

A Guide to Secondary School Admissions in Hull 2019/20

Dear Parent/Guardian

Transferring to secondary 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 is due to transfer to secondary school in September 2019, you need to have made your application by 31 October 2018.

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 places in secondary schools will be made on 1 March 2019.

If you need more information or help to use the online service, please contact the admissions team on (01482) 300 300, 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. Moving up to secondary school is a key step in this journey for your child. 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



Children, Young People and Family Services
Hull City Council

Introduction

If your child was born between **1 September 2007 and 31 August 2008** this booklet gives you the information you need to apply for a place for your child at a secondary school.

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

All parents have to apply for a secondary school place using the online application services. 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.

Similarly, if you live outside of Hull but want a place at a Hull school, you must apply using your home authority's system. 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

Some of the areas of Hull fall within the catchment area of a secondary 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 to secondary school transfers must be received by **31 October 2018**.

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?

In your child's last year of primary school you will receive a letter from the Admissions Team. Included in this letter there will be details of how to apply for places online inviting you to express up to three preferences for secondary schools and give reasons for those preferences by the deadline date of 31 October 2018.

The timetable for all secondary 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

Date	Action
3 September 2018	Online application system becomes available
8 September 2018	Letters available from your child's school.
31 October 2018	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 or supplementary information forms must be sent to Admissions Team, Room 128, Second Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA.
Please note: if you wish to change your preferences you can do so by amending your online application yourself up to midnight on 31 October 2018	
1 March 2019	Letters and emails sent to parents/carers confirming school allocations and rights of appeal where necessary
1 April 2019	Final date for appeal forms to be returned to the Admissions Team
June 2019	Appeal hearings commence

It is very important that you complete and submit your application stating what your preferences are by 31 October 2018. If you don't get your online application 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 end of 11 January 2019. Changes of preference after the closing date for applications on 31 October 2018 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 secondary school. The published admission arrangements for each school are used to decide which children should be offered the available places. In secondary 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 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 recorded in the EHCP, following consultation with the Head and Governors, the school are required to admit the pupil. After the allocation of 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 secondary school apply for all community schools, academies, voluntary aided, trust or free schools.

All local authorities in England prepare co-ordinated schemes for secondary 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 secondary 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 secondary 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 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.

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas, can make an application in advance of them returning to Hull provided that their application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

We recommend that you put more than one preference of school on your application form. If we are unable to allocate one of your preferred schools we will allocate the next nearest school with a suitable vacancy.

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.

How do I apply for my child to transfer from primary to secondary school?

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 3 September 2018 to midnight on 31 October 2018 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 31 October 2018
- You will be sent an email confirmation that your application has been received
- You will receive a notification email on 1 March 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 secondary 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

Some addresses in the city of Hull fall within a secondary school's catchment area. Attending the catchment school or the nearest 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.

Schools and academies that have a catchment area in Hull are:

The Marvell College, Kingswood Academy, Malet Lambert School, Archbishop Sentamu Academy (Zone A and Zone B), and The Boulevard Academy.

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 set 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 your application.

3. Find out about the School

Information about schools is available from a range of sources: Visit the school; most secondary schools in Hull hold an open evening early in the autumn term so that pupils and parents can visit the school and talk to teachers. Schools are happy for you to visit them at other times by appointment. The dates for this years' open evenings are detailed in the table below:

School	Date	Time
The Marvell College		
Archbishop Sentamu Academy		
Hull Trinity House Academy	Thursday 27 September 2018	6.00 – 8.00
Kelvin Hall School		
Kingswood Academy	Wednesday 19 September 2018	*
Malet Lambert		
Newland School for Girls		
The Boulevard Academy		
Sirius Academy North	Thursday 27 September 2018	4.30 – 7.00
Sirius Academy West	Thursday 4 October 2018	4.30 – 7.00
St Mary's College	Thursday 4 October 2018	5.00, 5.30, 6.00 & 6.30
Winifred Holtby Academy	Thursday 20 September 2018	

*Please contact the school or academy for more information.

The school's website will give you important detailed information about the life and character of the school. The admission arrangements for schools and academies in Hull are available on the Hull City Council website.

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. Let your child have a say

Your child may have thoughts and opinions which you might want to take into account when deciding your preference.

5. Distance to school

Most parents want their children to attend their nearest school or the school which normally serves the community in which they live. Parents can consider applying to more distant 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 School in Hull

There are three types of secondary schools in the City of Hull:

- One voluntary aided school (St Mary's College), ten academies (Archbishop Sentamu Academy, Hull Trinity House, Kelvin Hall, Kingswood Academy, Malet Lambert, Newland School for Girls, Sirius Academy North, Sirius Academy West, The Marvell College and Winifred Holtby Academy), and one academy free school (The Boulevard Academy).
- The governors of the voluntary aided school, academies and free school 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 school 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.



After the applications for secondary 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.

The governing bodies of academies and the academy free school set and publish their own admission arrangements

The Local Authority has a duty to co-ordinate admission arrangements for all Hull secondary schools. The Local Authority will ensure that all Hull parents, whose children are transferring to Year 7, receive the offer of one secondary school place on the agreed date. The criteria used to allocate places to a secondary school are given later in this guide.

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.

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

HULL SECONDARY SCHOOLS AND ACADEMYS

SCHOOL	PAGE	SCHOOL	PAGE
Archbishop Sentamu Academy	13	Sirius Academy North Academy	21
Hull Trinity House Academy	15	Sirius Academy West Academy	22
Kelvin Hall	17	St Mary's College	23
Kingswood Academy	18	The Boulevard Academy	25
Malet Lambert	19	The Marvell College	26
Newland School for Girls	20	Winfred Holtby Academy	27

OVERSUBSCRIPTION CRITERIA

Archbishop Sentamu Academy

An Academy School (The Governing body are responsible for admission arrangements)

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 the Archbishop Sentamu 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. Pupils attending the SALT feeder primary schools;
- d. Admission of pupils on the basis of proximity to the Academy within Zone A, 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);
- e. 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 iii below);
- f. Admission of pupils on the basis of proximity to the Academy within Zone B, 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);
- g. Any other pupils, with priority given to those living nearest the Academy (see Paragraph 6 Note ii below).
- h. Where in any category there are more applicants than there are places available, the places will be allocated within that category on the basis of proximity to the Academy as set out at 4(d) (f) and (g) above (see Note 6ii below). 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 either on our website or at the Academy, and return it to the Academy addressed to the Chair of Governors. 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.

Hull Trinity House Academy

An Academy School (The Governing body are responsible for admission arrangements)

Hull Trinity House Academy is an all boys' school.

Where the school receives more applications than there are places available, the Governing Body will use the place allocation procedure below when considering applications for admission.

The academy does not have a catchment area. In order to ensure a balanced intake of students of all abilities and a balanced representation of each geographical zone the school will:

(i) Give all the applicants, meeting the 2019/2020 admissions arrangements, a test of cognitive ability (CAT). This will allow, as near as possible, 25% of the applicants to be placed in each one of the four ability bands. This will take place before the end of the Autumn Term.

(ii) Each applicant from Hull will be placed in a geographical zone based upon political wards and males transferring to secondary school in 2010. Applicants from outside of Hull are in Zone 4.

There will be 30 places available for each ability band.

The academy does not have a catchment area.

PLACE ALLOCATION PROCEDURE

Step 1 Applications are received from the Local Authority as a result of the academy being named on the Common Application Form

Step 2 All applicants naming Hull Trinity House Academy on their form are invited to sit a Cognitive Ability Test (CAT)

Step 3 Applicants are then placed in the appropriate ability band within their Zone (See Note 1)

Step 4 In each band of ability, after the allocation of statemented students with Hull Trinity House Academy named on their Statement/Education Health & Care Plan, the remaining places will be allocated to:

Looked After Children (See Note 2)

Brothers (See Note 3) applicants having brothers who will be already attending the school at the expected time of admission

Step 5 The remaining places, up to 28 in each ability band will be allocated in accordance with the Criteria 1 below, such that up to 7 applicants within each zone are allocated a place. Should there be less than 7 applicants from a particular zone within an ability band the place(s), up to 7, will be allocated in the same way as places 29 and 30

Step 6 Places 29 and 30 in each ability band are allocated on the basis of the Criteria 1 below, irrespective of zone.

Should we not have enough students in a particular ability band and zone to allocate, then the same procedure for places 29 and 30 should apply (taking the highest distance from the whole of band). Should there be a tie, then Criteria 2 is used, the distance nearest to Trinity, would take the place.



In the event of there not being enough students in the whole of a zone and band, such that we cannot allocate the 30 places, we then start to look at the highest distance across all the ability bands (Band A, B, C and D) until the places are filled.

Criteria 1

Normal family address (See Note 4) which is the furthest distance from the nearest co-educational institution accepting students at the age 11 in the year of entry (using the shortest home to school route given by Multimap (Bing Maps) in Km to one decimal place using postcodes).

Criteria 2

Normal family address (See Note 4) nearest to Hull Trinity House Academy (using above method) **'Tie-breaker. The geographical criterion will be used as a tie-breaker for other criteria. Where a school is oversubscribed from within its catchment area after the allocation of statemented/EHCP, looked after children, and brothers under, then Criteria 1 and 2 geographical criteria will be used in that order as tie-breakers'**.

Notes

(1) Geographical Zones

The four zones to be used by the academy for allocation purposes are:

Zone 1 The political wards of Bransholme East, Kings Park, Bransholme West, Sutton, Orchard Park/Greenwood, Beverley, University and Newland

Zone 2 The political wards of Myton, St Andrew's, Derringham, Boothferry, Newington, Pickering, Bricknell and Avenues

Zone 3 The political wards of Drypool, Holderness, Southcoates West, Marfleet, Southcoates East, Longhill and Ings.

Zone 4 Applicants from all other areas beyond Hull.

Further information regarding the zones and political wards can be seen at the academy's office.

(2) A Looked After Child

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 the social services functions (see the definition in Section 22 (1) of their Children Act 1989)

A 'looked after child' is also defined as a child who was previously looked after, but has since become subject to an adoption, (see Section 46 of the Adoption and Children Act 2002) residence order (see Section 8 or the Children Act 1989), or special guardianship order (see Section 14a of the Children Act 1989).

(3) Definition of Brother

(i) Children with the same natural parents living at the same address

(ii) Half brothers living at the same address

(iii) Stepbrothers living at the same address

(iv) Foster brothers living at the same address

(v) Children with the same natural parents living at different addresses

(3a) Twins/Multiple Births

In the event of one twin being offered a place at the academy, when another twin has not been offered a place through the place allocation procedure, the second twin will then automatically be given a place on the principle that he then has a brother in the academy.

(4) Definition of normal family address (i) The permanent home address where the child normally resides

(ii) Where parents live separately and have joint custody then the permanent home address would be where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive) or the address where any Child Benefit is sent. An informal childcare arrangement involving relatives or friends does not count as residence for the purpose of school admissions.

Kelvin Hall School

An Academy School (The Governing body are responsible for admission arrangements)

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. 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. A looked after child is a child in the care of a Local Authority or provided with accommodation by that Authority (section 22 of the Children Act 1989).
2. Significant medical factors or exceptional family circumstances. (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. Children of staff, provided that the member of staff has been employed at Kelvin Hall for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage.
5. Geographical, with priority given to those living nearest to the school. (See notes (iii) and (iv) below)

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) 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).

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.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths alongside roads marked on the current street map of the City. (The only exception to this for admissions to Kelvin Hall School is the footbridge across the railway line from Priory Drive, via a public footpath to Hotham Road North.) Front entrance of home property (residence) to main entrance of school site is used. We use software that is specialised for computer mapping of distance. This is called "Basemap" and takes the X and Y coordinates of the property address and calculates the distance to Kelvin Hall School precisely.

Kingswood Academy

An Academy School (The Governing body are responsible for admission arrangements)

Kingswood Academy has an agreed Published Admission Number (PAN) of 180 for entry into Year 7. The Academy will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 180 or fewer apply. 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 over-subscription 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.

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 BSF catchment area of the Academy. 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.
4. Having a brother or sister who will be attending the Academy at the expected time of admission. 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.
5. Geographical, with priority given to those living nearest 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, a 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.

Malet Lambert School

An Academy School (The Governing body are responsible for admission arrangements)

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 the Educational Health and Care Plan, 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 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))
- 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)). 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 statemented children and children under criteria 1 then the brothers/sisters and geographical criteria will be used in that order as tie-breakers. The Lindengate Development is included within this criterion.

Notes for Community Schools

- 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 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 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) halfbrothers/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/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 only exception to this is the maintained footpath across East Park from Hawkesbury Street to James Reckitt Avenue for access to Malet Lambert School. 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:

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 definition in section 22(1) of the Children Act 1989) at the time of making an application to a school

Children who have been adopted from local authority care (under the provisions of the Children and Families Act 2014)

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

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

Newland School for Girls

An Academy School (The Governing body are responsible for 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 (iv) below),

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

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

Criteria 2 and 3 will be used as a tie-breaker for other criteria. If the school is over subscribed after the allocation of children with an EHCP and children under criteria 1 and 2, then the 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 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.

(ii) 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- sisters living at the same address step – 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 section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order.

Sirius Academy North

An Academy School (The Governing body are responsible for admission arrangements)

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Children with an EHC Plan, where the Academy is named on the EHC Plan, are automatically entitled to a place

1 .Children in public care ('Looked After' Children). The definition of "Looked After" children includes children who were in care but have since been adopted or become subject of a residence order or special guardianship order. Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services department. Looked after children requesting a place supported by the Authority's children services will be automatically entitled to a place. The allocation of the remaining places is as follows;

2. Those applicants who on the date of admission will have a sibling on the roll of the Academy at the time of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

-have one or both natural parents in common

-are related by a parent's marriage

-are adopted or are fostered

-their parents are married/co-habiting and children live together in the same household

-are children of the same household

3. Children of staff provided that the member of staff has been employed by the Academy for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage.

4. If the Academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the normal address to the academy - closest first. The distance, which determines how close a student lives to the Academy, is the measurement from the main entrance of the student's normal address to the main entrance of the Academy, using the safest walking route. 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.

Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Cases where families change normal address after the closing date for applications but before the allocation process has finished will be considered under the LA's co-ordinated scheme.

Sirius Academy West

An Academy School (The Governing body are responsible for admission arrangements)

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Children with an Education, Care and Health Plan (EHCP), where the Academy is named in the plan, are automatically entitled to a place which will include places for hearing and visually impaired (HI/VI) students. The allocation of the remaining places is as follows;

1. Children in public care ('Looked After' Children). The definition of "Looked After" children includes children who were in care but have since been adopted or become subject of a residence order or special guardianship order. Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services department.

2. Those applicants who on the date of admission will have a sibling on the roll of the Academy at the time of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common
- are related by a parent's marriage
- are adopted or are fostered
- their parents are married/co-habiting and children live together in the same household
- are children of the same household

3. Children of staff provided that the member of staff has been employed by the Academy for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage.

4. Ten percent of students by aptitude in sport i.e. up to 29 places in (September 2019) The outcome of tests for sporting aptitude will not affect candidates' eligibility for a place should they satisfy a higher priority. If applicants are seeking admission through sporting aptitude they will be asked to complete a form available from the Academy. The Academy will then administer sporting aptitude analysis assessments. These assessments will take place during the Autumn Term prior to allocations being made by the Local Authority for places for the following September.

5. If the Academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the normal address to the academy - closest first. The distance, which determines how close a student lives to the Academy, is the measurement from the main entrance of the student's normal address to the main entrance of the Academy, using the safest walking route.

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. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Cases where families change normal address after the closing date for applications but before the allocation process has finished will be considered under the LA's co-ordinated scheme.

St Mary's College

An Academy School (The Governing body are responsible for admission arrangements)

In addition all applicants wishing to apply for a place should complete the Supplementary Form. This form can be downloaded from the St Mary's College web site. The completed form, together with any required evidence, (see below), should be returned to your home Local Authority.

Parents/carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate
- If the child has been received into the Catholic Church, written verification, signed by a Catholic priest and stamped with the parish stamp
- Parents/carers whose children are members of other Christian denominations should supply a relevant certificate or other documentary evidence. (Note 5)

If the supplementary form or any of the required documents are not provided, the child might be ranked in a lower admissions category.

Any applications received after the closing date will be accepted but considered only after those received by the closing date, unless there are exceptional and significant reasons.

Over-subscription Criteria

When the Academy is oversubscribed, priority for admission will be given to those children who meet the criteria as set out below:

Roman Catholic Children (Note 1)

- 1 Looked After children and previously looked after children (Note 2)
- 2 Other Roman Catholic Children

Note: to be considered under either of the criteria above, see information in the Supplementary Form and Supporting evidence paragraph 3.2 and (Note 1) Other Children

- 3 Looked after children and previously looked after children (Note 2)

- 4 Children who have a sibling at St Mary's College. (Note 3)

- 5 Children with a parent/guardian who has been a permanent member of staff, (teaching or support) at St Mary's College for 2 years or more, when the application is made, and/or was recruited to fill a vacant post for which there is a demonstrable skills shortage. This does not include staff who work on the school site for other employers.

6 Children with a proven aptitude in sport (Note 4)

7 Children from our Roman Catholic feeder primary (Note 6) schools who are baptised or dedicated members of other Christian Churches, as recognised by Churches Together (Note 5)

8 Other children who attend our Roman Catholic primary feeder schools (Note 6)

9 Other children who are baptised or dedicated members of other Christian

Churches as recognised by Churches Together (Note 5)

10 Other Applicants

- Children within the same oversubscription criteria will be prioritised by a tie-breaker (Note 7)
- Please see notes section for definitions relating to the above criteria and tie-breaker.

The Academy shall ensure that pupils with a Statement of Special Educational Needs or in an Educational Health Care Plan are admitted on an equal basis with others in accordance with its Admissions Policy. Where the Local Authority propose to name the Academy in an Educational Health Care (EHC) Plan, the Academy shall consent to being named.

The exception to this is where admitting the child would be incompatible with the provision of efficient education for other children, and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

In the event of any disagreement between the Academy and the Local Authority over the proposed naming of the Academy in an EHC Plan, the Academy may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State's determination shall, subject only to any right of appeal, be final.

The governing body may increase the priority of an application within a category where written evidence from appropriate professional e.g. Social Services/ Medical Consultant etc. is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

Note 1 - Definition of Catholic

Children who have been baptised as Catholic or have been formally received into the church. (Acceptable evidence is a baptismal certificate or the baptism authenticated/stamped by a Roman Catholic priest)

Note 2 - 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).

A previously looked after child who was looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after.

Note 3 - Definition of Siblings

Same natural parents living at the same address.
Half-brothers/sisters living at the same address.
Stepbrothers/sisters living at the same address.
Children with the same natural parents living at different addresses

The definition of sibling does not include cousins or families sharing a house. In the case of multiple births where only one/some of the siblings qualified for a place, the affected siblings would all be offered places, even if this meant going above the admissions number. In the case of a sibling in the 6th Form the student at St Mary's College must have been on roll for at least 12 months prior to any application.

Note 4 – Aptitude in Sport

If applicants are seeking admission under criteria 6, they will be asked to indicate this on the Common Application Form issued by the Local Authority and the Supplementary Information Form which can be found on the schools website. After the deadline applicants will be invited into school to take the sporting aptitude analysis assessments. This will take place during the Autumn Term prior to the Trust Board's Admissions Committee meeting to allocate places for the following September. If more applicants pass than there are places available, applicants will be ranked based on the overall points score, and will be eligible to be put in this category.

Note 5 - Churches Together in England

http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx - Applicants seeking admission under criteria 7 & 9 will be required to produce a baptismal certificate or a letter confirming their baptism authenticated by their minister.

Note 6 - Catholic Feeder

This refers to the Roman Catholic Primary Academies within the St Cuthbert's RC Academy Trust and Roman Catholic Primary Schools within the East Riding.

Note 7 - 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 when two or more applicants reside an equal measured distance from the school (e.g. residents in the same block of flats) the last place(s) will be allocated by lot. Where the application of this rule would otherwise lead to the separation of twins, or multiple birth siblings, both (or all) will be admitted.

The Boulevard Academy

An Academy Free School (The Governing body are responsible for admission arrangements)

Priority is given to children with a Statement of Special Educational Needs where The Boulevard Academy is named on the statement, under Section 324 of the Education Act 1996.

In the case of oversubscription, where the number of applications, after the allocation of priority admissions, is greater than the published pupil admission number, the criteria below will be used in the following order, with any remaining places being allocated to the next criteria.

All siblings of multiple births will be treated as a single application.

- Children who are, or were previously, in the care of a Local Authority as per section 22 of the Children's Act 1989.
- Having a brother or sister who will be attending the Academy at the expected time of admission.
- Being a resident within the following postcode areas: HU1, HU2, HU3, HU4, HU5, HU6, HU7, HU8 & HU9.
- Being a resident within the following postcode areas: HU10, HU13, HU14, HU16.
- Being a resident in any other postcode area.

Random allocation will be applied as a tie-breaker for each of the above criteria if required.

The Marvell College

An Academy School (The Governing body are responsible for 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 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 stated 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).

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 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 (4) guardianship order. Further references to previously looked after children in the Admissions 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.

Winifred Holtby Academy

An Academy School (The Governing body are responsible for admission arrangements)

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Children with an Education Health Care Plan, where the Academy is named on the plan, are automatically entitled to a place.

The allocation of the remaining places is as follows:

2. 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)

3. Children of staff who have, (i) 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 (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Those applicants who on the date of admission will have a sibling on the roll of the Academy at the time of admission. Siblings (brothers or sisters) are considered to be those children who live at the;

- same address and either:
- have one or both natural parents in common.
- are related by a parent's marriage.
- are adopted or are fostered.
- their parents are married/co-habiting and children live together in the same household are children of the same household.

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

* Criteria 4 will be used as a tie-breaker for other criteria.

If the school is over-subscribed after the allocation of those with Education Health Care Plans and children under criteria 1 2, and 3 then the geographical criteria will be used as a tie-breaker.

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.

II. 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.

Name of school Address Telephone Number Website	School Type	September 2019/20 Admissions Limit	Number of First, Second and Third Preferences in 2018/19	Breakdown of how preferences were allocated on 1 March 2018	Number of Appeals Heard and Upheld 2018/19
Archbishop Sentamu Academy 1 Bilton Grove Kingston upon Hull HU9 5XD Tel. (01482) 781912 www.sentamu.com	Academy School	270	1 – 219 2 –107 3 –46	2 SEN 5 LAC 216 Catchment 4 Sibling 46 Dist/other	N/A
Hull Trinity House Academy 95-133 George Street Kingston upon Hull HU1 3BW Tel. (01482) 326421 www.hthacademy.org.uk	Academy School	120	1 – 138 2 –86 3 –76	1 SEN 0 LAC 31 Sibling 108 Dist/other	Heard 18 Upheld 2
Kelvin Hall School Bricknell Avenue Kingston upon Hull HU5 4QH Tel. (01482) 342229 www.kelvinhall.net	Academy School	270	1 – 397 2 –253 3 –141	5 SEN 5 LAC 2 Med/Exc 90 Sibling 168 Dist/other	Heard 72 Upheld 17
Kingswood Academy Wawne Road Kingston upon Hull HU7 4WR Tel. (01482) 879967 www.thekingswoodacademy.org	Academy School	180	1 –180 2 –118 3 –87	4 SEN 4 LAC 145 Catchment 7 Sibling 62 Dist/other	N/A
Malet Lambert School James Reckitt Avenue Kingston upon Hull HU8 0JD Tel. (01482) 374211 www.maletlambert.co.uk	Academy School	320	1 –331 2 –226 3 –168	5 SEN 2 LAC 237 Catchment 14 Sibling 42 Dist/other	Heard 16 Upheld 0
Newland School for Girls Cottingham Road Kingston upon Hull HU6 7RU Tel. (01482) 343098 www.newlandschool.co.uk	Community School	150	1 –52 2 –54 3 –57	0 SEN 0 LAC 19 Sibling 115 Dist/other	N/A
Sirius Academy North 540 Hall Road Kingston upon Hull HU6 9BP Tel. (01482) 349600 www.siriusacademynorth.org.uk	Academy School	250	1 –150 2 –49 3 –74	4 SEN 2 LAC 46 Sibling 198 Dist/other	N/A

Name of school Address Telephone Number Website	School Type	September 2019/20 Admissions Limit	Number of First, Second and Third Preferences in 2018/19	Breakdown of how preferences were allocated on 1 March 2018	Number of Appeals Heard and Upheld 2018/19
Sirius Academy West 296 Anlaby Park Road South Kingston upon Hull HU4 7JE Tel. (01482) 352939 www.sirius-academy.org.uk	Academy School	290	1 –297 2 –176 3 –107	11 SEN 3 LAC 87 Sibling 189 Dist/other	Heard 42 Upheld 6
St. Mary's College Sports College Cranbrook Avenue Kingston upon Hull HU6 7TN Tel. (01482) 851136 www.stmaryscollegehull.co.uk	Voluntary Aided (Roman Catholic)	300	1 –489 2 –305 3 –136	0 SEN 6 LAC 133 Sibling 161 Dist/other	Heard 84 Upheld 34
The Boulevard Academy Massey Close Kingston upon Hull HU3 3QT Tel. (01482) 217898 www.theboulevardacademy.com	Academy Free School	120	1 –139 2 –62 3 –53	2 SEN 1 LAC 39 Sibling 78 Dist/other	Heard 28 Upheld 1
The Marvell College Barham Road Bilton Grange Kingston upon Hull HU9 4EE Tel. (01482) 799132 www.andrew-marvell.com	Trust School	260	1 –197 2 –102 3 –71	4 SEN 2 LAC 115 Catchment 22 Sibling 83 Dist/other	N/A
Winifred Holtby Academy Midmere Avenue Leads Road Kingston upon Hull HU7 4PW Tel. (01482) 826207 www.winifredholtbyacademy.co.uk	Academy School	270	1 –284 2 –196 3 –90	9 SEN 2 LAC 81 Sibling 188 Dist/other	Heard 15 Upheld 1

Frequently asked questions

Are there forms I have to fill in?

You should apply for a secondary 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 3 September 2018 to midnight on 31 October 2018 which is the deadline for applications to be received. If you do not have access to a computer or the internet you can call into one of the councils 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).

If you are making an application for St Mary's College you will need to complete a supplementary application form (SIF) which will have been sent to you with your letter inviting you to make your application. Alternatively a form can be obtained from St Mary's College or can be printed from the Hull City Council website.

When do I have to submit my application by?

You must complete your online application by midnight on 31 October 2018. 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 before close of business on 31 October 2018.

What will happen if I don't get my 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 11 January 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 the Local Authority will allocate a place to your child where there is still a vacancy after all of the applications that were received have been dealt with. 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 31 October 2018?

Any changes made to the preferred schools after the deadline date will be treated as a late unless the change is considered to be unavoidable in the opinion of the admissions authority. You should therefore consider carefully your choice of school before making your application.

If I cannot apply online, where do I send the CAF after I have filled it in?

If your child is attending a Hull Primary School, hand in your completed CAF to your child's school by 31 October 2018. 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 31 October 2018.

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 a place at a school that is its own admission authority or in another local authority area? (Academy, Free School, Trust, Voluntary Aided)

If you are a Hull resident you do not apply separately to these schools or other local authority. You must name these schools on your application. This is in line with the Council's coordinated scheme.

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

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.

Am I certain to be offered a place at one of the schools I name on my application?

No; there is no guarantee of this. It will depend on which schools you put on your application, and how many other applications are received for those schools.

If you put your catchment area or nearest school down as one of your preferences then it is very likely that you will be offered a place there for your child, but there is 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 one of these schools and that will be the one you have ranked highest 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@hulcc.gov.uk or speak to someone at one of the councils customer contact centres.

The admissions team can;

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

What can the admissions team cannot do;

- 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?

Your offer of a school place will be sent to you 1 March 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 on 1 March. The Admissions Team will not disclose this information over the telephone. If however you have not received a letter by 6 March 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 secondary 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.

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 a place at. You should fill in this form and return it to 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 primary to secondary transfer process, hearings should be heard by June 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/EHCP you would need to appeal through a different system – The Special Educational Needs and Disability Tribunal. You should contact the Special Needs Team on (01482) 300 300 for further information.

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 school's oversubscription criteria. No priority will be given based on the date their application was received or when 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.

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.

Transferring to the Ron Dearing University Technical College

The Ron Dearing University Technical College (UTC) is a government funded school that takes pupils in year 10 and year 12. The college opened in September 2017 and applications for a place for September 2019 can be made from 8 September 2018 by contacting the college directly.

Details of the of the subjects available and a copy of the Admission Arrangements can be found on the college website at www.rondearingutc.com

Transfers between schools during the school year

Applicants living in Hull who want to apply for an in year transfer of secondary school for their child must apply to the admissions team for an in-year transfer as the local authority coordinate all requests to change school.

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 and material 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 especially in years 10 and 11. Issues to consider are;

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

Pupils who move into the City from other areas

Where the pupil is unable to continue attending their current school, parents/carers can request a transfer to an alternative school. If you have not yet moved into the city you must firstly contact your own local authority as they may coordinate all in year transfer requests for their residents.

If you are now living in Hull you must apply as soon as possible for a school transfer using the online service or by requesting an application form. The school admissions team can give you advice on what schools are in your area. If you have more than one child and your preferred school is full in some year groups, we may not be able to offer a place at the school for all of your children but you will be given the right of appeal. If you prefer your children to attend the same school the admissions team will be happy to discuss with you which schools may have vacancies in all of the year groups you need. This may mean travelling to a school that is some distance from your home address.

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 Secondary 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

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 councils 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 at 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

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.

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.

The child must be attending a school that is maintained by Hull City Council (this includes Hull College 14-16 direct entry, Academies and Free schools) or a Sixth Form Academy/School (not Sixth Form College) on a full time basis. If the child is attending an East Riding School, you should apply to the East Riding of Yorkshire Council for free school meals

Tell your local authority if you also get any of the qualifying benefits. Your child's school can get extra funding if you do.

How to apply

To apply for free school meals, you can either:

- Apply on line 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.

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.

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 this must be put in writing to Hull City Council, Education Welfare Service, 2nd Floor, Room 128, The Guildhall, Alfred Gelder Street, Hull, HU1 2AA who will then contact you.

You can contact the Education Welfare Service on (01482) 300 300 for further information.

Attendance at an Independent school

For independent schools, you will need to make your own arrangements. You will be responsible for transport, fees and any other relevant incidental costs. You do not need to mention applications to independent (fee paying) schools on your application

School term dates for 2019-20

For most schools the total number of days is 195 (minus five days to be taken as non-contact days at the discretion of the school)

A table of term dates is shown below. This table is based on LGA principles and these dates match with Lincolnshire and North East Lincolnshire Councils. Academy schools can set their own term dates and these will be available on their school websites. You should check directly with the schools for clarification.

Autumn 2019 – Number of days: 75			
Re-open	Close for mid-term holiday	Re-open	Close
2 September 2019	25 October 2019	4 November 2019	20 December 2019
Spring 2020 – Number of days: 60			
Re-open	Close for mid-term holiday	Re-open	Close
6 January 2020	14 February 2020	24 February 2020	3 April 2020
Summer 2020 – Number of days: 60			
Re-open	Close for mid-term holiday	Re-open	Close
20 April 2020	22 May 2020	1 June 2020	20 July 2020

*Schools will also be closed on May Day Bank Holiday

Disclaimer

All the information in this guide was correct in August 2018 when it was published. Please be aware there may have been changes since this time.

Deadlines

Please note that deadlines notified during the allocation process and the co-ordinated admission scheme will be strictly adhered to.

Further help available

If you have any enquiries, please contact:

The Admissions Team,
2nd Floor, Room 128,
The Guildhall,
Alfred Gelder Street,
Hull,
HU1 2AA
Telephone: (01482) 300 300
Email address: lsadmissions@hullcc.gov.uk



