

Date received	—	Receipt Issued
---------------	---	----------------

**Section 3 – School Preferences – You can name up to five primary schools in order of preference:**

Priority	School Preferences	Reason for preference (if any)
1		
2		
3		
4		
5		

**Section 4- Sibling Details-** Please give details below of any older siblings that will be attending any of the above schools in September 2025.

Name of Sibling	Date of birth	Name of school currently attending

**Section 5 - If you have listed a Roman Catholic School as one of your preferences, you must also complete the information below:**

Faith	Tick	Evidence needed
<b>Practising Catholic</b>		<i>You must include evidence of baptism in the form of a certificate of Baptism or a certificate of reception into the Catholic church. You must also request a reference from the parish priest to testify to regular worship. This will be sent from the priest directly to the SCHOOL.</i>
<b>Catholic</b>		<i>You must include evidence of baptism in the form of a certificate of Baptism or a certificate of reception into the Catholic church</i>
<b>A member of the catechumenate</b>		<i>You must provide evidence in the form of a certificate of reception into the order of catechumens</i>
<b>A member of an Eastern Christian Church</b>		<i>You must provide a certificate of baptism or reception from the authorities of the church</i>
<b>Other Christian Denomination</b> Please indicate which denomination		<i>You must provide a baptismal certificate or where baptism is not practised, a letter confirming church membership from the minister or faith leader.</i>
<b>Other faith</b> Please indicate faith		<i>You must provide a letter of support to confirm faith membership from the minister or faith leader</i>

**SECTION 6 – Declaration and signature of parent**

I am the parent or have parental responsibility for the child named on the application form. I confirm that I have read Darlington Borough Council’s Guide for Parents and the relevant oversubscription criteria for the schools I am applying for and all other relevant information and all the information I have given is accurate. I am aware that any place offered on false information may be withdrawn.

Parent Signature:

Date

**Please return this form to the Schools Admissions Team, Education Division, Town Hall, Darlington, DL1 5QT no later than 15 January 2025. If you need help completing this form, ring 01325 406333.**

**The adjoining Local Authorities to this area are:**

Durham County Council  
The School Places and Admissions Team  
Children and Young People's Services  
Green Lane  
Spennymoor  
Co Durham  
DL16 6JQ

Tel No.03000 265896

[schooladmissions@durham.gov.uk](mailto:schooladmissions@durham.gov.uk)

Stockton Council  
School Admissions & Transfer Team  
Municipal Buildings  
Church Road  
Stockton on Tees  
TS18 1XE

Tel No. 01642 526605

[schooladmissions@stockton.gov.uk](mailto:schooladmissions@stockton.gov.uk)

North Yorkshire County Council  
Admissions Team  
Jesmond House  
31-33 Victoria Avenue  
Harrogate  
HG1 5QE

Tel No. 01609 785911

[schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)

Hartlepool Borough Council  
School Admissions Team  
Children's and Joint Commissioning Service  
Hartlepool Centre of Excellence for Teaching & Learning  
Brierton Lane  
Hartlepool  
TS25 4AF

Tel No. 01429 523768

[admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

Middlesbrough Council  
School Admissions  
Children's Services Department  
Middlesbrough House  
50 Corporation Road  
Middlesbrough  
TS1 2RH

Tel No 01642 729544 / 01642 201891

[schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk)

Redcar & Cleveland Council  
School Admissions  
Redcar & Cleveland House  
Cooper Centre  
Kirkleatham Street  
Redcar  
TS10 1RT

Tel No 01642 837740

[school\\_admissions@redcar-cleveland.gov.uk](mailto:school_admissions@redcar-cleveland.gov.uk)

## **Rural Wards of Darlington Borough Council**

The Rural Wards of Darlington are:

Heighington & Coniscliffe, Sadberge & Whessoe, Middleton St George and Hurworth.

### **Area A on Map**

Children living in the area to the north of the A68 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington the alternative school is Mount Pleasant Primary.

### **Area B on Map**

Children living in the area to the south of the A68 road, north of the B6279 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington the alternative school is Mount Pleasant Primary School.

### **Area C on Map**

Children living in the area to the west of the East Coast Main Railway Line AND within the Ward of Sadberge and Whessoe in the Borough of Darlington the alternative school is Harrowgate Hill Primary School.

### **Area D on Map**

Children living in the area to the south of the B6279 road AND within the Ward of Heighington and Coniscliffe in the Borough of Darlington the alternative school is The Federation of Mowden Schools (Mowden Infant School and Mowden Junior School).

### **Area E on Map**

Children living in the area to the east of the East Coast Main Railway Line, north of the A66 road AND within the Ward of Sadberge and Whessoe in the Borough of Darlington the alternative school is Whinfield Primary School.

### **Area F on Map**

Children living in the area to the south of the A66 road AND within the Ward of Sadberge and Whessoe in the Borough of Darlington the alternative school is Heathfield Primary School.

### **Area G on Map**

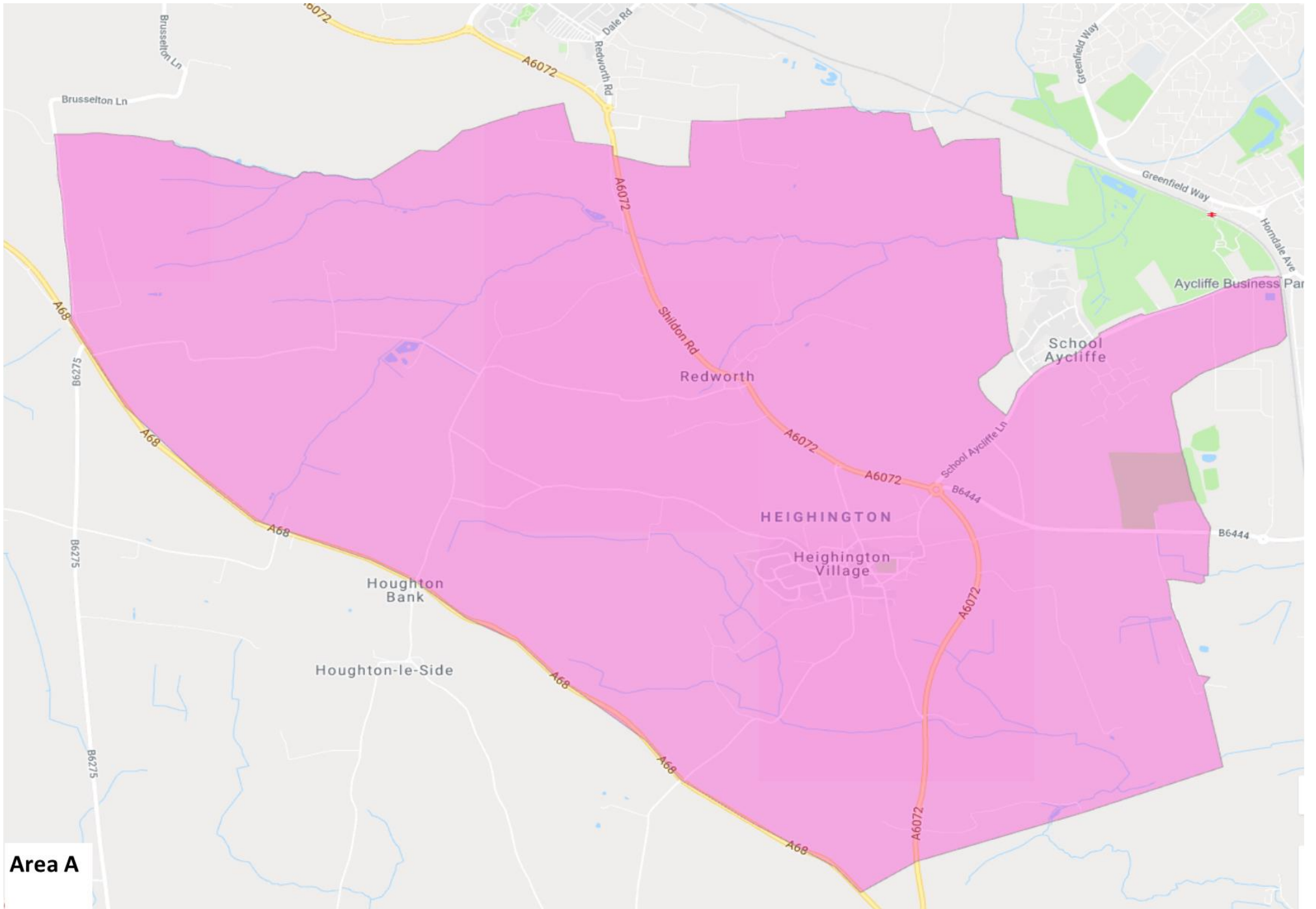
Children living within the Ward of Middleton St George in the Borough of Darlington the alternative school is Heathfield Primary School.

### **Area H on Map**

Children living in the area to the SOUTH of the A66 road (Darlington Bypass) only AND within the Ward of Hurworth in the Borough of Darlington the alternative school is Firthmoor Primary School



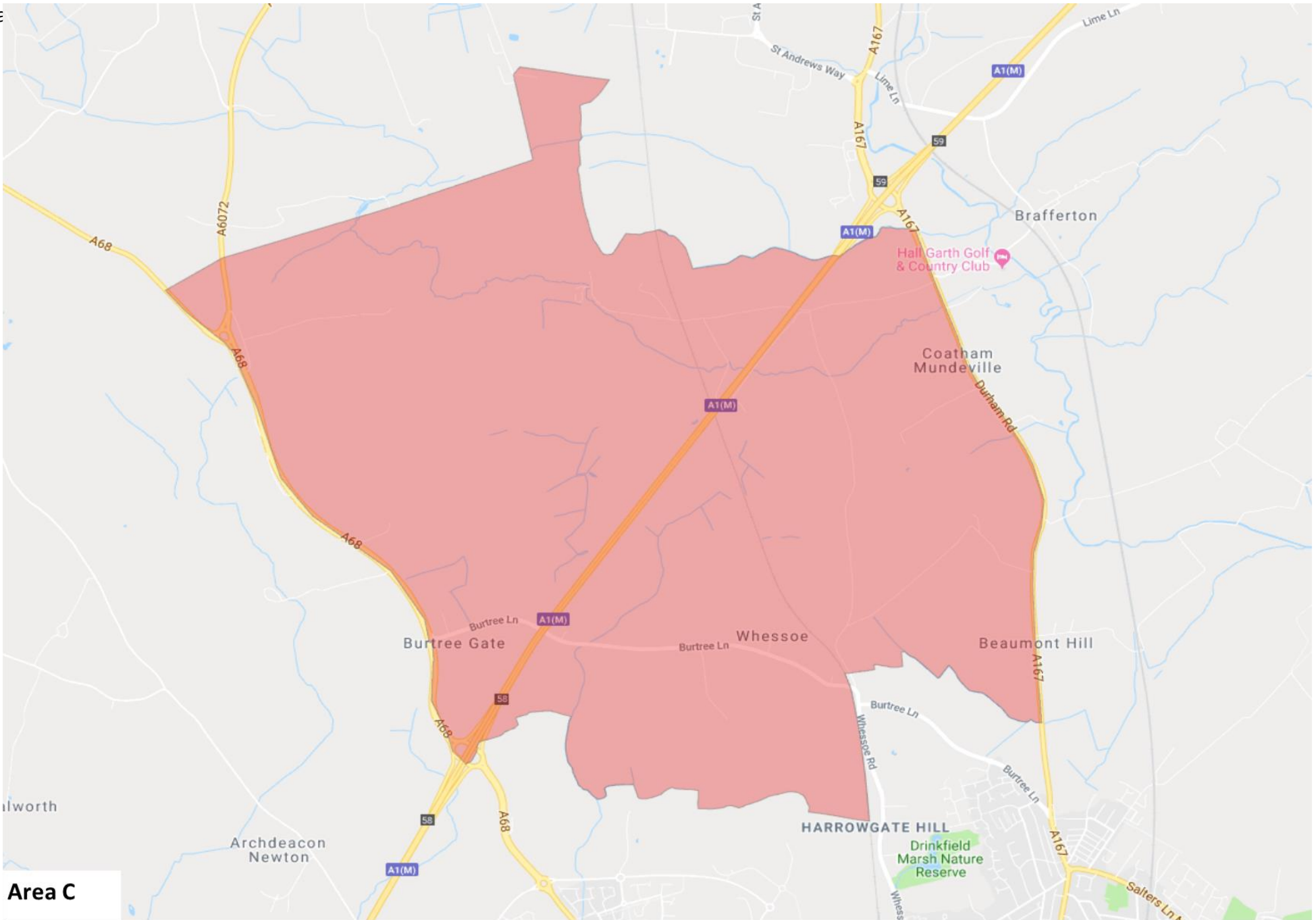




**Area A**



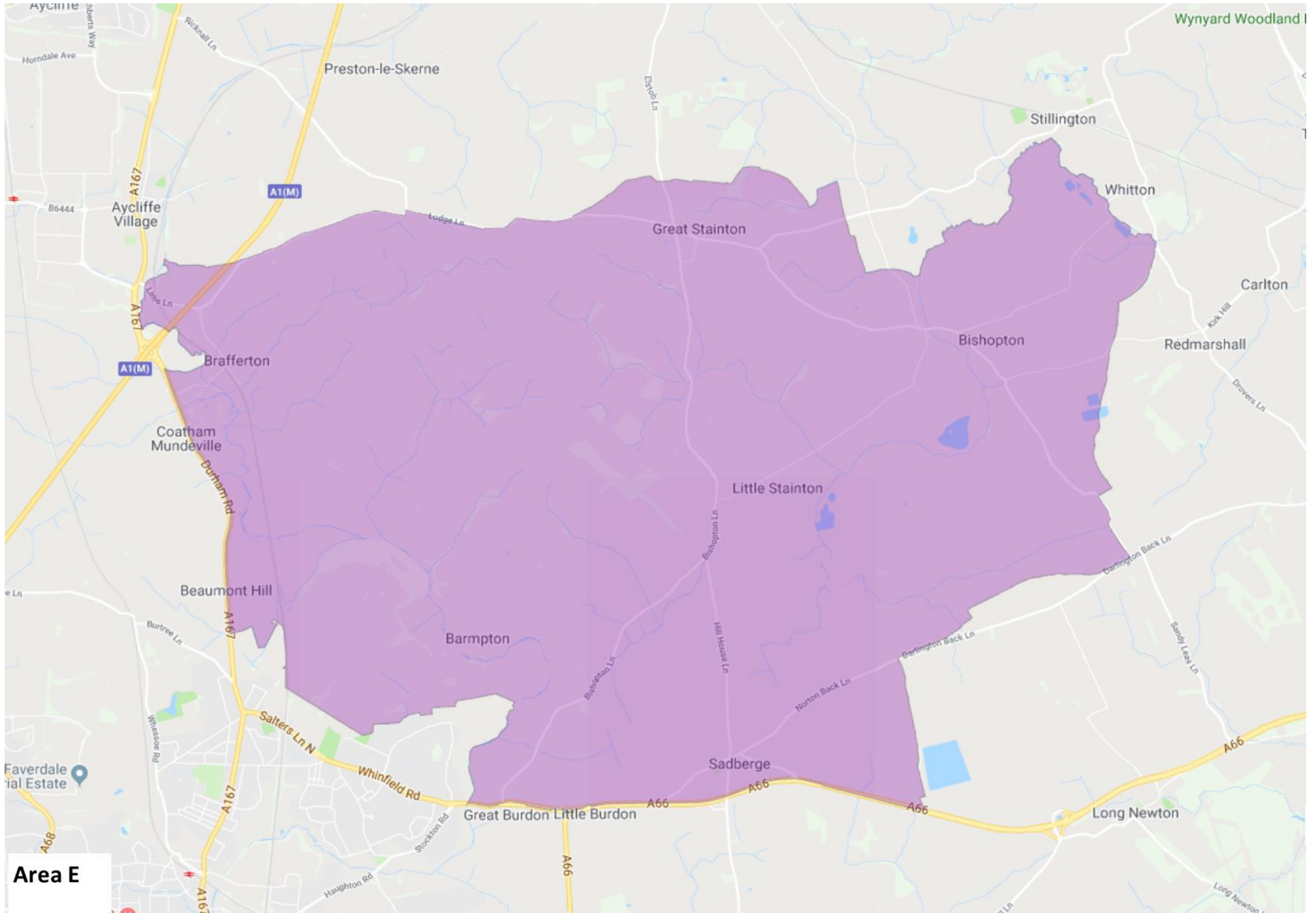
Da



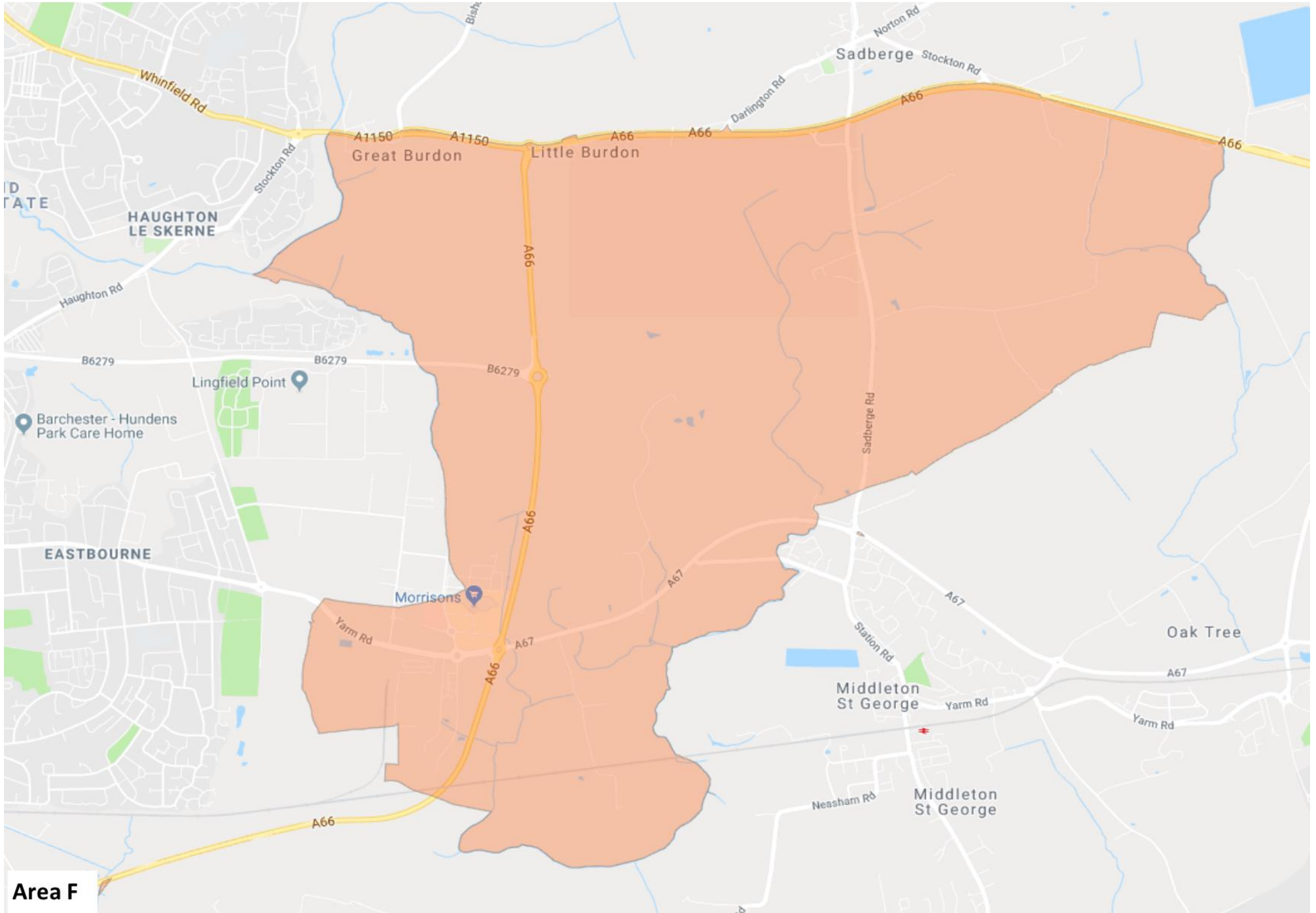
**Area C**



Area D



Area E

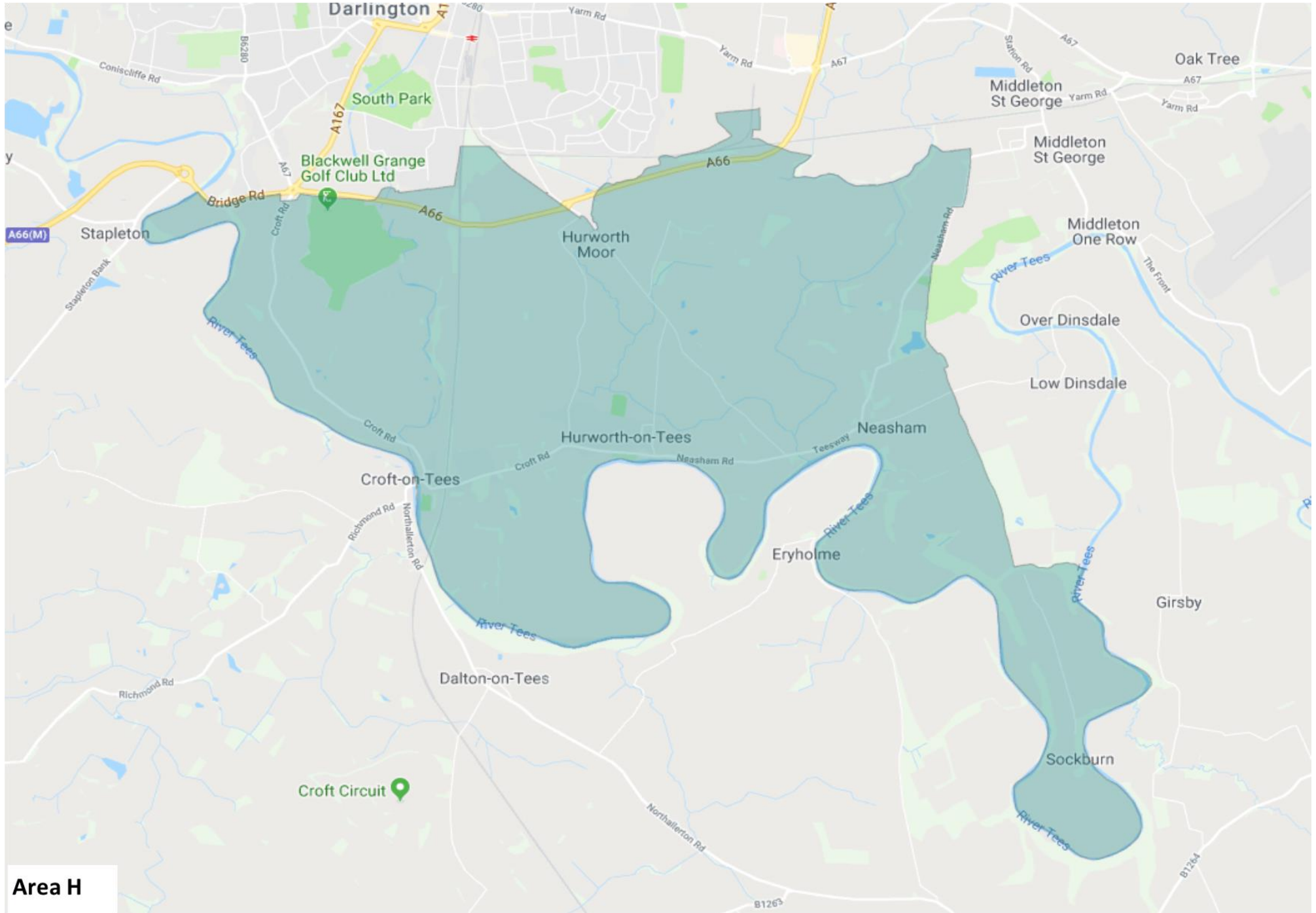


Area F



**Area G**





Area H

## Schools in Darlington Primary Phase (4-11)

School Name	Type	Age Range	Admission Number for 2025/2026	Type	Total No. of Applications Received by the closing date for 2024 Intake	No. of Multiple* Appeals Submitted for 2024 intake	No. of Successful Multiple* Appeals for 2024 Intake
Abbey Infant (a)	A	4-7	90	Co-Ed	202	0	0
Abbey Junior (a)	A	7-11	90	Co-Ed	93	0	0
Bishopton/Redmarshall CE Primary	A	4-11	15	Co-Ed	21	0	0
Corporation Road Primary	A	4-11	30	Co-Ed	76	2	0
Firthmoor Academy	A	4-11	45	Co-Ed	64	0	0
Gurney Pease Academy	A	4-11	30	Co-Ed	57	0	0
Harrowgate Hill Primary	COM	4-11	60	Co-Ed	68	0	0
Heathfield Academy	A	4-11	60	Co-Ed	136	2	0
Heighington CE Primary	A	4-11	30	Co-Ed	47	0	0
High Coniscliffe CE Primary	A	4-11	15	Co-Ed	28	0	0
Holy Family RC Primary	A	4-11	30	Co-Ed	90	2	0
Hurworth Academy	A	4-11	30	Co-Ed	54	0	0
Mount Pleasant Primary	A	4-11	30	Co-Ed	63	2	0
Mowden Infant (a)	A	4-7	60	Co-Ed	188	0	0
Mowden Junior (a)	A	7-11	90	Co-Ed	74	0	0
Northwood Primary	A	4-11	60	Co-Ed	74	0	0
Polam Hall School	A	4-11	45	Co-Ed	131	1	0
Red Hall Primary	COM	4-11	30	Co-Ed	33	0	0
Reid Street Academy	A	4-11	60	Co-Ed	108	3	0
Skerne Park Academy	A	4-11	60	Co-Ed	40	0	0
Springfield Academy	A	4-11	30	Co-Ed	72	3	1
St Augustine's Catholic Primary	A	4-11	30	Co-Ed	91	0	0
St Bede's RC Primary	A	4-11	45	Co-Ed	70	0	0
St George CofE Academy	A	4-11	60	Co-Ed	58	0	0
St John's CofE Academy	A	4-11	30	Co-Ed	83	0	0
St Mary's Cockerton CofE Primary	A	4-11	30	Co-Ed	90	0	0
St Teresa's Catholic Primary	A	4-11	45	Co-Ed	103	1	0
The Rydal Academy	A	4-11	90	Co-Ed	126	0	0
West Park Academy	A	4-11	60	Co-Ed	129	0	0
Whinfield Primary	A	4-11	60	Co-Ed	101	0	0

\*This denotes more than one appeal was held at the same appeal panel hearing for the school.

## Oversubscription Criteria Primary School Admissions

	The Number of Applicants admitted under the Admissions Criterion for oversubscribed schools							
Abbey Infant	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		2024	N/A	N/A	N/A	N/A	N/A	N/A
		2023	0	0	29	N/A	0	61=4.00m*
		2022	3	0	41	0	0	4 =1.22m*
Bishopton Redmarshall CE Primary	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		
		2024	N/A					
		2023	N/A					
		2022	N/A					
Corporation Road Primary	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
		2024	1	0	19	0	11=0.182m*	
		2023	N/A					
		2022	N/A					
Firthmoor Academy	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
		2024	N/A					
		2023	N/A					
		2022	N/A					
Gurney Pease Academy	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		
		2024	N/A					
		2023	N/A					
		2022	N/A					
Harrowgate Hill Primary	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
		2024	N/A					
		2023	N/A					
		2022	N/A					
Heathfield Academy	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
		2024	2	0	34	0	22=0.639	
	2	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
		2023	N/A	0	13	0	0	42=1.3m*
		2022	0					
Heighington CE Primary	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
		2024	N/A					
		2023	N/A					
		2022	2	0	14	0	14=1.35m*	
High Coniscliffe CE Primary	SEN	Criteria	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		
		2024	N/A					
		2023	N/A					
		2022	0	0	11	4=2.2m*		

	SEN	Criteria	1	2a	2b	3a	3b	4	5a	5b	6	7	8a	
Holy Family RC Primary		2024	1	5	14	2	7	0	0	1	-	-	-	
		2023	N/A											
		2022	N/A	4	16	3	4	-	-	-	-	-	-	3
Hurworth Academy	SEN	Criteria	1	2	3	4	5							
		2024	N/A											
		2023	1	0	12	0	17=2.56m*							
Mount Pleasant Primary	SEN	Criteria	1	2	3	4	5	6						
		2024	0	0	16	0	0	14=0.485m						
		2023	1	0	14	0	0	*						
Mowden Infant School	SEN	Criteria	1	2	3	4	5	6						
		2024	N/A											
		2023	2	0	33	N/A	0	25=1.00m*						
Northwood Primary	SEN	Criteria	1	2	3	4	5	6	7					
		2024	N/A											
		2023	N/A											
Polam Hall School	SEN	Criteria	1	2	3	4	5	6						
		2024	0	16	2	23	1	3						
		2023	N/A											
Red Hall Primary	SEN	Criteria	1	2	3	4	5	6						
		2024	N/A											
		2023	N/A											
Reid Street Academy	SEN	Criteria	1	2	3									
		2024	N/A											
		2023	N/A											
Skerne Park Academy	SEN	Criteria	1	2	3	4								
		2024	N/A											
		2023	N/A											
Springfield Academy	SEN	Criteria	1	2	3	4								
		2024	2	18	10=0.724	0								
		2023	2	3	25=3.2m*	0								
	1	2022	2	9	19=1.25m*	0								

St Augustine's Catholic Primary	SEN	Criteria 2024 2023 2022	<b>1</b> N/A N/A N/A	<b>2a</b>	<b>2b</b>	<b>3a</b>	<b>3b</b>	<b>4</b>	<b>5a</b>	<b>5b</b>	<b>6a</b>	<b>6b</b>	<b>7</b>			
St Bede's RC Primary	SEN	Criteria 2024 2023 2022	<b>1</b> N/A N/A 0	<b>2a</b> 11	<b>2b</b> 10	<b>3a</b> 3	<b>3b</b> 6	<b>4a</b> 0	<b>4b</b> 0	<b>5</b> 1	<b>6</b> 7	<b>6b</b> 7=1.1m*	<b>7</b>			
St George's CofE Academy	SEN	Criteria 2024 2023 2022	<b>1</b> N/A N/A N/A	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>								
St John's CofE Academy	SEN	Criteria 2024 2023 2022	<b>1</b> 4 N/A 2	<b>2</b> 0	<b>3</b> 12	<b>4</b> 0	<b>5</b> 14 + 0.498m*									
St Mary's Cockerton CE Primary	SEN	Criteria 2024 2023 2022	<b>1</b> N/A N/A N/A	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>								
St Teresa's Catholic Primary	SEN	Criteria 2024 2023 2022	<b>1</b> 0 N/A 0	<b>2a</b> 11	<b>2b</b> 13	<b>3a</b> 0	<b>3b</b> 2	<b>4</b> 0	<b>5a</b> 0	<b>5b</b> 3	<b>6a</b> 7	<b>6b</b> 2	<b>7a</b> 0	<b>7b</b> 1	<b>8a</b> 2	<b>8b</b> 3=0.63m*
The Rydal Academy	SEN	Criteria 2024 2023 2022	<b>1</b> N/A N/A N/A	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>								
West Park Academy	SEN 2	Criteria 2024 2023 2022	<b>1</b> 1 4 1	<b>2</b> 0 0 0	<b>3</b> 21 17 24	<b>4</b> 20 26 13	<b>5</b> 16=2.201m* 10=0.5m* 22=1.6m*	<b>6</b> 0 - 0	<b>7</b> - - -							
Whinfield Primary	SEN	Criteria 2024 2023 2022	<b>1</b> N/A N/A N/A	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>								

Only where a school has been oversubscribed in the co-ordinated admissions process in any of the last 3 years, there will be data using their oversubscription criteria.

Note: Although the information contained in this Guide was correct as of 12 September 2024 it should not be assumed that there will be no change affecting the relevant arrangements or matters detailed in the Guide for admission to primary schools/academies for 2025/2026, before the start of, or during, 2025/2026 academic year or in relation to subsequent academic years. You should visit Darlington Local Authority website: [www.darlington.gov.uk/schooladmissions](http://www.darlington.gov.uk/schooladmissions) or contact: School Admissions Team, Education Division, Town Hall, Darlington, DL1 5QT. Tel: 01325 406333 where any subsequent changes that have had to be made to be compliant with the School Admissions Code 2021 and relevant statutory regulations, will be highlighted.