A Guide to Primary School Admissions in Hull 2019/20
Dear Parent/Guardian

Starting school is a big step in your child’s life. This booklet should help make this as easy as possible by providing all of the information that you should need to help you through this process.

If you live in Hull and your child was born between 1 September 2014 and 31 August 2015, then he or she is due to start in the reception year of a school in the 2019/20 school year. You need to have made your application by 15 January 2019.

You can do this by applying online: go to www.hull.gov.uk/admissions

Please read this booklet carefully and in particular, take note of the admissions criteria for the schools that you are interested in. For more detailed information about individual schools, you can contact them directly. They will welcome your enquiries and be happy to supply information about curriculum details, school uniforms, examination results and other areas of interest.

Offers of primary school places will be made on 16 April 2019.

If you need more information or help to use the online service, please contact the admissions team on (01482) 300300, take a look at the information about admissions on the Council’s website: www.hull.gov.uk/admissions or call into one of the Council’s customer service centres or any Hull library.

We are committed to ensuring that all children in Hull are given opportunities to achieve their potential. Starting at primary school for the first time is a key step in this journey. I hope that you find the information in this booklet helps you through the school admissions application process to achieve this as easily as possible.

Yours faithfully

[Signature]

Director, Children, Young People and Family Services
Hull City Council
Introduction

If your child was born between 1 September 2014 and 31 August 2015 this booklet gives you the information you need to apply for a place for your child at a primary school.

By following the advice in this booklet you should be allocated a primary school place for your child.

All parents have to apply for a primary school place using either the online application services or a form provided by their own local authority. If you live in Hull you must use the Hull City Council online application system, even if the school you are applying for is outside of Hull.

For example, if you live in Hull and want a place at a school in the East Riding of Yorkshire, you **must** apply for a place at that East Riding School using the Hull online system or CAF form.

Similarly, if you live outside of Hull but want a place at a Hull school, you must apply using your home authority’s system or form. This arrangement has been introduced nationally and all local authorities will ensure that applications for places at schools outside their areas are passed on to the right admissions authority. If you are not currently resident in the UK please contact the Admissions Team on (01482) 300 300 for further information.

**To apply online via the Hull City Council website visit [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions)**

Most areas of Hull fall within the catchment area of a primary school. Make sure you know which your nearest or catchment area school is. You are strongly advised to make sure that your catchment area school or nearest school is one of the schools named on your application. If you do not there is a chance that your child could be allocated a school some distance from your home.

Please contact the Council’s website for details of schools with catchment areas or contact the Admissions Team on (01482) 300 300.

Applications for primary school places must be received by **15 January 2019**.

If you have any queries about admissions please contact the school Admissions Team on (01482) 300 300.
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When should I apply?

If your child was born between 1 September 2014 and 31 August 2015 you will need to apply for a place at a primary school for September 2019. You can apply for places online at www.hull.gov.uk/admissions. You will be invited to express up to three preferences for primary schools and give reasons for those preferences by the deadline date of 15 January 2019.

The timetable for all primary schools in the city is set out below. The timetable includes dates by which applications must be submitted and appeals lodged.

**Important dates for you to note and remember**

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<tr>
<td>1 October 2018</td>
<td>Online application system becomes available CAF forms available from customer service centres, libraries, nurseries, children’s centres and primary schools.</td>
</tr>
<tr>
<td>15 January 2019</td>
<td>Deadline for submission of applications. In the case of parents/carers of children living in Hull, the online application form is available on the Hull City Council Website. Any supporting evidence should be sent to Admissions Team, Room 128, Second Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA.</td>
</tr>
<tr>
<td>Please note: if you wish to change your preferences you can do so by amending your CAF form or online application yourself up to 15 January 2019</td>
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<tr>
<td>16 April 2019</td>
<td>Letters and emails sent to parents/carers confirming school allocations and rights of appeal where necessary</td>
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<tr>
<td>16 May 2019</td>
<td>Final date for appeal forms to be returned to the Admissions Team</td>
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<tr>
<td>July 2019</td>
<td>Appeal hearings commence</td>
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It is very important that you complete and submit your application stating what your preferences are by 15 January 2019. If you don’t get your online application or CAF form in by this date you may find that all the places at your preferred schools have been taken up by pupils whose applications were on time.

Only in **exceptional** circumstances, e.g. families moving to the city after the closing date, late applications may be able to be considered up to the 28 February 2019. Changes of preference after the closing date for applications on 15 January 2019 will be considered as a late application unless the change is considered to be unavoidable in the opinion of the admissions authority (e.g. parents move into area).
How we process applications.

The allocation of school places is based on the parental preference following the High Court judgement against Rotherham LA. Parents/carers are required to submit applications under the arrangements set out in the local authorities co-ordinated admissions scheme.

Each school will publish an admission number showing the maximum number of pupils that the school will admit in the Autumn Term 2019.

You will be given the opportunity to express three preferences of primary school. The published admission criteria for each school are used to decide which children should be offered the available places. In primary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the schools admission criteria.

Applications for pupils having statements of special educational needs/educational health and care plans (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs and disabilities. Where a school is named in part 4 of a child’s statement or recorded in EHCP, following consultation with the Head and Governors, the governing bodies are required to admit the pupil. After the allocation of statemented/EHCP pupils, where the number of applications is greater than the remaining places the admission criteria will be applied in the order set out to determine who will be offered the remaining places up to the published admission number.

The arrangements for making an application for a place at a primary school apply for all community schools, academies, voluntary aided, trust or free schools.

All local authorities in England prepare co-ordinated schemes for primary school admissions. These are operated in all local authorities across the country. Under these schemes, a local authority is responsible for processing applications for all primary school places from applicants living in their area, even if the applicant wants to apply for a place at a school in another authority’s area. Applications are then exchanged between authorities where applicants have applied for out of area schools in other council’s areas.

Admission authorities (which can be schools or local authorities) will still use their own admission arrangements to decide which applicants are eligible for a place at the school in another authority’s area. Some applicants will qualify for a place at more than one school. However the co-ordinated scheme will be used to ensure that each applicant is given a place at one school only.
How will the co-ordinated scheme work in Hull?

A full copy of Hull’s co-ordinated scheme for primary school admissions is available from the Admissions Team and on the Hull City Council website at www.hull.gov.uk/admissions.

A summary is given below:

An applicant living in Hull has to use the Hull City Council online application system. Applicants will be asked to name up to three schools and say which is their first, second and third preference. The admission authorities for all schools named on the application form will be asked to consider the application and use their published admission arrangements to determine whether or not the child concerned qualifies for a place at that school.

At this point, all three preferences are treated equally.

- If the child qualifies for a place at only one of the schools named on the application form, they will be given a place at the school.
- If the child qualifies for a place at more than one of the schools named on the form, the child will be given a place at the school ranked highest by the applicant. You should therefore name the school you want most as your first preference on the form.
- If the child does not qualify for a place at any of the schools named on the application form, the child will be given a place at the nearest school within Hull which still has a place available. If your address is in a school catchment area we strongly recommend that you name your catchment area school or the nearest school to your address as one of your preferences.

An applicant living outside of Hull has to use the online application system provided by the local authority responsible for their home area and submit the application to their home authority. Any application naming a Hull school as one of the applicant’s preferences will be forwarded to Hull admissions team to determine whether or not the child concerned qualifies for a place at the Hull school or schools using the published admission arrangements and the co-ordinated scheme. It will then be for the applicant’s home authority to decide which one school place the child should be allocated.
Making an application

Parental Responsibility

You can only submit an application for a school place if you have parental responsibility. If you share parental responsibility you must be in agreement with everyone who shares that responsibility about the information and preferences submitted on the application. Please ensure that everyone is in agreement before making an application.

If we receive conflicting preferences for the same child we will not process the application unless we are provided with further evidence as to which preferences should be accepted, for example; a court order. If no agreement is reached before the end of the school year we may not be able to allocate any preferred school and will allocate the next nearest school with a vacancy.

Your home address

You may only use one address when making an application. This must be the address at which the parent/carer and child are ordinarily resident at the time of application. We may check addresses against other records held by Hull City Council, in accordance with the authority’s Data Protection Registration.

Addresses must be permanent and must not be those of relatives or temporary addresses such as when staying with family or holiday accommodation.

Where there is joint residence, the address used must be the address at which the child is resident for the majority of the school week. If this is evenly split, then parents/carers must jointly select one address and use only this address on the application. This address should not then be changed after the application has been submitted.

We are determined to prevent fraudulent applications for school places and will investigate any reported misuse of addresses. You may be invited to discuss your application by a member of the fraud investigation team.

If you change your address after submitting your application, please send us the relevant proof of this. This can be a signed copy of a tenancy agreement showing the length of the tenancy agreement. Short term tenancies may not be accepted. If you are purchasing a property a letter or email from your solicitor confirming exchange of contracts and a date of completion should be provided. If we can, we will take this new address into account before allocations are made.

Summer born applications

If you wish to make an application for a summer born child to start school in a reception class in September 2020, you must still submit an application before 15 January 2019. You should then contact the admissions team for further instructions. There is more information about summer born children later in this guide.
How do I apply for a primary school for my child?

How you apply depends on the local authority in which you live.

1. **If you live in Hull**
   You can apply online using Hull City Council’s online application system at www.hull.gov.uk/admissions. The online system is available 24 hours a day, 7 days a week from 1 October 2018 to midnight on 15 January 2019 which is the deadline for applications to be received.

   The Council offers free computer access at its libraries and Customer Service Centres.

   The benefits of applying online are:
   
   - It’s quick and easy to do
   - You can apply from home 24 hours a day, 7 days a week
   - You can amend your application at any time up to midnight on the closing date of 15 January 2019.
   - You will be sent an email confirmation that your application has been received
   - You will receive a notification email on 16 April 2019 showing the outcome of each of your school preferences

   You will need to register a valid email address first before you submit your online application.

   You must apply through the Admissions Team at Hull City Council if you want to apply for a place at any non fee-paying school even if the school at which you want a place is outside Hull.

2. **If you live in another local authority outside Hull**
   
   You must apply for a primary school place using your home Council’s online system even if the school at which you want a place is in Hull. Your home local authority will then forward your application to Hull to consider.

3. **Can you apply directly to a school?**
   
   No. Although many schools are their own admission authorities and may set their own oversubscription criteria, their admissions are still coordinated by the local authority. You must therefore make your application to the local authority where you live.

**How do you choose a school?**

In deciding which school is the best one for their child, parents usually take into account a range of factors.
Some key points for you to consider are;

1. **Catchment Area**

Most addresses in the city of Hull fall within a primary school's catchment area. Attending the school serving the area where they live means that children are taught in their local area, with other children from the same area, making it easier for them to make and keep friends and ensuring the child has a familiar and stable social group and environment. We strongly recommend that you name your catchment area school or nearest school as one of your preferences, even if it is your third preference.

Look on the Hull City Council website or contact the Admissions Team on (01482) 300300 if you are unsure which your nearest school or catchment area your address is in.

2. **What are your chances of being allocated a place?**

It is important that you make a realistic assessment of how likely it is that your child will get a place at the schools you name on the form. Some schools in Hull regularly receive far more applications than they have places available. Where this happens, the over subscription criteria which are sent out in this booklet have to be used to decide which children should be given priority for a place at those schools. The information on individual schools later in this booklet shows how many applications each school received last year. You should study this section carefully before completing the preference form.

3. **Find out about the School**

The school’s website will give you important detailed information about the life and character of the school.

Read the latest OFSTED inspection report – Inspection reports can be seen at the school, the local library and the OFSTED website (www.ofsted.gov.uk). These reports give a detailed snapshot of the school. Look carefully at the date of the inspection: if the inspection was some time ago, the information may be out of date. Please bear in mind that new academy schools may not yet have had an OFSTED inspection.

4. **Distance to school**

Most parents want their children to attend their nearest school or their catchment school which normally serves the community in which they live. Parents can consider applying to more distance schools, however you should bear in mind the availability of transport. More information on home to school transport is given later in this booklet, or details can be found on the Hull City Council website.
Types of Primary Schools in Hull

There are four types of primary schools in Hull:

- Community schools, voluntary aided schools, trusts, and academy schools

Hull City Council is responsible for admission to the community schools and appeals for these schools.

The governors of the voluntary aided schools, trusts and academies are responsible for their admission arrangements and have their own admission criteria and appeal arrangements.

Summaries of the admission arrangements for these schools are set out later in this booklet and further information can be obtained from the schools themselves.

Deciding who qualifies for places at schools

An earlier section in this booklet described how the co-ordinated scheme for school admission works. As part of this process, admission authorities have to determine which children meet the criteria for a place at the school. This is done using the published admission arrangements.

How does an admission authority determine which applicants meet the criteria for places at the school?

After the applications for primary school places have been received and the deadline set has passed admission authorities have to determine which applicants will be given places. At all schools, if the number of applications received is less than the school's published admission number, all those who have applied will qualify for places. If the number of applications is more than the published admission number, the admission authority has to use its published admission arrangements to decide which applicants qualify for places.

ADMISSIONS ARRANGEMENTS FOR HULL SCHOOLS

What are published admission arrangements?

Each year admission authorities have to set their admissions arrangements that will show how many children they will admit into the school (the published admission number) and how they are going to prioritise applications for places at their school. These arrangements will contain a set of oversubscription criteria that will be used to decide who gets a place at the school when there are more people wanting a place at the school than there are places available.
Hull City Council, as the local authority, set the admission arrangements for the community schools. The governing bodies of the voluntary aided schools, trust schools and academies, set and publish their own admission arrangements.

The Local Authority has a duty to co-ordinate admission arrangements for all Hull primary schools. The Local Authority will ensure that all Hull parents, whose children are due to start school for the first time and have made an application for a school place, receive the offer of one primary school place on the agreed date. The criteria used to allocate places to a primary school are given later in this guide.

The school will have a copy of its admissions arrangements on its school website or you can go you the Hull City Council website at www.hull.gov.uk/admissions to find a copy.

To help you in making your preferences of schools we have put the oversubscription criteria of the Hull schools in this guide. If you would like any further information about a schools admission arrangements you can contact the school directly or alternatively you can contact the admissions team on 01482 300 300.
OVERSUBSCRIPTION CRITERIA

Many schools share the same oversubscription criteria. This guide only has a summary of each of the schools oversubscription criteria. The full admission arrangements and oversubscription criteria for each school can be found by going to the schools website. Below is a list of primary schools which shows the page number where a summary of the oversubscription criteria can be found.

The oversubscription criteria given in this guide are taken from the published admissions arrangements of the school. For questions about the criteria or definitions you can speak to the school directly.

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Oversubscription Criteria for Adelaide

Application for pupils having an education, health and care plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHCP following consultation with the head and governors, the governing body are required to admit the pupil. After the allocation of pupils with an EHCP, where the number of applications is greater that the remaining places the following criteria will be applied in the order set out below;

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (v)),
2. Being resident in the catchment area of the school (see note (i))
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii))
4. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii))

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has started this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relative’s addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address, step-brothers/sisters living at the same address and children living as part of the same family unit with their parents/carers at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order (3) or special guardianship order (4)). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

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).

Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order/child arrangement order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.
Oversubscription Criteria for Ainthorpe

Special Educational Needs
Any child with a Statement of Special Educational Needs or Education, Health and Care Plan that names the academy will be admitted.

Oversubscription Criteria
If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Where it relates to the school preference, significant medical factors (supported by a letter from the GP, consultant or other medical professional) or exceptional family circumstances (supported by a letter from the relevant agency, such as a social or family support worker).

3. Being resident in the catchment area of the school as denoted by the LA’s map, which can be found at: www.hullcc.gov.uk

4. A child with a sibling on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

5. The distance from the child’s permanent home address to the school. Priority will be given to the child living nearest the school. Distances are measured using the post office address point of the home to the post office address point of the main school gate and using Hull's computerised distance measuring software. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

Tie-break
If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.
Oversubscription Criteria for Alderman Cogan’s Primary

The school has an admission number of 60 pupils for the admission of pupils to Foundation Stage 2. Applications for admission to Foundation Stage 2 must be made on the application form available from the local authority. Where no more than 60 applications are received for admission to Foundation Stage 2, all applicants will be offered places.

The school will admit all children with a statement of special educational needs or an Education, Health and Care plan (EHCP) in which the school is named. Where, after the admission of children with statements of special educational needs or EHCPs naming the school, there are more applications for admission than places remaining available within the admission number, the Governing Body’s Admission Committee will apply the following criteria in strict order of priority:

1. Looked after children and previously looked after children where the school is named as a preference. 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 at the time of making an application to the school. A “previously looked after child” is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Applications in this category must be supported by a professional recommendation from a doctor, social worker or other appropriate professional which says that it is essential for the child to go to this school and no other.

3. Children with brothers or sisters attending the school at the expected date of admission. (Please see Footnote 1.)

4. Children eligible for the early years’ pupil premium or service premium who attend the nursery which is established and run by the school. (Pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.)

5. Children living in the designated catchment area for the school, as agreed with the LA. (Please see attached map of the school catchment area.)

6. Children of families in regular attendance at St. Aidan’s Church. (A supporting letter from the Minister of Religion must be submitted with the application.) (Please see Footnote 2.)

7. Children of families in regular attendance at any other Christian place of worship. (A supporting letter from the Minister of Religion must be submitted with the application.) (Please see Footnotes 2 and 3.)

8. Children from families attending any other place of worship according to any other major faith. (A supporting letter from the Minister of Religion must be submitted with the application.) (Please see Footnotes 2 and 4.)

9. Any other children, with priority given to those who live nearest the school (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the city).
Footnotes:

Footnote 1
Siblings include full, step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

Footnote 2
Regular Attendance – is considered to be twice a month at worship at a regular public service for a period of at least a year immediately prior to the date of application. The regular public service does not have to be on a Sunday. To meet this criterion the parent or carer must be a regular attender, with or without the child or the child can be a regular attender with a grandparent. 4.

Footnote 3
A Christian place of worship is one that is a member of “Churches Together in England”. Churches Together in England
The Baptist Union of Great Britain Methodist Church
Cherubim and Seraphim Council of Moravian Church
Churches Church of England New Testament Assembly
Church of Scotland Religious Society of Friends
Congregational Federation Russian Orthodox Church
Council of African and Afro-Caribbean Council of Oriental Orthodox Christian Churches
Churches Salvation Army
Free Churches Council United Reform Church
Greek Orthodox Church Wesleyan Holiness Church
Independent Methodist Churches Ichthus Christian Fellowship
Joint Council for Anglo-Caribbean International Ministerial Council of Churches
Churches Great Britain
Lutheran Council of Great Britain

Oversubscription Criteria for Appleton

Applications for pupils having an Education Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs and if Appleton Primary School is named in a child’s plan the governing body are required to admit the pupil. After the allocation of EHCP pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below.

Admissions Criteria for Appleton Primary School: (refer to notes)

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (f)

2. Significant medical factors or exceptional family circumstances (a)

3. Being resident in the catchment area of the school (c)

4. Having a brother or sister who will be attending the school at the expected time of admission (d)

5. Geographical, with priority given to those living nearest to the school (e)

Criteria 4 and 5 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of statemented and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.
Notes

a) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference.

b) Exceptional family circumstances must be supported at the time of the application by a letter from a supporting agency (e.g., Social Worker or Family Support Worker) indicating how the circumstances relate to school preference.

c) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e., Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

d) Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g., due to separation of natural parents) half-brothers/sisters living at the same address, step-brothers/sisters living at the same address—children living as part of the same family unit with their parents/guardians at the same address.

e) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

f) The highest priority must be given to looked after children:

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.

- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Oversubscription Criteria for Bellfield, Collingwood, Dorchester, Eastfield, Longhill, Pearson, Stockwell, Sutton Park, Thoresby, Wansbeck, Westcott and Wheeler

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

For the school year 2019/20 the schools that make up Hull Collaborative Academy Trust will use the following admission arrangements:

Applications for pupils having statements of special educational needs, (EHC plan) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement following consultation with the Head and Governors, the governing body are required to admit the pupil.
If there are less applications than places available, all applicants will be allocated a place. Applications by parents of children who wish to defer their child’s admission until the following year will be assessed on a case by case basis by each school.

After the allocation of statemented/EHC Plan pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i))
2. Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school. (see notes (ii) and (iii))
3. Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school. (see note (ii))
4. Having attended a HCAT Primary School nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).
5. A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and (see note ii)
6. A child whose parent is a member of staff at the school. (see note v)
7. Geographical, with priority being given to those living nearest to the school. (see note (iv))

Criteria 7 will be used as a tie-breaker for other criteria if, after the allocation of statemented/EHC Plan and looked after children the school is full, from within any of the other admission criteria.

Notes
(i) The highest priority must be given to looked after children 1 and children who were looked after, but ceased to be so because they were adopted 2 (or became subject to a residence order3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1. 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 function (see the definition in section 22(1) of the Children Act 1989)
2. Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders)
3. Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live
4. See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See catchment area map for community schools. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

Crown servants Paragraph 2.18 of the School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address.
(v) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Oversubscription Criteria for Biggin Hill

Applications for pupils having an Education, Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHCP following consultation with the Head and Governors, the governing body are required to admit the pupil. After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school and those who have been previously looked after, (see note (iv) below),
2. Being resident in the catchment area of the school (see note (i) below)
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)
4. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a child arrangement order previously known as a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1 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).
2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).
3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.
4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.
Oversubscription Criteria for Bricknell

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available. For the school year 2019/20, Bricknell Primary School will continue to use the pre published admission arrangements for Hull City Council community schools. These admission arrangements are detailed below:

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2019. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

The allocation of school places is based on parental preference following the High Court judgment against Rotherham LA. Parents/carers are required to submit applications under the arrangements set out in the co-ordinated admissions scheme.

Applications for pupils having statements of special educational needs or Education and Health Care Plans (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement or EHCP following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (v) overleaf)
2. Significant medical factors or exceptional family circumstances. (see note (i) below)
3. Being resident in the catchment area of the school. (see note (ii) below)
4. Having a brother or sister who will be attending the school at the expected time of admission. (see note (iii) below)
5. Geographical, with priority being given to those living nearest to the school. (see notes (ii) and (iv) below)

Criteria 4 and 5 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of statemented and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes
(i) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference.
Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.
(ii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See appendix 1 catchment area map.
Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iii) Brothers and sisters include children with the same natural parents living at the same address; children with the same natural parents living at different addresses (eg due to separation of natural parents); half-brothers/sisters living at the same address; step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. (The only exception to this is the maintained footpath along St Ninian’s Walk for access to Bricknell primary School). The Authority will use Routefinder, a computer mapping system, to make measurements.

(v) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) or became subject to a residence order (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

(1) 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 function (see the definition in section 22(1) of the Children Act 1989)

(2) Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders)

(3) Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live

(4) See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.

Oversubscription Criteria for Broadacre, Cavendish, Gillshill, Rokeby Park, Sidmouth, Stoneferry, Victoria Dock

Admissions Criteria for Community Primary Schools (with the exception of Victoria Dock Primary School):

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers. Where the geographical distance is identical random allocation will be used to determine which pupil should be allocated.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address - brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) or became subject to a child arrangement order (previously known as a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

1 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).
2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).
3 Under the terms of the Children Act 1989. See section 8 which defines a ‘child arrangement order’ as an order settling the arrangements to be made as to the person with whom the child is to live.
4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s guardian.

Oversubscription Criteria Victoria Dock

1. Children in public care at the time preferences are expressed, and those who have been previously looked after (see note (iv) above).

2. Being resident in the catchment area of the school (See note (i) above)

3. Having a brother or sister who will be attending the school at the expected time of admission (See note (ii) above)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) above)

If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1, 2 and 3 then a process of random allocation will be used as a tie-breaker for the other criteria. The names of those children whose parent(s) have submitted applications under the arrangements set out in the coordinated admissions scheme for a place at the school and who are resident in the catchment area (criterion 2) but cannot be allocated a place using criteria 1, 2 and 3 will be placed on the school’s ‘random allocation list’.

This list will be organised in alphabetical order by surname and then each child assigned a number according to their position in that list. An appropriate random number generator computer programme will be used to then select random numbers for the remaining unallocated places until the school reaches its proposed admission limit.

Pupils are entitled to a full time school place from September following their fourth birthday. Deferred entry or part time entry prior to the pupil reaching compulsory school age is available on discussion with the school. Parents who wish to defer their child’s entry to Reception class cannot defer beyond the child reaching compulsory school age or the beginning of the final term of the academic year.
Oversubscription Criteria for Buckingham, Southcoates

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors in priority order to decide which students will be given places:

1. Looked after children (children in public care), or previously looked after children.

2. Pupils with brothers or sisters who are already at the Academy

3. Pupils whose main residence is within the catchment area. Parents can view each academy catchment area through their local authority website. NB; criterion 3 is not applicable in full to Keelby Primary Academy or academies within Tameside Local Authority because the academies do not have catchment areas.

4. Children of staff employed at the Academy.

5. Proximity to the Academy will be measured by a straight line (shortest distance) from the from the child’s front door to the main entrance at school using the local authorities electronic measuring system (further details can be found below)

**Tiebreaker**

Random allocation will be used as a tie-break in criterion 5 above to decide who has highest priority for admission if the distance between two children’s homes and the school is the same. This process will be independently verified. Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to a primary or infant school.

**Definitions of terms used in the admission arrangements**

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Rules for Siblings

Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.
Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number, the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government’s school admissions code makes an exception to the infant class limit in this situation.

3. Rules for Residence

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child’s guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application. If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

4. Children of staff at the Academy

Either

(a) where the Multi Academy Trust has employed a member of staff for two or more years at the time the application for admission is made.

Or

(b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

* A member of staff will be any salaried person employed by the academy.

5. Distance

Distance will be measured by a straight line from the front door of the child's home address (including flats) to the main entrance of the Academy, using the local authorities computerised measuring system, with those living closer to the Academy receiving the higher priority.

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

Measurements will be made using the local authority’s school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 4, priority will be given to those pupils living nearest the school, measured as a straight line (as above). *
Oversubscription criteria for Bude Park, Highlands, Kingswood Parks

All pupils with an Education Health Care Plan that names the academy will be admitted.

If the academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

1. All ‘looked after children’ or ‘previously looked after children’. A looked after child is one 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). A previously looked after child is one who was previously looked after but ceased to be so because they were adopted (see Adoption and Children’s Act 2002 section 46) or became subject to a child arrangement order (see definition in Section 8 of the children’s Act 1989) or a special guardianship order (see the definition in section 14a of the Children’s Act 1989).

2. Children of staff employed by in the academy (where the member of staff has been employed at the academy for 2 year or more years at the time that the application is made for a place at the academy or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)

3. Children whose parents reside within the catchment area of the academy at the time of application. Proof of residence will be required. (Catchment area is marked on a plan).

4. Children, with a sibling attending the academy at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

5. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy. (This being the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads on the current street map of the city. Front entrance of home property (residence) to main entrance of academy site is used.

Random allocation will be used if the number eligible under criteria 3 means that the published admissions number is exceeded. This process will be independently verified.

The names of those children whose parent(s) have submitted applications under the arrangements set out in the co-ordinated admissions scheme for a place at the academy and who are resident in the catchment area (criterion 3) but have not been allocated a place using criteria 1, 2 and 4 will be placed on the academy’s ‘random allocation list’.

This list will be organised in alphabetical order by surname and then each child assigned a number according to their position in that list. An appropriate random number generator computer programme will be used to then select random numbers for the remaining unallocated places until the academy reaches its proposed admission limit.

After the initial allocation of places a waiting list will be maintained until the end of the autumn term and will be ranked according to oversubscription 1 – 5 above. All allocations from the waiting list will be made using these criteria. No further random allocation will be made.
Oversubscription Criteria for Chiltern

Care Plans (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement or EHCP, following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of statemented or EHCP pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

Admissions Criteria

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of statemented and EHCP children and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

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1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

**Oversubscription Criteria for Christopher Pickering**

Applications for pupils having Statements/ an Educational Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHCP following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of pupils with a statement / EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed, and who are still in public care at the time if their admission to school, and those who have been previously looked after, (see note (iv) overleaf),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with a statement / EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

**Notes**

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address; children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address; step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See sections 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.

### Oversubscription Criteria for Cleeve

Applications for pupils having an Educational Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHCP following consultation with the Head and Governors, the governing body are required to admit the pupil. After the allocation of statemented pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

**Admissions Criteria for Community Primary Schools**

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

**Notes**

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). See appendix 1 catchment area map for community schools.
Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a child arrangement order previously known as a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

Oversubscription Criteria for Clifton

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHC Plan following consultation with the Head and Governors, the governing body are required to admit the pupil. After the allocation of EHC Plan pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

Admissions Criteria for Clifton Primary School – in order of priority

1. Children in public care at the time when preferences are expressed, who are still in public care at the time of their admission to school, and those who have been previously looked after, (see note ix below),

2. Significant medical factors or exceptional family circumstances. (See note (i) below)

3. Being resident in the catchment area of the school (see note (ii) below.)

4. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below)
5. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iv) below) Criteria 4 and 5 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of EHC Plan and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes (i) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference. Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.

(ii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(v) The highest priority must be given to looked after children1 and children who were looked after, but ceased to be so because they were adopted2 (or became subject to a residence order3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.
Oversubscription Criteria for Craven

Applications for pupils having statements of special educational needs will be dealt within accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement the governing body are required to admit the pupil. After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below

1. Looked after children at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after, (see note i below),

2. Significant medical factors or exceptional family circumstances. (see note (ii) below)

3. Being resident in the catchment area of the school. (See note (iii) below).

4. Having a brother or sister who will be attending the school at the expected time of admission. (see note (iv) below)

5. Geographical, with priority being given to those living nearest to the school (see notes and (v) below)

Criteria 4 and 5 are used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of statemented and children under criteria 1 and 2, then the brothers/sisters and geographical criteria are used in that order as tie-breakers.

Notes

(i) The highest priority must be given to looked after children1 and children who were looked after, but ceased to be so because they were adopted 2 (or became subject to a residence order 3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order

(ii) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference. Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (e.g. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.
(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/ sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(v) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Route finder, a computer mapping system, to make measurements.

**Oversubscription Criteria for Endike**

Any child with a Statement of Special Educational Needs or Education, Health and Care Plan that names the academy will be admitted.

**Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Where it relates to the school preference, significant medical factors (supported by a letter from the GP, consultant or other medical professional) or exceptional family circumstances (supported by a letter from the relevant agency, such as a social or family support worker).

3. Being resident in the catchment area of the school as denoted by the LA’s map, which can be found at: www.hullcc.gov.uk

4. A child with a s i b l i n g on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
5. The distance from the child’s permanent home address to the school. Priority will be given to the child living nearest the school. Distances are measured using the post office address point of the home to the post office address point of the main school gate and using Hull’s computerised distance measuring software. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

**Tie-break**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

**Multiple Births**

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one.

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**Oversubscription Criteria for Endsleigh Holy Child**

**Oversubscription Criteria**

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2019.)*

1. Roman Catholic ‘children looked after’ (in public care) and Roman Catholic children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Roman Catholic children whose home address is within the parishes of St Anthony’s and Marist Roman Catholic churches.

3. Roman Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Roman Catholic children.

5. Other ‘children looked after’ (in public care) and other children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

6. Children of other Christian denominations (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

8. Other children.

ADDITIONAL NOTES

1. Definition of Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

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):

3. Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÜN 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. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by the shortest walking route from the front door of the child’s home address (including flats) to the main entrance of the school, [using the Local Authority’s computerised measuring system], with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.
Oversubscription Criteria for Estcourt

- Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement following consultation with the Head and Governors, the governing body is required to admit the pupil. If there are fewer applications than places available, all applicants will be allocated a place.

- After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below (point 5 relates to the admission of children into the reception class only):

1) Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i)).

2) Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school (see notes (ii) and (iii)).

3) Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school (see note (ii)).

4) A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and (see note ii)).

5) Having attended Estcourt Primary Academy nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).

6) Children of staff members.

7) Geographical, with priority being given to those living nearest to the school (see note (iv)).

   - Criteria 6 will be used as a tie-breaker for other criteria if, after the allocation of statemented and looked after children the school is full from within any of the other admission criteria. Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

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

Additional Notes

(i) The highest priority must be given to looked after children1 and children who were looked after, but ceased to be so because they were adopted2 (or became subject to a residence order3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1) 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 function (see the definition in section 22(1) of the Children Act 1989).

2) Under the terms of the Adoption and Children Act 2002, see section 46 (adoption orders).

3) Under the terms of the Children Act 1989, see section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4) See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order
(ii) Brothers and sisters include children with the same natural parents living at the same address; children with the same natural parents living at different addresses (e.g. due to separation of natural parents); half-brothers/sisters living at the same address; brothers/sisters living at the same address who are part of the same family unit with their parents/guardians at the same address.

(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

**Oversubscription Criteria for Francis Askew**

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (v) overleaf)

2. Significant medical factors or exceptional family circumstances. (see note (i) below)

3. Being resident in the catchment area of the school. (see note (ii) below)

4. Having a brother or sister who will be attending the school at the expected time of admission. (see note (iii) below)

5. Geographical, with priority being given to those living nearest to the school. (see notes (ii) and (iv) below)

Criteria 4 and 5 will be used as a tie-breaker for other criteria. If the school is over subscribed from within its catchment area after the allocation of statemented and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.
Notes

(i) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference.

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.

(ii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. (The only exception to this is the maintained footpath along St Ninian’s Walk for access to Bricknell primary School). The Authority will use Routefinder, a computer mapping system, (v) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) or became subject to a residence order (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

(1) 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 function (see the definition in section 22(1) of the Children Act 1989)

(2) Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders)

(3) Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live

(4) See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order, to make measurements.

Oversubscription Criteria for Griffin

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement following consultation with the Head and Governors, the governing body are required to admit the pupil. If there are fewer applications than places available, all applicants will be allocated a place.
After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2018-19:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv))

2. Being resident in the catchment area of the school (see note (i))

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Having attended Griffin’s Nursery setting (see (v))

5. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii) below)

(i) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

This refers to a child living outside the defined catchment area.

The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to Looked After children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Further references to previously Looked After children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

(v) This criterion is restricted to a child who has attended the Nursery setting for at a minimum of three terms with attendance of at least 85% and must include the last term before beginning statutory schooling.

Oversubscription Criteria for Hall Road

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (“EHC”) where the school is named in the plan priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and previously looked after children.

2. Exceptional medical and social grounds.

3. Being resident in the catchment area of the school. (See note 2 below).
4. Having a brother or sister who will be attending the school at the expected time of admission. (See note 3 below).

5. Geographical, with priority given to those living nearest to the school. (See note 2 and 4 below).

Notes
1. Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

2. Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address, step-brothers/sisters living at the same address, and children living as part of the same family unit with their parents/guardians at the same address.

3. The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Academy will use Routefinder, a computer mapping system, to make measurements.

4. The highest priority must be given to looked after children1 and children who were looked after, but ceased to be so because they were adopted2 (or became subject to a residence order3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

Oversubscription Criteria for Ings

Applications for pupils having statements of special educational needs or Educational Health Care Plans (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s Statement or EHC Plan following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of pupils with a Statement or an EHC plan, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is over-subscribed from within its catchment area after the allocation of EHC children and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.
Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure).

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

Oversubscription Criteria for Marfleet

Applications for pupils having an Educational Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHCP following consultation with the Head and Governors, the governing body is required to admit the pupil. After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)
Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers. Where the geographical distance is identical random allocation will be used to determine which pupil should be allocated.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) or became subject to a child arrangement order (previously known as a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

1 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).
2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).
3 Under the terms of the Children Act 1989. See section 8 which defines a ‘child arrangement order’ as an order settling the arrangements to be made as to the person with whom the child is to live.
4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s guardian.

Oversubscription Criteria for Maybury

Applications for pupils having an Educational Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs and if Maybury Primary School is named in a child’s statement the governing body are required to admit the pupil. After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below.

Criteria for Admission to Maybury Primary School:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after
2. Significant medical factors or exceptional family circumstances

3. Being resident in the catchment area of the school. Proof of residence will be required.

4. Children with a brother or sister who will be attending the school at the expected time of admission

5. Geographical, with priority given to those living nearest to the school

Criteria 4 and 5 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of statemented and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes

- Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference. Exceptional family circumstances must be supported at the time of the application by a letter from a supporting agency (e.g., Social Worker or Family Support Worker) indicating how the circumstances relate to school preference.

- Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e., Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

- Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g., due to separation of natural parents) half-brothers/sisters living at the same address, step-brothers/sisters living at the same address—children living as part of the same family unit with their parents/guardians at the same address.

- The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

- The highest priority must be given to looked after children and children who were looked after but ceased to be so because they were adopted.

Oversubscription Criteria for Mersey

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement following consultation with the Head and Governors, the governing body is required to admit the pupil. If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below (point 5 relates to the admission of children into the reception class only):

1) Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i)).
2) Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school (see notes (ii) and (iii)).

3) Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school (see note (ii)).

4) A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and (see note ii)).

5) Having attended Mersey Primary Academy nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).

6) Children of staff members (see note (iv)).

7) Geographical, with priority being given to those living nearest to the school (see note (v)).

- Criteria 6 will be used as a tie-breaker for other criteria if, after the allocation of statemented and looked after children the school is full from within any of the other admission criteria. Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

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

Additional Notes

(i) The highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1) 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 function (see the definition in section 22(1) of the Children Act 1989).

2) Under the terms of the Adoption and Children Act 2002, see section 46 (adoption orders).

3) Under the terms of the Children Act 1989, see section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4) See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address. Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) This applies where a) the staff member has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
(v) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

**Oversubscription Criteria for Mountbatten**

Applications for pupils having an Educational Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHCP following consultation with the Head and Governors, the governing body are required to admit the pupil. After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is over subscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers. Where the geographical distance is identical random allocation will be used to determine which pupil should be allocated.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.
(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) or became subject to a child arrangement order (previously known as a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘child arrangement order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s guardian.

Oversubscription Criteria for Neasden

Applications received for pupils having statements of special education needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement following consultation with the Head of Governors, the school have to admit the child.

After the admission of statemented pupils, where the number is greater than the admission limit, the following criteria will be applied in the order in which they have been set out:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),
2. Being resident in the catchment area of the school (see note (i) below.) at the expected time of admission (see note (ii) below)
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)
4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure).

See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Route finder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

3 
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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.

Oversubscription Criteria for Newington

Any child with an Education, Health and Care Plan (“EHC”) is required to be admitted. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion

Any child that is Looked After or previously Looked After is required to be admitted to the Academy. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Over-subscription Criteria

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (“EHC”) where the school is named in the Plan. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children or Previously Looked After Children.


(This is allocated for children who qualify for free school meals, Looked after children or service children).
**Tie breaker**

If it is necessary to use a tie-breaker to distinguish between two or more applications, distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line from the front door of the home of the applicant to the front door of the main reception of the school site that was on the original application for a place.

**Definitions**

A sibling is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the Academy in any year group excluding the final year. Biological siblings who attend the Academy in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

**Brothers and Sisters**

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

**Looked after child**

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

(1) 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.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**Adoption Order**

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

**Residence Order**

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Residence/resident

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

Exceptional Medical and Social Grounds

Children who the academy accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. This includes children in need, as determined by Section 17(10) of the Children Act 1989.

Oversubscription Criteria for Newland St John’s

If, after the admission of all children with a statement of special educational needs or Education, Health and Care Plan (EHCP) in which the Academy is named, there are more applications than the number of places remaining available, the Local Governing Committee will apply the following criteria in strict order of priority:

1. Looked after children and previously looked after children for whom the Academy has been expressed as a preference: (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order.)

2. Children who have special social or medical reasons for admission (see 5. Note (i))

Note: We will only consider applications in this category if they are supported by a professional recommendation from a doctor, social worker or other appropriate professional which says that it is essential for the child to go to this academy and no other.

3. Brothers or sisters (see 6. Note (ii)) of children who will be registered pupils at the Academy at the time of admission.

4. Children of families where the child and at least one parent/carer/guardian is in regular attendance at worship at a Christian place of worship.

“Regular attendance at worship” means attendance at a regular public service at least once per month for a period of at least a year immediately prior to the date of application.
The governors will request written confirmation of this from the relevant member of the clergy or church officer. Parent/guardian must provide the name of church attended in their application in order for this confirmation to be received.

“Christian place of worship” means a Church that is in full membership of Churches Together in Britain and Ireland (www.ctbi.org).

5. Any other children, with priority given to those living nearest to the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child’s permanent home address (see 7. Note (iii)).

Tie-breakers

Where in any category there are more applicants than there are places available, the places will be allocated to those living nearest to the Academy, with the distance measured as set out in 5 above. If this does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

Oversubscription Criteria for Oldfleet

Children with a statement of educational needs which names the school will be admitted to the school. If there are enough places for everyone who has applied, we will offer every child a place. If we have more applications than available places, the following over-subscription criteria will apply.

Oversubscription Criteria

Priority 1

a (LAC) b (SEN or Medical Exceptional circumstances)

Priority 2

Being resident in the catchment area of the school;

Priority 3

Children with brothers or sisters who will be at Oldfleet Primary School at the expected time of admission. We can give priority for brothers and sisters if they are living in the same house and we receive your application by the closing date.

Priority 4

Geographical, with priority given to those living nearest to the school
Tie Break

Should a situation of full subscription be reached at any point in the allocation process, the places remaining for that category of priority will be given to children living nearest to the school, as measured by the shortest available safe route for pedestrians between the home and the school, using footpaths alongside roads marked on the current street map of the city. Routefinder, a computer mapping system is used to make these measurements.

Attendance at a nursery or children’s centre does not guarantee a place in the main school and parents and carers must apply for a place if they want their child to transfer to the reception class.

Note 1

Looked after children includes a child who is in the care of the local authority or who is being provided with accommodation by the local authority in the exercise of their social services functions and previously looked after children who ceased to be so because they became subject to a special guardianship order or a residence order or were adopted immediately following having been looked after.

Note 2

In the case of special needs we will consider those children without a Statement who have exceptional medical or mobility needs which can realistically only be met by Oldfleet Primary School. Applications in these categories must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking us to assess your child as having a stronger case than other children.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. This also includes children living with the family, for example, foster children and stepchildren. The definition does not include cousins or other family members sharing a house.

Note 4

For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the deadline of February 2015 you must tell the school and the local authority of your new address.

Note 5

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school’s permanent site.

Note 6

The local authority has a protocol to admit ‘hard to place’ children, outside the normal admission round and above the published admission number, in accordance with the DfE advice. These are special cases arranged outside the boundaries of this admissions policy.

Oversubscription Criteria for Paisley

Applications for pupils having an Educational Health and Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHCP following consultation with the Head and Governors, the governing body is required to admit the pupil.
After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iii) below)

Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of children with an EHCP and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers. Where the geographical distance is identical random allocation will be used to determine which pupil should be allocated.

Notes

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure. See appendix 1 catchment area map for community schools.

Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step–brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) or became subject to a child arrangement order (previously known as a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

1 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).

2 Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

3 Under the terms of the Children Act 1989. See section 8 which defines a ‘child arrangement order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

4 See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s guardian.
Oversubscription Criteria for Parkstone

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHC Plan following consultation with the Head and Governors, the governing body are required to admit the pupil. After the allocation of EHC Plan pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

Admissions Criteria for Parkstone Primary School – in order of priority

1. Children in public care at the time when preferences are expressed, who are still in public care at the time of their admission to school, and those who have been previously looked after, (see note ix below),

2. Significant medical factors or exceptional family circumstances. (See note (i) below)

3. Being resident in the catchment area of the school (see note (ii) below)

4. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below)

5. Geographical, with priority given to those living nearest to the school (see notes (ii) and (iv) below) Criteria 4 and 5 will be used as a tie-breaker for other criteria.

If the school is oversubscribed from within its catchment area after the allocation of EHC Plan and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Notes (i) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference. Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (e.g. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.

(ii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See appendix 1 catchment area map for community schools.

(iii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

(ix) The highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

Oversubscription Criteria for Priory

Applications for pupils having statements of special needs will be dealt with in accordance with the Code of Practice on Special Educational Needs and if Priory Primary School is named in a child’s statement the governing body are required to admit the pupil.

After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below. Admissions Criteria for Priory Primary School:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after
2. Significant medical factors or exceptional family circumstances
3. Being resident in the catchment area of the school
4. Having a brother or sister who will be attending the school at the expected time of admission
5. Geographical, with priority given to those living nearest to the school
6. Children of members of staff currently working at the school

Criteria 4, 5 and 6 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of statemented and children under criteria 1 and 2, then the brothers/sisters, geographical criteria and children of members of staff will be used in that order as tie-breakers.

Notes

- Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference.
Exceptional family circumstances must be supported at the time of the application by a letter from a supporting agency (eg Social Worker or Family Support Worker) indicating how the circumstances relate to school preference.

- Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (eg due to separation of natural parents) half-brothers/sisters living at the same address, step-brothers/sisters living at the same address-children living as part of the same family unit with their parents/guardians at the same address.
- The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.
- The highest priority must be given to looked after children and children who were looked after but ceased to be so because they were adopted.

**Oversubscription Criteria for Spring Cottage**

Applications for pupils having an Education, Health and Care plan (EHC) will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s EHC, following consultation with the Head and Governors, the governing body are required to admit the pupil.

For the school year 2019/20 Spring Cottage Primary School will use the following admission arrangements:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after, (see note (i) below),

2. Significant medical factors or exceptional family circumstances. (See note (ii)below)

3. Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school. (see notes (iii) and (iv) below)

4. Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school. (see notes (iii) and (iv) below).

5. A child whose parent is a member of staff at the school. (see note (vi) below).

6. Being resident in the catchment area of the school (see note (iv) below.)

7. Geographical, with priority given to those living nearest to the school (see note (v) below)

Criteria 7 will be used as a tie-breaker for other criteria if, after the allocation of statemented/EHC plan and looked after children the school is full, from within any of the other admission criteria.
Notes

(i) The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1. 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 function (see the definition in section 22(1) of the Children Act 1989)

2. Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders)

3. Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live

4. See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

(ii) Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference.

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg. Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.

(iii) Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address, step-brothers/sisters living at the same address, - children living as part of the same family unit with their parents/guardians at the same address.

(iv) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See catchment area map for community schools. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless

(v) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

Crown servants Paragraph 2.18 of the School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address.

(vi) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to school is made, or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

Oversubscription Criteria for St Andrews

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result.

In the event that there are more applicants than places, after admitting all children with a statement of special educational need or EHCP naming the school, the Governing Body will allocate places using the over subscription criteria below, which are listed in order of priority.
Tie breakers: In the event of any further oversubscription in any category, places will be allocated according to the closeness of home to school, with those living nearest being given priority. Distance measurements are based on the shortest walked route from a child’s home address to school measured from the home address to the main school gate using Ordnance Survey software. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children:
1. Who are Looked After Children or Previously Looked After Children (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order;
2. With significant medical factors or exceptional family circumstances (footnote 1);
3. Who will have an elder sibling in school at the anticipated time of admission (footnote 2);
4. Whose parent(s)/carer(s) regularly and frequently (footnote 3) attend worship at a regular public service at a Church of England church;
5. whose parent(s) / carer(s) regularly and frequently attend worship at a regular public service at another Christian denomination participating in "Churches Together in England" and listed at footnote 4 below (footnotes 3 and 4);
6. Whose parents/carers are active members of other World Faiths;
7. Who have attended our Nursery for at least one term;
8. Other children.
*For applications under criterion 4, 5 or 6, parents/carers must also fill in the additional form (obtainable from the school, from the school website and at the end of this Policy) and return it to the school.

Footnote 1
Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil’s medical condition relates to the school preference including the particular reasons why this school is the most suitable, and the difficulties that would be caused if the child had to attend another school.
Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference including the particular reasons why this school is the most suitable, and the difficulties that would be caused if the child had to attend another school.
These applications will be given consideration under a review procedure in advance of school allocation being completed.

Footnote 2
Definition of Sibling - Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living at the same address or apart.
Footnote 3
'Regularly and frequently’ means attendance at worship by a parent/carer at a regular public service at least once a month for a period of at least the year immediately prior to the application.
Churches Together in England
The Baptist Union of Great Britain
Church of England
Congregational Federation
Council of Oriental Orthodox Christian Churches
Greek Orthodox Church
Joint Council for Anglo-Caribbean Churches
Methodist Church
New Testament Assembly
Roman Catholic Church
Salvation Army
Wesleyan Holiness Church
International Ministerial Council of Great Britain
Cherubim and Seraphim Council of Churches
Council of African and Afro-Caribbean Churches
Free Churches’ Council
Independent Methodist Churches
Lutheran Council of Great Britain
Moravian Church
Religious Society of Friends
Russian Orthodox Church
United Reformed Church
Ichthus Christian Fellowship

Place of residence
Residence is defined as the normal family address where the child resides at the closing date for receiving applications for admission to the school. Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure).

Oversubscription Criteria for St Anthony’s

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2019.)

1. Catholic ‘children looked after’ (in public care) and Catholic children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Catholic children whose home address is within the parishes of (insert parishes).

3. Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Catholic children.

5. Other ‘children looked after’ (in public care) and other children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children of other Christian denominations (see note 3)

7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

8. Other children.

ADDITIONAL NOTES

1. Definition of Catholic
Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care
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):

3. Definition of children of other Christian denominations.
“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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 fulfill 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 of CYTÚN 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. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. 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 ‘accepted pupil’ will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

Tie-breaker
Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, and Distance will be using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Oversubscription Criteria for St Charles’

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.
Oversubscription Criteria
Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2019.)

1. Catholic ‘children looked after’ (in public care) and Catholic children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Catholic children whose home address is within the parishes of St Charles Borromeo and West Hull Parishes.

3. Other Catholic children.

4. Other ‘children looked after’ (in public care) and other children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

5. Children of other Christian denominations (see note 3)

6. Other children.

ADDITIONAL NOTES

1. Definition of Catholic
Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care
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):

3. Definition of children of other Christian denominations
“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÚN 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. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.
Tie-breaker
Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by the shortest available walking route from the front door of the child’s home address (including flats) to the main entrance of the school by the Local Authority using Routefinder, a computer mapping system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Oversubscription Criteria for St George’s

1. The total number of pupils per year group is 30. This is calculated and set by the LA and will be reviewed annually by the Governors

2. The selection criteria used by the authority (and nationally) is as follows and are applied in the following order:

   - Looked after children or children previously looked after, children with an EHC plan.
   - Significant medical or exceptional family circumstances where the application is supported by a letter from a medical practitioner or social worker and must state how the medical condition or family circumstances relate to the choice of school.
   - Children who have siblings in school; this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
   - Proximity to the school. This will be measured as the distance on foot from the child’s address to the main school entrance. Where parents have joint custody the address closest to the school will be used to make the judgement.

3. If there are more pupils than there are vacancies then parents have the right to appeal.

Oversubscription Criteria for St James’

Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health and Care plans (EHCPs) where St James’ CE Academy is named on the statement or EHCP, the criteria will be applied in the order in which they are set out below:

a. Looked after children and previously looked after children; (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order.);

b. Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion must be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis (see Paragraph 5 Note i below);
c. Admission of pupils being resident within the catchment area of the school - please see Appendix attached to Policy. Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child’s permanent address – see Paragraph 6 Note ii below);

d. Admission of pupils who have one or more siblings currently attending the Academy and who will continue to do so on the date of admission (see Paragraph 7 Note iiii below);

e. Any other pupils, with priority given to those living nearest the Academy (see Paragraph 6 Note ii below).

Criteria d and e will be used as a tie-breaker for other criteria. If the school is oversubscribed within its catchment area after the allocation of statement and EHCP places, and children under criteria a and b, then criteria d and e will be used in that order as tie-breakers. Final Tie-breaker - if proximity to the Academy does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

There will be a right of appeal to an Independent Appeals’ Panel for unsuccessful applicants. Parents who wish to appeal should fill in a form available from the LA’s admissions department, and return it to the LA’S admissions department. The Council’s Democratic Service will then arrange for an Independent Appeals’ Panel to be convened.

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

Note (ii) Definition of Permanent Home Address
The child’s permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence – such as a council tax bill – can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

Note (iii) Definition of ‘sibling’:
Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 a. have one or both natural parents in common;
 b. are related by a parent's marriage;
 c. are adopted or fostered;
 d. their parents are married/co-habiting and children live together in the same household;
 e. they are children of the same household.

Oversubscription Criteria for St Mary Queen of Martyrs

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2019.)
1. Catholic ‘children looked after’ (in public care) and Catholic children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Catholic children whose home address is within the parishes of (insert parishes).

3. Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Catholic children.

5. Other ‘children looked after’ (in public care) and other children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

6. Children of other Christian denominations (see note 3)

7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

8. Other children.

ADDITIONAL NOTES
1. Definition of Catholic
Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care
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):

3. Definition of child ren of other Christian denominations.
“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÎUN 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. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.
Tie-breaker
Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Oversubscription Criteria for St Nicholas

Applications for pupils having statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s statement following consultation with the Head and Governors, the governing body is required to admit the pupil. If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below (point 5 relates to the admission of children into the reception class only):

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i)).

2. Having a brother or sister who will be attending the school at the expected time of admission (see notes (ii) and (iii)).

3. Geographical, with priority being given to those living nearest to the school (see note (iv)).

4. Notes
(i) The highest priority must be given to looked-after children1 and children who were looked after, but ceased to be so because they were adopted2 (or became subject to a residence order3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1) 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 function (see the definition in section 22(1) of the Children Act 1989).
2) Under the terms of the Adoption and Children Act 2002, see section 46 (adoption orders).
3) Under the terms of the Children Act 1989, see section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.
4) See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order.

(ii) Brothers and sisters include children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure).
Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iv) Criteria 3 will be used as a tie-breaker for other criteria if, after the allocation of statemented and looked after children the school is full from within any of the other admission criteria.

**Oversubscription Criteria for St Richard’s**

Children who have a statement of Special Educational Need which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

**(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2019.)**

1. Roman Catholic ‘children looked after’ (in public care) and Roman Catholic children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Roman Catholic children whose home address is within the parish of South East Hull Catholic Parish.

3. Roman Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.

4. Other Roman Catholic children.

5. Other ‘children looked after’ (in public care) and other children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

6. Baptised of other Christian denominations whose baptism is recognised by the Roman Catholic Church (see Note 3)

7. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.

8. Other children.

**ADDITIONAL NOTES:**

1. Definition of Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.
2. Definition of Looked After Child in Public Care
A ‘looked after’ child is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children’s Act 1989 and Section 46 of the Adoption and Children Act 2002).

3. Definition of Baptised children of other Christian denominations whose baptism is recognised by the Roman Catholic Church
Baptism is administered only by a washing in real water with the proper form of words [the Trinitarian Formula naming Father, Son, and Holy Spirit] in accordance with c. 849.

The following information is provided with the hope that it will help in discerning the canonical status of candidates. It is not exhaustive. When in doubt, reference should be made to the Chancery of the Roman Catholic Diocese of Middlesbrough.

Adventist
African Methodist Episcopal Alexandrian: Coptic Alexandrian:
Ethiopian Catholic Amish/ Mennonite Valid Baptism
Anglican Valid Baptism Antiochian: Chaldean Valid Baptism
Antiochian: Malabarese Antiochian: Malankarese
Antiochian: Maronite Antiochian: Syro-Antiochian
Armenian Apostolic Assembly of God
Baptist Byzantine: Albanian
Byzantine: Belarusian Byzantine: Bulgarian
Byzantine: Croatian Byzantine: Czech
Byzantine: Greek Byzantine: Greek-Melkite
Byzantine: Hungarian Byzantine: Italo-Greek
Byzantine: Romanian Byzantine: Russian
Byzantine: Ruthenian Byzantine: Slovak
Byzantine: Ukrainian Chinese Catholic Baptism
Church of God Church of the Brethren
Church of the Nazarene Community of Pope Pius X (Lefebvre)
Congregational Church Disciples of Christ
Eastern Non-Catholics (Orthodox) Eastern Rite Catholics
Episcopal Church Evangelical Church of Covenant
Evangelical Church of Covenant Evangelical Churches
Evangelical United Brethren Latin: Roman Catholic
Liberal Catholic Church Lutheran
Methodist Old Catholic Church
Old Roman Catholic Church Orthodox (see Eastern above)
Polish National Church (is Eastern Rite) Presbyterian
Reformed Church United Church of Christ

A baptismal certificate confirming baptism will be required to be produced to confirm eligibility under criterion 6

4. Definition of Sibling
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

Tie-breaker
Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured [in a straight line/by the shortest walking route] from the front door of the child’s home address (including flats) to the main entrance of the school, [using the Local Authority’s computerised measuring system], with those living closer to the school receiving the higher priority.
Oversubscription Criteria for St Thomas More

Children with an Educational Health and Care Plan which names our school in their plan will be admitted to the school.

Oversubscription
Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2019.)

1. Roman Catholic ‘children looked after’ (in public care) and Roman Catholic children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Roman Catholic children whose home address is within the parishes of St. Joseph’s (Anlaby Road), St. Wilfrid’s (Boulevard), Corpus Christi (Spring Bank West) or Our Lady of Lourdes (Hessle).

3. Roman Catholic children of members of academy staff who have been employed at the academy or its predecessor for two or more years at the time at which the application for admission to the academy is made.

4. Other Roman Catholic children.

5. Other ‘children looked after’ (in public care) and other children previously ‘looked after’ but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

6. Children of other Christian denominations (see note 3).

7. Other children of members of academy staff who have been employed at the academy or its predecessor for two or more years at the time at which the application for admission to the academy is made.

8. Other children.

ADDITIONAL NOTES

1. Definition of Roman Catholic

Children, who, at the closing date of your application, have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.
2. Definition of Looked After Child in Public Care
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).

3. Definition of children of other Christian denominations
“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÚN 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. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Tie-breaker
Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by the shortest walking route from the front door of the child’s home address (including flats) to the main entrance of the school, [using the Local Authority’s computerised measuring system], with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

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

Oversubscription Criteria for St Vincent’s

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2019.)

1. Looked after children from Catholic families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

2. Baptised Catholic children who:-
   a) reside in the parish of St Vincent de Paul. Applications must be accompanied by a copy of the child’s Baptism certificate.
   b) are siblings of Catholic children currently attending St Vincent’s VC Academy at the time of application.
3. Catholic children residing elsewhere. Applications must be accompanied by a copy of the child’s Baptism certificate.

4. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

5. Children who have siblings attending St Vincent’s VC Academy at the time of admission.

6. Children of other Christian denominations, or of other Faiths, whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported in writing by a minister of religion or an appropriate religious leader.

7. Children whose parents are seeking a Christian environment for their children’s education and who are prepared to support the Catholic ethos of the school.

8. Other children.

ADDITIONAL NOTES

1. Definition of Catholic
Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care
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):

3. Definition of children of other Christian denominations.
“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging 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 of 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. All applicants seeking admission under any of criteria 6 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

Tie-breaker
Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by the shortest walking route from the front door of the child’s home address (including flats) to the main entrance of the school, [using the Local Authority’s computerised measuring system], with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.
**Home Address**

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

**Oversubscription Criteria for Stepney**

Applications for pupils having a Statement or an EHC Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child’s Statement or EHC Plan following consultation with the Head and Governors, the governing body are required to admit the pupil.

After the allocation of Statemented and EHC Plan pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below),

2. Being resident in the catchment area of the school (see note (i) below.)

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Geographical, with priority given to those living nearest to the school (see notes and (iii) below) Criteria 3 and 4 will be used as a tie-breaker for other criteria. If the school is oversubscribed from within its catchment area after the allocation of Statemented and EHC Plan children and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

**Notes**

(i) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has commenced this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. (The only exception to this is the maintained footpath along St Ninian’s Walk for access to Bricknell Primary School). The Authority will use Routefinder, a computer mapping system, to make measurements.

The highest priority must be given to looked after children (1) and children who were looked after, but ceased to be so because they were adopted (2) (or became subject to a residence order) (3) or special guardianship order (4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
Oversubscription Criteria for Thanet

Criteria for admission to school

The following criteria for admission will be applied in the event of there being more requests for places than those available. Places will be offered to children in the following priority order:

1. Looked After Children or fostered under an arrangement made by the local authority and those who have been previously looked after (see Appendix 1A).

2. Children with an Education Health Care Plan (EHCP), special educational, medical or social needs if evidenced professionally (see Appendix 1B).

3. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Thanet Primary School, in the following academic year (see Appendix 1C).

4. Children who live within Thanet Primary School’s respective catchment area (see Appendix 1D).

5. Other children, where their home address is not within Thanet Primary School’s respective catchment areas (see Appendix 1E).

The appendix and definitions can be found in the published admission arrangements that are available on the school website or by contacting the school directly.

Oversubscription Criteria for The Green Way

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (“EHCP”) where the school is named in the Plan. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and previously looked after children.

2. Being resident in the catchment area of the academy.

3. Having a brother or sister who will be attending the academy at the expected time of admission.

4. Geographical, with priority given to those living nearest to the academy (The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements).
Tie breaker
If it is necessary to use a tie-breaker to distinguish between two or more applications, distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line from the front door of the home of the applicant to the front door of the main reception of the school site that was on the original application for a place.

Definitions
A sibling is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the Academy in any year group excluding the final year. Biological siblings who attend the Academy in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Brothers and Sisters
Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

Looked after child
A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).
(1) 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.
(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
(4) See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

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

Residence Order
A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Residence/resident
Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

Exceptional Medical and Social Grounds
Children who the academy accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. This includes children in need, as determined by Section 17(10) of the Children Act 1989.
Oversubscription Criteria for The Parks

After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below (point 5 relates to the admission of children into the reception class only):

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after (see note (i)).

2. Having a brother or sister who will be attending the school at the expected time of admission and resident in the catchment area of the school (see notes (ii) and (iii)).

3. Having a brother or sister who will be attending the school at the expected time of admission but not a resident in the catchment area of the school (see note (ii)).

4. A resident in the catchment area of the school, but not having a brother or sister who will be attending the school at the expected time of admission and (see note ii)).

5. Having attended The Parks Academy nursery (Foundation One) for at least the three terms prior to admission into the reception class (Foundation Two).

6. Children of staff members. (see note (vi))

7. Geographical, with priority being given to those living nearest to the school (see note (v)). Criteria 7 will be used as a tie-breaker for other criteria if, after the allocation of statemented and looked after children the school is full from within any of the other admission criteria.

Notes
(i) The highest priority must be given to looked after children1 and children who were looked after, but ceased to be so because they were adopted2 (or became subject to a residence order3 or special guardianship order4). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

1) 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 function (see the definition in section 22(1) of the Children Act 1989).

2) Under the terms of the Adoption and Children Act 2002, see section 46 (adoption orders).

3) Under the terms of the Children Act 1989, see section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

4) See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

(ii) Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step - brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). See appendix 1 catchment area map for community schools.
Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(v) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used.

(vi) This applies where a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Oversubscription Criteria for Thorpepark

After the allocation of statemented pupils, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2019-20:

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv))

2. Being resident in the catchment area of the school (see note (i))

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (ii) below)

4. Having attended both of the school’s Early Years settings, Little Jumping Beans and Jumping Beans (see (v))

5. Geographical, with priority given to those living nearest to the school (see notes (i) and (iii) below)

(i) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(ii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses. (e.g. due to separation of natural parents) half-brothers/sisters living at the same address step-brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iii) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. This refers to a child living outside the defined catchment area. The Authority will use Routefinder, a computer mapping system, to make measurements.

(iv) The highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
(v) This criterion is restricted to a child who has attended both settings for a minimum of one term in Little Jumping Beans and three terms in Jumping Beans with attendance of 80% in Little Jumping Beans and 85% in Jumping Beans. Attendance at Jumping Beans (nursery) must include the last term before beginning statutory schooling.

**Oversubscription Criteria for Wold**

Any child with a Statement of Special Educational Needs or Education, Health and Care Plan that names the academy will be admitted.

**Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Being resident in the catchment area of the school as denoted by the LA’s map, which can be found at: www.hullcc.gov.uk

3. A child with a sibling on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

4. The distance from the child’s permanent home address to the school. Priority will be given to the child living nearest the school. Distances are measured using the post office address point of the home to the post office address point of the main school gate and using Hull’s computerised distance measuring software. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

**Tie-break**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

**Oversubscription Criteria for Woodland**

The following criteria for admission to both schools will be applied in the event of there being more requests for places than those available. Places will be offered to children in the following priority order:
1. Looked After Children or fostered under an arrangement made by the local authority

2. Children with special educational, medical or social needs if evidenced professionally.

3. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Thanet or Foredyke Primary School which ever school applies, in the following academic year.

4. Children who live within Thanet or Foredyke Primary School's respective catchment area.

5. Other children, where their home address is not within Thanet or Foredyke Primary School's respective catchment areas.

Appendix and definitions are available directly from the school and are available on the school website.
<table>
<thead>
<tr>
<th>Name of School, Address and Telephone Number</th>
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<th>Number of appeals heard and upheld for September 2018/19</th>
</tr>
</thead>
</table>
| Adelaide Primary, Walker Street            | www.adelaide.hull.sch.uk | Academy    | 60                            | 1 – 69  
2 - 4  
3 - 11                             | 0 SEN  
2 LAC  
2 Sibling  
2 Dist/other            | 7 Heard  
1 Upheld                  |
| Kingston upon Hull HU3 2RA                 |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 223 753                      |                      |            |                                |                                                  |                                                              |                                                              |
| Ainthorpe Primary Ainthorpe Grove          | www.ainthorpeprimary.co.uk | Academy    | 60                            | 1 - 39  
2 - 17  
3 - 24                             | 0 SEN  
0 LAC  
29 Catchment  
5 Sibling  
9 Dist/other            | 0 Heard                  |
| Kingston upon Hull HU5 5EB                 |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 353 963                      |                      |            |                                |                                                  |                                                              |                                                              |
| Alderman Cogan’s Church of England Primary | www.aldermancogan.co.uk | Academy    | 60                            | 1 – 65  
2 – 23  
3 - 9                                     | Available from the school | 1 Heard  
0 Upheld                  |
| Whitworth Street                          |                      |            |                                |                                                  |                                                              |                                                              |
| Kingston upon Hull HU9 3HU                 |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 376 203                      |                      |            |                                |                                                  |                                                              |                                                              |
| Appleton Primary Appleton Road,            | www.appletonprimary.org.uk | Academy    | 50                            | 1 - 26  
2 - 26  
3 - 14                             | 0 SEN  
1 LAC  
14 Catchment  
3 Sibling  
9 Dist/other            | 0 Heard                  |
| Kingston upon Hull HU5 4PG                 |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 343 507                      |                      |            |                                |                                                  |                                                              |                                                              |
| Bellfield Primary Saxby Road Bellfield Avenu | www.bellfieldschoolhull.co.uk | Academy    | 30                            | 1 – 35  
2 – 13  
3 - 16                             | 0 SEN  
1 LAC  
14 Catchment  
13 Sibling  
2 Dist/other            | 1 Heard  
0 Upheld                  |
| Kingston upon Hull HU8 9DD                 |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 374 490                      |                      |            |                                |                                                  |                                                              |                                                              |
| Biggin Hill Primary Biggin Avenue          | www.bigginhillprimary.org.uk | Academy    | 90                            | 1 – 73  
2 – 21  
3 - 7                             | 0 SEN  
0 LAC  
51 Catchment  
12 Sibling  
13 Dist/other            | 0 Heard                  |
| Kingston upon Hull HU7 4R                  |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 825 377                      |                      |            |                                |                                                  |                                                              |                                                              |
| Bricknell Primary Bricknell Avenue         | www.bricknellschool.co.uk | Academy    | 90                            | 1 – 110  
2 – 54  
3 – 25                           | 0 SEN  
1 LAC  
51 Catchment  
10 Sibling  
28 Dist/other            | 4 Heard  
0 Upheld                  |
| Kingston upon Hull HU5 4ET                 |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 493 208                      |                      |            |                                |                                                  |                                                              |                                                              |
| Broadacre Primary, Wawne Road Bransholme   | www.broadacreprimaryschool.org | Academy    | 60                            | 1 – 40  
2 – 25  
3 – 13                           | 0 SEN  
0 LAC  
22 Catchment  
8 Sibling  
14 Dist/other            | 0 Heard                  |
<p>| Kingston upon Hull HU7 5YS                 |                      |            |                                |                                                  |                                                              |                                                              |
| Tel: (01482) 833 033                      |                      |            |                                |                                                  |                                                              |                                                              |</p>
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<tbody>
<tr>
<td>Buckingham Primary Buckingham Street Kingston upon Hull HU8 8U Tel: (01482) 328 661 <a href="http://www.buckinghamprimaryacademy.net">www.buckinghamprimaryacademy.net</a></td>
<td></td>
<td>Academy</td>
<td>60</td>
<td>1 – 27 2 – 13 3 – 8</td>
<td>0 SEN 0 LAC 7 Catchment 17 Sibling 7 Dist/other</td>
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<td>Bude Park Primary Cookbury Close Bransholme Kingston upon Hull HU7 4 Tel: (01482) 825 316 <a href="http://www.budepark.hull.sch.uk">www.budepark.hull.sch.uk</a></td>
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<td>Academy</td>
<td>40</td>
<td>1 – 33 2 – 6 3 – 5</td>
<td>0 SEN 1 LAC 21 Catchment 6 Sibling 7 Dist/other</td>
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<td>Cavendish Primary Cavendish Road Kingston upon Hull HU8 0JU Tel: (01482) 374 675 <a href="http://www.cavendish.hull.sch.uk">www.cavendish.hull.sch.uk</a></td>
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<td>Community</td>
<td>60</td>
<td>1 – 29 2 – 70 3 – 41</td>
<td>0 SEN 1 LAC 9 Catchment 9 Sibling 23 Dist/other</td>
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<td>Chiltern Primary, Chiltern Street, Kingston upon Hull HU3 3PL Tel: (01482) 327 315 <a href="http://www.chilternprimaryschool.org.uk">www.chilternprimaryschool.org.uk</a></td>
<td></td>
<td>Academy</td>
<td>60</td>
<td>1 – 55 2 – 20 3 – 15</td>
<td>0 SEN 1 LAC 51 Catchment 4 Sibling 4 Dist/other</td>
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<tr>
<td>Christopher Pickering Primary 1 Burnham Road Kingston upon Hull HU4 7EB Tel: (01482) 352 245 <a href="http://www.christopherpickeringprimary.co.uk">www.christopherpickeringprimary.co.uk</a></td>
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<td>Academy</td>
<td>60</td>
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<td>Cleeve Primary Wawne Road Bransholme Kingston upon Hull HU7 4JH Tel: (01482) 825 279 <a href="http://www.cleeve.hull.sch.uk">www.cleeve.hull.sch.uk</a></td>
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<td>Academy</td>
<td>60</td>
<td>1 – 49 2 – 15 3 – 7</td>
<td>0 SEN 1 LAC 28 Catchment 11 Sibling 9 Dist/other</td>
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<td>Clifton Primary Burslem Street Kingston upon Hull HU2 9BP Tel: (01482) 325 913 <a href="http://www.cliftonprimaryschool.co.uk">www.cliftonprimaryschool.co.uk</a></td>
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<td>Academy</td>
<td>45</td>
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<td>0 SEN 0 LAC 33 Catchment 1 Sibling 7 Dist/other</td>
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<td>Collingwood Primary Collingwood Street Kingston upon Hull HU3 1AW Tel: (01482) 331 914 <a href="http://www.collingwood.hull.sch.uk">www.collingwood.hull.sch.uk</a></td>
<td>Academy</td>
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<td>Craven Primary Newbridge Road Kingston upon Hull HU9 2DR Tel: (01482) 327 626 <a href="http://www.cravenprimaryacademy.org.uk">www.cravenprimaryacademy.org.uk</a></td>
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<td>Dorchester Primary Dorchester Road Bransholme Kingston upon Hull HU7 6AH Tel: (01482) 825 207 <a href="http://www.dorchester.hull.sch.uk">www.dorchester.hull.sch.uk</a></td>
<td>Academy</td>
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<td>1- 34 2- 17 3- 9</td>
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<td>0 Heard</td>
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<td>Eastfield Primary, Anlaby Road Kingston upon Hull HU4 6DT Tel: (01482) 351 150 <a href="http://www.eastfieldprimaryschool.co.uk">www.eastfieldprimaryschool.co.uk</a></td>
<td>Academy</td>
<td>90</td>
<td>1 – 111 2 – 55 3 – 28</td>
<td>0 SEN 1 LAC 35 Catchment 42 Sibling 13 Dist/other</td>
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<td>Endike Primary Endike Lane Kingston upon Hull HU6 7UR Tel: (01482) 616 461 <a href="http://www.endikeprimary.co.uk">www.endikeprimary.co.uk</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 60 2 – 49 3 – 14</td>
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<td>Endsleigh Holy Child Roman Catholic Primary Inglemire Avenue Beverley Road Kingston upon Hull HU6 7TE Tel: (01482) 853 203 <a href="http://www.endsleighholychildacademy.co.uk">www.endsleighholychildacademy.co.uk</a></td>
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<td>Estcourt Primary Estcourt Street Kingston upon Hull HU9 2PP Tel (01482) 224336 <a href="http://www.estcourtprimary.org.uk">www.estcourtprimary.org.uk</a></td>
<td>Academy</td>
<td>50</td>
<td>1 – 51 2 – 18 3 – 14</td>
<td>0 SEN 1 LAC 11 Catchment 22 Sibling 16 Dist/other</td>
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<tr>
<td>Francis Askew North Road Kingston upon Hull HU4 6LQ Tel; (01482) 509627 <a href="http://www.francisaskewprimary.org">www.francisaskewprimary.org</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 62 2 – 12 3 – 10</td>
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<td>5 Heard 1 Upheld</td>
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<td>Gillishill Primary Caveendish Road Kingston upon Hull HU8 0JU Tel: (01482) 781 002 <a href="http://www.gillshillprimary.org.uk">www.gillshillprimary.org.uk</a></td>
<td>Community</td>
<td>60</td>
<td>1 – 75 2 – 74 3 – 26</td>
<td>0 SEN 3 LAC 48 Catchment 3 Sibling 6 Dist/other</td>
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<tr>
<td>The Green Way Primary 21st Avenue Kingston upon Hull HU6 8HD Tel: (01482) 331 378 <a href="http://www.sites.google.com/a/aetinet.org/the-green-way-academy-website/home">www.sites.google.com/a/aetinet.org/the-green-way-academy-website/home</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 59 2 – 16 3 – 14</td>
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<td>Griffin Primary Barham Road Kingston upon Hull HU9 4JL Tel: (01482) 794 122 <a href="http://www.schoolswire.org/public/griffin406.html.nocache">http://www.schoolswire.org/public/griffin406.html.nocache</a></td>
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<td>3 Heard 0 Upheld</td>
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<td>Hall Road Primary Hall Road Kingston upon Hull HU6 8PP Tel: (01482) 441 151 <a href="http://www.hallroadacademy.org">www.hallroadacademy.org</a></td>
<td>Academy</td>
<td>50</td>
<td>1 – 41 2 – 9 3 – 16</td>
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<td>Highlands Primary Lothian Way Bransholme Kingston upon Hull HU7 5DD Tel: (01482) 835 609 <a href="http://www.highlandsprimaryschool.org.uk">www.highlandsprimaryschool.org.uk</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 43 2 – 13 3 – 8</td>
<td>0 SEN 2 LAC 38 Catchment 1 Sibling 2 Dist/other</td>
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<tr>
<td>Ings Primary Ings Road Kingston upon Hull HU8 0SL Tel: (01482) 374 367 <a href="http://www.ingsprimaryschool.co.uk/">http://www.ingsprimaryschool.co.uk/</a></td>
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<td>1 – 27 2 – 13 3 – 17</td>
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<td>Kingswood Park Academy School Lane Runnymeadeway Kingston Upon Hull HU7 3dd <a href="http://schools-online.org/cgi-bin/WebObjects/SchoolWebs.woa/wa/school?ID=11652">http://schools-online.org/cgi-bin/WebObjects/SchoolWebs.woa/wa/school?ID=11652</a></td>
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<td>Longhill Primary Shannon Road Kingston upon Hull HU8 9RW Tel: (01482) 814 160 <a href="http://www.longhillprimary.org.uk/">www.longhillprimary.org.uk/</a></td>
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<tr>
<td>Marfleet Primary, Marfleet Lane, Kingston upon Hull, HU9 5RJ Tel: (01482) 781 943 <a href="http://www.marfleetprimaryschool.co.uk">www.marfleetprimaryschool.co.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 18 2 – 10 3 – 7</td>
<td>0 SEN 0 LAC 9 Catchment 4 Sibling 7 Dist/other</td>
<td>0 Heard</td>
<td></td>
</tr>
<tr>
<td>Maybury Primary, Maybury Road, Kingston upon Hull, HU9 3LD Tel: (01482) 331 900 <a href="http://www.mayburyprimaryschool.co.uk">www.mayburyprimaryschool.co.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 46 2 – 26 3 – 13</td>
<td>0 SEN 2 LAC 21 Catchment 7 Sibling</td>
<td>8 Heard 0 Upheld</td>
<td></td>
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<tr>
<td>Mersey Primary, Derwent Street, Kingston upon Hull, HU8 8TX Tel: (01482) 327 417 <a href="http://www.merseypa.org.uk">www.merseypa.org.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 22 2 – 13 3 – 10</td>
<td>0 SEN 0 LAC 11 Catchment 6 Sibling 7 Dist/other</td>
<td>0 Heard</td>
<td></td>
</tr>
<tr>
<td>Mountbatten Primary, Wivern Road, Kingston upon Hull, HU9 4HR Tel: (01482) 375 224 <a href="http://www.mountbattenprimary.co.uk">www.mountbattenprimary.co.uk</a></td>
<td>Academy</td>
<td>45</td>
<td>1 – 19 2 – 15 3 – 8</td>
<td>0 SEN 1 LAC 11 Catchment 5 Sibling 5 Dist/other</td>
<td>0 Heard</td>
<td></td>
</tr>
<tr>
<td>Neasden Primary, Neasden Close, Wembley Park Avenue, Kingston upon Hull, HU8 0QB Tel: (01482) 791 169 <a href="http://www.neasdenprimary.co.uk">www.neasdenprimary.co.uk</a></td>
<td>Academy</td>
<td>45</td>
<td>1 – 27 2 – 17 3 – 13</td>
<td>0 SEN 0 LAC 10 Catchment 9 Sibling 14 Dist/other</td>
<td>0 Heard</td>
<td></td>
</tr>
<tr>
<td>Newington Primary, Dairycoates Avenue, Kingston upon Hull, HU3 5DD Tel: (01482) 305 630 <a href="http://www.newingtonacademy.org">www.newingtonacademy.org</a></td>
<td>Academy</td>
<td>50</td>
<td>1 – 33 2 – 27 3 – 27</td>
<td>Available from the school</td>
<td>0 Heard</td>
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</tr>
<tr>
<td>Newland St John’s Church of England Primary, Beresford Avenue, Kingston upon Hull, HU6 7LS Tel: (01482) 305 740 <a href="http://www.nsj-hull.co.uk">www.nsj-hull.co.uk</a></td>
<td>Academy</td>
<td>40</td>
<td>1 – 17 2 – 16 3 – 11</td>
<td>Available from the school</td>
<td>0 Heard</td>
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<tr>
<td>Name of School, Address and Telephone Number</td>
<td>School Type</td>
<td>Pupil Admission Number 2019/20</td>
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<tr>
<td>Oldfleet Primary Bradford Avenue Greatfield Estate Kingston upon Hull HU9 4NH Tel: (01482) 782 200 <a href="http://www.oldfleet.hull.sch.uk">www.oldfleet.hull.sch.uk</a></td>
<td>Trust</td>
<td>50</td>
<td>1 – 48 2 – 18 3 – 9</td>
<td>0 SEN 0 LAC 32 Catchment 8 Sibling 8 Dist/other</td>
<td>0 Heard</td>
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<tr>
<td>Paisley Primary Paisley Street Kingston upon Hull HU3 6NJ Tel: (01482) 355 984 <a href="http://www.paisleprimaryschool.org.uk">www.paisleprimaryschool.org.uk</a></td>
<td>Academy</td>
<td>50</td>
<td>1 – 45 2 – 23 3 – 14</td>
<td>0 SEN 0 LAC 33 Catchment 7 Sibling 10 Dist/other</td>
<td>1 Heard 1 Upheld</td>
<td></td>
</tr>
<tr>
<td>The Parks Primary Courtyard Road Kingston upon Hull HU6 9TA Tel: (01482) 854 616 <a href="http://www.theparkshull.org.uk">www.theparkshull.org.uk</a></td>
<td>Academy</td>
<td>50</td>
<td>1 – 37 2 – 18 3 – 10</td>
<td>0 SEN 1 LAC 9 Catchment 22 Sibling 5 Dist/other</td>
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<tr>
<td>Parkstone Primary Parkstone Road Kingston upon Hull HU6 7DE Tel: (01482) 854 554 <a href="http://www.parkstone.hull.sch.uk">www.parkstone.hull.sch.uk</a></td>
<td>Academy</td>
<td>50</td>
<td>1 – 37 2 – 25 3 – 18</td>
<td>0 SEN 0 LAC 16 Catchment 7 Sibling 18 Dist/other</td>
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<tr>
<td>Pearson Primary Leicester Street Kingston Upon Hull HU3 1TB Tel: (01482) 328569 <a href="http://www.pearson.hull.sch.uk">www.pearson.hull.sch.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 26 2 – 24 3 – 7</td>
<td>0 SEN 1 LAC 9 Catchment 16 Sibling 3 Dist/other</td>
<td>0 Heard</td>
<td></td>
</tr>
<tr>
<td>Priory Primary, Priory Road, Kingston upon Hull Tel: (01482) 509 631 HU5 5RU <a href="http://www.prioryprimaryschool.org.uk">www.prioryprimaryschool.org.uk</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 48 2 – 23 3 – 22</td>
<td>0 SEN 0 LAC 26 Catchment 7 Sibling 18 Dist/other</td>
<td>0 Heard</td>
<td></td>
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<tr>
<td>Rokeby Park Primary Gershwin Avenue Anlaby Park Road North Kingston upon Hull, HU4 7NJ Tel: (01482) 508 915 <a href="http://www.rokebyparkprimary.co.uk">www.rokebyparkprimary.co.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 21 2 – 5 3 – 8</td>
<td>0 SEN 0 LAC 7 Catchment 8 Sibling 6 Dist/other</td>
<td>0 Heard</td>
<td></td>
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<tr>
<td>St Andrew’s Church of England Primary Grandale, Sutton Park, Kingston upon Hull, HU7 4BL Tel: (01482) 825 659 <a href="http://www.standrews.hull.sch.uk">www.standrews.hull.sch.uk</a></td>
<td>Voluntary Aided (Church of England)</td>
<td>85</td>
<td>1 – 74 2 – 41 3 – 33</td>
<td>Available from the school</td>
<td>0 Heard</td>
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<tr>
<td>Name of School, Address and Telephone Number</td>
<td>School Type</td>
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<tr>
<td>St Anthony’s Catholic Primary Danepark Road Kingston upon Hull HU6 9AA Tel: (01482) 850 286 <a href="http://www.st-anthonys.hull.sch.uk">www.st-anthonys.hull.sch.uk</a></td>
<td>Academy (Church of England)</td>
<td>30</td>
<td>1 – 23 2 – 11 3 – 2</td>
<td>Available from the school</td>
<td>0 Heard</td>
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<tr>
<td>St Charles’ Roman Catholic Primary Norfolk Street Kingston upon Hull HU2 9AA Tel: (01482) 326 610 <a href="http://www.st-charles.hull.sch.uk">www.st-charles.hull.sch.uk</a></td>
<td>Academy (Roman Catholic)</td>
<td>30</td>
<td>1 – 23 2 – 6 3 – 5</td>
<td>Available from the school</td>
<td>0 Heard</td>
<td></td>
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<tr>
<td>St George’s Primary St George’s Road Kingston upon Hull HU3 6ED Tel: (01482) 351 013 <a href="http://www.st-georges.hull.sch.uk">www.st-georges.hull.sch.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 32 2 – 37 3 – 19</td>
<td>0 SEN 0 LAC 10 Sibling 20 Dist/other</td>
<td>1 Heard 0 Upheld</td>
<td></td>
</tr>
<tr>
<td>St James’ Church of England Primary Dorchester Road Bransholme, Kingston upon Hull, HU7 6BD Tel: (01482) 825 091 <a href="http://www.stjameshullacademy.co.uk">www.stjameshullacademy.co.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 31 2 – 11 3 – 4</td>
<td>0 SEN 1 LAC 8 Catchment 11 Sibling 10 Dist/other</td>
<td>2 Heard 2 Upheld</td>
<td></td>
</tr>
<tr>
<td>St Mary Queen of Martyrs Roman Catholic Primary Nidderdale, Sutton Park Kingston upon Hull HU7 4B Tel: (01482) 825 625 <a href="http://www.stmaryqomprimaryschool.co.uk">www.stmaryqomprimaryschool.co.uk</a></td>
<td>Academy (Roman Catholic)</td>
<td>45</td>
<td>1 – 44 2 – 19 3 – 17</td>
<td>Available from the school</td>
<td>0 Heard</td>
<td></td>
</tr>
<tr>
<td>St Nicholas’ Primary Cottingham Road Kingston upon Hull HU6 7RH Tel: (01482) 444 215 <a href="http://www.saintnicholasprimary.org.uk">www.saintnicholasprimary.org.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 18 2 – 48 3 – 30</td>
<td>0 SEN 0 LAC 8 Sibling 16 Dist/other</td>
<td>0 Heard</td>
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<tr>
<td>Name of School, Address and Telephone Number</td>
<td>Name of Head Website</td>
<td>School Type</td>
<td>Pupil Admission Number 2019/20</td>
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<tr>
<td>St Richard's Roman Catholic Primary Marfleet Lane Kingston upon Hull HU9 5TE Tel: (01482) 781 928 <a href="http://www.st-richards.co.uk">www.st-richards.co.uk</a></td>
<td>Academy (Roman Catholic)</td>
<td>60</td>
<td>1 – 38 2 – 10 3 – 22</td>
<td>Available from the school</td>
<td>0 Heard</td>
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</tr>
<tr>
<td>St Thomas More Roman Catholic Primary St Thomas More Road Kingston upon Hull HU7 4NP Tel: (01482) 354 093 <a href="http://www.st-thomasmorehull.org.uk">www.st-thomasmorehull.org.uk</a></td>
<td>Academy (Roman Catholic)</td>
<td>30</td>
<td>1 – 21 2 – 6 3 – 7</td>
<td>Available from the school</td>
<td>0 Heard</td>
<td></td>
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<tr>
<td>St Vincent's Roman Catholic Primary Queens Road Kingston upon Hull HU5 2OR Tel: (01482) 342 645 <a href="http://www.stvincentspri">www.stvincentspri</a> maryschool.co.uk</td>
<td>Academy (Roman Catholic)</td>
<td>30</td>
<td>1 – 18 2 – 17 3 – 6</td>
<td>Available from the school</td>
<td>0 Heard</td>
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<tr>
<td>Sidmouth Primary Sidmouth Street Kingston upon Hull HU8 2J Tel: (01482) 441 152 <a href="http://www.sidmouthprimaryschool.co.uk">www.sidmouthprimaryschool.co.uk</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 37 2 – 11 3 – 9</td>
<td>0 SEN 0 LAC 20 Catchment 7 Sibling 10 Dist/other</td>
<td>0 heard</td>
<td></td>
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<tr>
<td>Southcoates Primary Southcoates Lane Kingston upon Hull HU9 3TW Tel: (01482) 701 407 <a href="http://www.southcoates.hull.sch.uk">www.southcoates.hull.sch.uk</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 28 2 – 25 3 – 14</td>
<td>0 SEN 0 LAC 2 Catchment 20 Sibling 13 Dist/other</td>
<td>0 Heard</td>
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<tr>
<td>Spring Cottage Primary Dressay Grove Spring Cottage Estate Kingston upon Hull HU8 9JH Tel: (01482) 794 183 <a href="http://www.springcottageprimary.org.uk">www.springcottageprimary.org.uk</a></td>
<td>Academy</td>
<td>60</td>
<td>1 – 75 2 – 12 3 – 18</td>
<td>0 SEN 2 LAC 56 Catchment 2 Sibling</td>
<td>4 Heard 0 Upheld</td>
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<tr>
<td>Stepney Primary Beverley Road Kingston upon Hull HU5 1JJ Tel: (01482) 343 690 <a href="http://www.stepney.hull.sch.uk">www.stepney.hull.sch.uk</a></td>
<td>Academy</td>
<td>30</td>
<td>1 – 37 2 – 13 3 – 20</td>
<td>0 SEN 1 LAC 21 Catchment 3 Sibling 5 Dist/other</td>
<td>4 Heard 0 Upheld</td>
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<tr>
<td>Name of School, Address and Telephone Number</td>
<td>Name of Head Website</td>
<td>School Type</td>
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<tr>
<td>Stockwell Primary, Dodswell Grove, Greatfield Estate, Kingston upon Hull HU9 5HY Tel: (01482) 782 122 <a href="http://www.stockwell.hull.sch.uk">www.stockwell.hull.sch.uk</a></td>
<td></td>
<td>Academy</td>
<td>45</td>
<td>1 – 40 2 – 13 3 – 3</td>
<td>0 SEN 0 LAC 37 Catchment 4 Sibling 1 Dist/other</td>
<td>1 Heard 0 Upheld</td>
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<tr>
<td>Stoneferry Primary, Stoneferry Road, Kingston upon Hull HU7 0BA Tel: (01482) 838 968 <a href="http://www.stoneferry.hull.sch.uk">www.stoneferry.hull.sch.uk</a></td>
<td></td>
<td>Academy</td>
<td>30</td>
<td>1 – 22 2 – 5 3 – 5</td>
<td>0 SEN 0 LAC 11 Catchment 5 Sibling 6 Dist/other</td>
<td>0 Heard</td>
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<tr>
<td>Sutton Park Primary, Marsdale, Sutton Park, Kingston upon Hull HU7 4AH Tel: (01482) 825 502 <a href="http://www.suttonpark.hull.sch.uk">www.suttonpark.hull.sch.uk</a></td>
<td></td>
<td>Academy</td>
<td>60</td>
<td>1 – 34 2 – 26 3 – 16</td>
<td>0 SEN 0 LAC 8 Catchment 14 Sibling 12 Dist/other</td>
<td>0 Heard</td>
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<tr>
<td>Thanet Primary, Tedworth Road, Kingston upon Hull HU4 4AY Tel: (01482) 796 193 <a href="http://www.thanet.hull.sch.uk">www.thanet.hull.sch.uk</a></td>
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<td>Academy</td>
<td>60</td>
<td>1 – 53 2 – 15 3 – 20</td>
<td>0 SEN 1 LAC 13 Catchment 29 Sibling 13 Dist/other</td>
<td>0 Heard</td>
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<tr>
<td>Thoresby Primary, Thoresby Street, Kingston upon Hull HU5 3RG Tel: (01482) 342 972 <a href="http://www.thoresbyprimaryschool.co.uk">www.thoresbyprimaryschool.co.uk</a></td>
<td></td>
<td>Academy</td>
<td>75</td>
<td>1 – 74 2 – 35 3 – 19</td>
<td>0 SEN 0 LAC 40 Catchment 9 Sibling 9 Dist/other</td>
<td>2 Heard 2 Upheld</td>
</tr>
<tr>
<td>Thorpepark Primary, Laxthorpe, Orchard Park Estate, Kingston upon Hull HU6 9EG Tel: (01482) 854 632 <a href="http://www.thorpepark.hull.sch.uk">www.thorpepark.hull.sch.uk</a></td>
<td></td>
<td>Academy</td>
<td>60</td>
<td>1 – 56 2 – 10 3 – 13</td>
<td>0 SEN 0 LAC 40 Catchment 9 Sibling 9 Dist/other</td>
<td>0 Heard</td>
</tr>
<tr>
<td>Victoria Dock Primary, South Bridge Road, Kingston upon Hull HU9 1TL Tel: (01482) 598 200 <a href="http://www.victoriadockschool.org.uk">www.victoriadockschool.org.uk</a></td>
<td></td>
<td>Community</td>
<td>60</td>
<td>1 – 48 2 – 7 3 – 4</td>
<td>0 SEN 0 LAC 36 Catchment 6 Sibling 8 Dist/other</td>
<td>0 Heard</td>
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<tr>
<td>Wansbeck Primary, Wenning Grove, Longhill Estate, Kingston upon Hull HU8 9SR Tel: (01482) 814 171 <a href="http://www.wansbeckprimary.co.uk">www.wansbeckprimary.co.uk</a></td>
<td></td>
<td>Academy</td>
<td>30</td>
<td>1 – 23 2 – 26 3 – 10</td>
<td>0 SEN 0 LAC 14 Catchment 8 Sibling 3 Dist/other</td>
<td>0 Heard</td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED QUESTIONS

When does my child have to start school?

If your child was born between 1st September 2014 and 31st August 2015, they are due to start in the reception year of a school in the 2019/20 school year. All children will be able to start school full time at the beginning of the Autumn Term.

This does not mean your child will must start full time attendance in the Autumn Term.

Parents can delay their child’s full time admission until later in the school year. However, it will not be possible to delay this beyond the beginning of the term after their fifth birthday or into the next academic year.
Are there forms I have to fill in?

You should apply for a primary school place using the online service on the Hull City Council website at www.hull.gov.uk/admissions. This is available 24 hours a day, 7 days a week from 1 October 2018 to midnight on 15 January 2019 which is the deadline for applications to be received. If you do have access to a computer or the internet you can call into one of the council’s customer contact centres, a public library or you can speak to your child’s current primary school. If you are still unable to make an application you can contact the admissions team to request a paper application form (CAF).

When do I have to submit by application by?

You must complete your online application by 15 January 2019. If you are applying using the CAF this must be received by your child’s primary school, customer contact centre or the school Admissions Team by 15 January 2019.

What will happen if I don’t get the application in on time, or don’t put one in at all?

A late application will still be processed if it is received before the 28 February 2019 but it will not be dealt with until after the applications that were received before the deadline date. If your preferred schools are then full, your child will be allocated to a school that still has vacancies after all the applications received on time have been dealt with. This may be a school you don’t really want, and it may be quite a distance from your address.

If you do not make an application then your child will not be allocated a school place. In the term following your child’s fifth birthday you are legally required send your child to school. If you have not already made an application for a school place then your preferred schools may be full you may have to accept a school that is quite a distance from your home address. It is therefore very important that we receive your application on time.

What happens if I change my preference(s) after the closing date of 15 January 2019?

Changes of preference after the closing date for applications on 15 January 2019 will be considered as a late application unless the change is considered to be unavoidable in the opinion of the admissions authority (e.g. house move). You should therefore consider carefully your choice of school before making your application.
If I cannot applying online, where do I send the forms after I have filled them in?

If your child is attending a Hull Primary School, hand in your completed CAF to your child’s school by 15 January 2019. You can also return the CAF direct to:

School Admissions Team  
2nd Floor  
Room 128  
The Guildhall  
Alfred Gelder Street  
HU1 2AA

If your child is attending a school outside of Hull, a private school or is being electively home educated please send the completed CAF to the address above. It must be received by close of business on 15 January 2019.

How many schools can I apply for?

You are asked to name three different schools you would like your child to attend. You should name the school you want most as your first preference on the application. This can include any maintained school or academy. We do strongly recommend that you name your catchment area school or the school nearest to your address as one of your preferences. Putting the same school down more than once does not increase your chance of being allocated a place at that school. It is therefore recommended that you use all your preferences to minimise your chances of being allocated a school you do not want that maybe quite a distance from your home address.

How do I apply for places at a Voluntary Aided, or Academy or a Primary school in the East Riding of Yorkshire?

If you are a Hull resident you must name these schools on your online application or the Hull preference form. You do not apply separately to these schools or the East Riding of Yorkshire Council.

Will my chances of getting a particular school be better if I name the school three times on my Hull form?

No, doing this will only waste two of your preferences. Places will only be allocated according to the oversubscription criteria of each school regardless of the number of times you name the school as a preference. You should therefore name 3 different schools on your application.

Will my child transfer automatically from nursery into reception?

No. If your child goes to a school nursery this does not guarantee them a place at the primary school it is attached to. You still need to apply for a place at the primary school using the Local Authority’s online form or paper common application form.
Am I certain to be offered a place at one of the schools I apply for?

No. There is no guarantee of this because it depends on which schools you select as preferences and how many applications are received for those schools. If you select your catchment area school as one of your preferences then it is likely that you will be eligible for a place there for your child, but there is still no definite guarantee. If your child meets the criteria for entry to more than one school, he or she will only be offered a place at only one of these schools and that will be the one you have ranked as the highest preference on your application.

This guide gives details of the number of applications received for schools last year. Where there were more applications for a school than places available, it shows how the places were allocated.

Do I have a real ‘choice’ of school?

The ‘choice’ you have is which schools to select on your application form and which preference order you rank them. Naming a school does not guarantee that you will be offered a place there, although we will try to meet as many preferences as possible.

Where can I get further information and advice?

If you need help and support through the process you can contact the admissions team on 01482 300 300 or email them at lsadmissions@hullcc.gov.uk or speak to someone at one of the councils customer contact centres.

The admissions team can:

- Offer help completing the application
- Explain what happens when you have submitted your application
- Answer questions you may have about providing supporting evidence

The admissions team cannot;

- Guarantee a place at a school
- Recommend one school over another
- Decide the preferences for you

Customer contact centres

The Wilson Centre, 1 Alfred Gelder Street, Hull, HU1 2AG
Holderness Road CSC, 1 The Mount, Holderness Road, Hull, HU9 2BN
North Point CSC, Bransholme Centre, 26 Goodhart Road, Bransholme, Hull, HU7 4EE
Orchard Park CSC, 222-224 Orchard Park Road, Hull, HU6 9BX
When do I find out which school my child has been allocated a place at?

Your offer of a school place will be sent to you 16 April 2019. No information will be given out until after this date. Written details about your school offer and how to appeal will also be posted out 1st class on 16 April. The Admissions Team will not disclose this information over the telephone. If however you have not received a letter by 20 April 2019 please let us know.

What if I am unsuccessful in obtaining a place at my preferred school?

It is the policy of an admission authority to fill their schools to their admission limits using the criteria set out in this guide. A place would be refused if in offering your child a place at the school, the authority would be prejudicing the efficient use of resources or the efficient provision of education at the school. Under these circumstances, the options available to you are:

- Accept a place at the school allocated.
- Consider requesting a place at an alternative primary school.
- Appeal against the decision of the Hull City Council or another admission authority to an independent panel, which will consider the matter. Even if you are allocated your second or third preference school, you may submit an appeal for your preferred school. Details are set out below:

Appeals Procedure

If you have not been offered your preferred school you can make a formal appeal. We will send you an appeal form when we write to tell you which school your child has been allocated to. You should fill in this form and return it the Admissions Team by the date specified on the appeal form. The appeal will be heard, within 40 school days of the closing date for appeals, by an independent appeal panel arranged locally. For appeals submitted by the deadline date in the ‘starting school for the first time’ process, hearings should be heard by July 2019.

Appeals against refusal of admission to a Voluntary Aided School or Academy are the responsibility of the Governors and/or Academy Trust of that school. Voluntary Aided Schools are responsible for their own admissions and have their own allocation criteria which should be obtainable from the school.

Brief summaries of the admission arrangements for these schools are set out earlier in this booklet and further information can be obtained from the schools themselves. If you wish to appeal against the schools’ decision to refuse admission to your child, you should address your appeal to the Chair of Governors and/or Academy Trust of the relevant school.

During any academic year you can only appeal once for a particular school. Hull City Council will only consider a repeat appeal for a school controlled by them if your circumstances have changed significantly. However, you can appeal for alternative schools.
If your child has a statement of special educational needs or EHCP plan you would need to appeal through a different system – The Special Educational Needs and Disability Tribunal. You should contact special needs staff on (01482) 616365 for further information.

Statutory Limits on Infant Class Sizes

Where an admission authority has refused admission on the grounds that to admit the child would cause prejudice as a result of the additional teaching staff or school buildings that would be required to limit infant class sizes, the Appeal Panel can only uphold an appeal if it is satisfied:

a) That the decision was not one which a reasonable admission authority would make in the circumstances of the case; or
b) That the child would have been offered a place if the admission arrangements had been properly implemented.

Waiting Lists

Each admission authority must keep a waiting list for at least the full Autumn Term 2019 where the school has been oversubscribed. Pupils will be ranked in accordance with the schools oversubscription criteria. No priority will be given based on the date their application was received or the pupil was added to the list.

If you wish your child to be considered for any vacancies which may arise after December 2019, you must make your application in writing to the Admissions Team at that time.

Deferred Entry

Parents who accept a school place for their child may request that admission is deferred until the term after the child’s fifth birthday provided that the place is taken up within the same academic year. However parents should be aware that places cannot be held open between one school year and the next.

If a parent of a child due to be admitted to school in the Summer Term wishes to defer the child’s entry until the Autumn Term, they would need to re-apply for their child’s admission into year 1. There would be no guarantee that a place would be available at the same school in the following academic year.
Summer Born Children

A child is required to start school the term following their fifth birthday. For children born between 1 April and 31 August this would mean that they can start school in the following academic year. If you are a parent of a summer born child and do not want your child to start school in September 2019 or you do not want to defer entry until later in the academic year you can apply for your child to start school the following year.

The decision to admit a child to a later year group must be made by the individual admission authority and is done on an individual basis. An admission authority can refuse to accept an application for a summer born child to delay entry into school.

You must still apply for a school place before the deadline date of 15 January 2019 so that a place can be allocated to your child if your summer born application is unsuccessful. Once your application is submitted you must contact the admissions team on (01482) 300 300 for information on how to proceed.

More information regarding summer born children can be found on the Department of Education Website or you can call (01482) 300300 and speak to the Admissions Team who can discuss the matter further.

Attendance at school

It is your responsibility as a parent/carer to ensure that your child goes to school regularly and on time. Absence from school can affect their learning and achievement.

Family holidays should be taken during the school holidays. If you have to go away during the term, talk to the school about your plans first. Any time out of school has to be approved by your child’s Headteacher and will only be granted in exceptional circumstances.

If you think your child is having difficulties in school or seems reluctant to attend, talk to the school, share your concerns and find out more.

Transfers between schools during the school year

Applicants living in Hull who want to apply for an in year transfer of primary school for their child must use the Hull City Council’s in-year transfer form to express their preferences for places at maintained schools within Hull and in other local authority areas.

Unless there are exceptional circumstances, it is not expected that applicants will make more than one transfer request to a given school in a given year group unless there is a significant change which directly relates to their reasons for wanting their child to go to a particular school.
Transferring a pupil from one school to another can be very unsettling. Issues to consider are:

- Disruption to examination courses
- Breaking friendships
- Lack of continuity of the curriculum
- Attendance patterns

**Pupils who move into the City from other areas or move address within the City**

Where the pupil is unable to continue attending their current school, parents/carers can request a transfer to an alternative school within the City. The request is made to the council’s admissions team and a form will be provided for parents/carers to name up to three preferences of school. The admissions team will contact each admission authority in turn to determine if a place can be allocated. Applications will take an average of 15 school days to process. Once a place has been allocated, the pupil should start the new school within 10 school days.

If a place cannot be offered at your preferred school you will be offered the right of appeal.

**How to apply for an in year transfer**

You can go on to the council website at www.hull.gov.uk/admissions and complete the online application form. Alternatively you can request a form from the school admissions team by calling 01482 300 300. You are invited to name up to 3 preferences of school. The admissions team will contact your preference(s) of school to check if there is a vacancy in the required year group. We aim to offer you a response within 15 school days. Once a place has been allocated, the pupil should start the new school within 10 school days.

Your application will be processed in line with the admissions arrangements for your preferred school. If a place cannot be offered at your preferred school you will be offered the right of appeal.

**Fair Access Protocol**

The Local Authority must have a Fair Access Protocol in place and all primary schools must participate in this protocol. The protocol is designed to ensure that the amount of time a child, such as a permanently excluded child, who is particularly vulnerable, spends out of education is kept to a minimum, and that all schools take a fair share of children with challenging behaviour. The protocol will only come into play if a suitable place cannot be secured using the normal in year arrangements.

It does allow the authority to require schools to admit such vulnerable children above their published admission number even if they are already full. However, while the protocol may lead to a child being allocated a place at a particular school, this does not override any preference expressed by a parent, and they have the right of appeal if refused a place.
**Other Useful Information**

**Home to School Transport for children at primary school**

The home to school transport policy provides a detailed criteria as to how pupils would qualify for free travel. Parents/carers who apply for more distant schools must consider that free transport may not be provided (distance does not entitle pupils to free travel if there is a school nearer their home address that can be allocated).

Details of the council’s Home to School Transport Policy can be found on the Council’s website at www.hull.gov.uk/schools and selecting Home to School Transport.

For advice and an application for a Free Travel Pass, you should contact Home to School Transport team on 01482 300 300 or email hometoschool@hullcc.gov.uk

**Travel Assistance**

Parents and carers need to be aware that they are responsible for the transporting of their child to and from school.

However, there are a number of situations where the Council provides assistance with travel and transport to and from school. The Council provides this assistance because it has a duty to do so as set out in the legislation. The duty applies to home to school travel arrangements at the start of the day and school to home travel arrangements at the end of the day.

Details of the Council’s Home to School Transport policies can be found on the Council’s website: www.hullcc.gov.uk/schools and click on Home to School Transport.

For advice and an application form for travel assistance, you should contact the Admissions and Transport Team using the details below, or by using the links on the website.

Admissions and Transport Team Tel: (01482) 300 300 or email hometoschool@hullcc.gov.uk.

Transport for pupils with an exceptional need on the grounds of special educational needs (SEN Statement of Educational needs/Education and Health Care Plan), physical disability or medical need is considered for each individual case by the Admissions and Transport Team. If you think your child is eligible for free travel on the grounds of their SEN/EHCP, physical disability or medical need you should contact the:

Admissions and Transport team Tel: (01482) 300 300 or email hometoschool@hullcc.gov.uk.
School Meals

Apply for Free School Meals

Your child may be able to get Free School Meals if you (their parent, guardian or carer) are in receipt of any of the following:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance (ESA-IR)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they’re in on 31 March 2022.

Infant free school meals in England

Your child will be able to get free school meals if they’re in:

- reception class
- year 1
- year 2

Tell your local authority if you also get any of the qualifying benefits. Your child’s school can get extra funding if you do.
To apply for free school meals, you can either:

- Apply online at www.hull.gov.uk/resident/benefits-and-support-/free-school-meals
- Complete an on-line Free School Meal application form on the Hull City Council website, www.hullcc.gov.uk
- Forms are also available from all Customer Service Centres and schools in Hull.

If you would like any additional information please contact Revenues and Benefits Service on (01482) 300 303.xtra funding if you do.

**Children with Education Health and Care Plan (EHCP) / Special Educational Needs (SEN) and Admissions to Special Schools**

If your child has special educational needs, it is the policy of Hull City Council to make suitable provision either in mainstream schools or in special schools as appropriate. If you think your child may have special educational needs, then you should discuss this with school staff initially.

There are booklets available on request from staff in the Special Needs Team. Please telephone (01482) 300 300. Information can also be obtained from the ‘Local Offer for Disabled Children’ on the Hull City Council website.

Entry to special schools is through a separate procedure for pupils who have statements of Special Educational Needs/EHCP. Appeals for pupils with statements of Special Educational Needs/EHCP’s concerning allocation to either special or mainstream schools are the responsibility of the Special Educational Needs and Disability Tribunal.

A booklet explaining SENDIST Tribunal procedures is available from the Special Needs Team. Please telephone (01482) 300 300. Alternatively you can look at the Local Offer for disabled children on the Hull City Council Website.

**Educating your child at home**

If you decide to educate your child at home, the law allows this. However, the law states that you must make sure your child gets “efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have”. If you decide to educate your child at home please put this in writing to Hull City Council, Education Welfare Service, 2nd Floor, Room 128, The Guildhall, Alfred Gelder Street, Hull, HU1 2AA.

You can contact the Education Welfare Service on (01482) 300300 for further information.
Attendance at an Independent school

You will need to make your own arrangements for Independent schools. You will be responsible for transport, fees and any other relevant incidental costs. If you are submitting an application for any other Hull schools as well as making an application direct to a fee paying school you do not need to include the fee paying school as one of your preferences on the application.

If you accept a place at an Independent school please advise the Admissions Team of this in writing.
School term dates for 2019/20

Total number of days: 195 (minus five days to be taken as non-contact days at the discretion of the school). Please note that some schools have slightly different term and holiday dates to those shown here due to teacher training days. The training dates differ for each school. Please check the teacher training dates by contacting the school direct or by looking at their website.

<table>
<thead>
<tr>
<th>Term</th>
<th>Re-open</th>
<th>Close for mid-term holiday</th>
<th>Re-open</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term 2019</td>
<td>2 September 19</td>
<td>25 October 2019</td>
<td>4 November 19</td>
<td>20 December 19</td>
</tr>
<tr>
<td>Summer term 2020</td>
<td>20 April 2020</td>
<td>22 May 2020</td>
<td>1 June 2020</td>
<td>20 July 2020</td>
</tr>
</tbody>
</table>

**Disclaimer**

All the information in this guide was correct in August 2018 when it was written, however there may have been changes since this time.

**Deadlines**

Please note that deadlines notified during the allocation process will be strictly adhered to.

**Withdrawing offers of places**

Applications which are found to be fraudulent or intentionally misleading may result in offers of places being withdrawn.

**Further help available**

If you have any queries please contact:

The Admissions Team
2nd Floor, Room 128,
The Guildhall
Alfred Gelder Street
Hull
HU1 2AA
Telephone (01482) 300300
Email: lsadmissions@hullcc.gov.uk