

## Transfer to Secondary School - Key Information

**Parental Responsibility** – You can only submit an application for a school place if you have parental responsibility. If you share parental responsibility, all those who share responsibility must be in agreement about the preferences and information submitted. If we receive conflicting preferences for the same child we will **not** process the application unless provided with further evidence as to which preferences should be accepted, for example a family court order.

**Your Preferences** – You can apply for up to 3 preferences of school. We strongly recommend you name your catchment or nearest school as one of these preferences.

We operate an equal preference system which means that if you submit 3 preferences we consider each of them separately on its own merits according to the oversubscription criteria for that school.

We do not share the order of your preferences with schools so they will not know, either before or after allocation, who listed them first, second or third.

When we come to allocate places, if we can allocate you more than one of your preferred schools we will allocate the one which was your highest ranked preference.

If we cannot offer your child a place at any of your preferred schools we will allocate a place at the nearest alternative school with places available. This could be a school some distance away from your home address and may not be your catchment or nearest school if that school has been filled.

**Changing your Preferences** – If you submit your application online before the deadline date you will be able to return to the application and change it up to midnight on 31 October 2023.

If your change of preference is received late it will be accepted but not dealt with until after all of those preferences that we received on time. Any changes received after 12 January 2024 may not be actioned until after the national offer date.

**How to apply** – Applications should be made online at [www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions) from 1 September 2023 to 31 October 2023.

You will need a valid email address which must be registered before you can apply. Full instructions are given on the council website. You will receive an email confirming submission of your application and you will be able to view or amend it up to midnight on 31 October 2023. If you have difficulty applying online contact the admissions team on 01482 300 300 or by email at [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)

**Supplementary Information Forms (SIFs)** – If you are making an application for St Mary's College based on your religious belief you will need to complete a SIF. A SIF has been provided with your application letter, but copies can be obtained from the school or can be downloaded from the Hull City Council website.

**Sporting Aptitude** – if you wish to make an application for a place at Archbishop Sentamu, St Mary's College or Sirius Academy West under the sporting aptitude criteria you must clearly indicate this on your application. Tests for rugby/sporting aptitude are arranged by the school and they are able to allocate up to 10% of their published admission number based on rugby/sporting aptitude. Details of what is involved in the testing can be found on the schools' website or can be obtained from the school.

**Medical/Exceptional Reasons** – If you believe your child has a medical/exceptional reason that should be taken into account for one of your preferred schools and the school can consider this as part of their oversubscription criteria; you will need to provide supporting evidence from a doctor or professional practitioner. This should be attached to your online application form or posted to; School Admissions Team, Room 128, Guildhall, Alfred Gelder Street, Hull, HU1 2AA, clearly stating the child's full name, address and date of birth.

**Children with Special Educational Needs** – Where an Education Health and Care Plan is in place there is a different admission and appeals process. Children who do not have a plan but who may be on the SEN register should apply by the deadline date as for other applicants.

**Your home address** – You may only use one address when making an application. This must be the address at which the person with parental responsibility 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 addresses and not those of relatives or temporary addresses such as staying with family, childcare arrangements or holiday accommodation.

Where there is joint residence, the address used should 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 this on the application.

We aim to prevent fraudulent applications for school

misuse of addresses. Any place obtained using fraudulent information may be withdrawn.

**Change of address** – If you change your address after submitting your application you must send us the relevant proof. If we do not receive evidence of a new address before the applications are ranked then the address used may be the original address. Evidence could be a signed copy of a tenancy agreement, (short term tenancies are not accepted) or a letter or email from your solicitor confirming completion of the sale and purchase.

**Currently and Previously Looked After Children** – If your child is 'looked after' (that is in the care of a Local Authority), was previously 'looked after' and is subject to a residence or child arrangement order; a special guardianship order or has been adopted from care, including adopted from care out of England, they will have a higher priority in the oversubscription criteria of your preferred schools.

**Distance from Home to School** – we measure distance from home to school with the Routefinder GIS mapping system using the shortest safe walking route. We don't use roads without pavements or paths with the exception of Hawkesbury Street to James Reckitt Avenue and the footbridge across the railway line from Priory Drive to Hotham Road North. Some schools use other mapping systems as stated in their admission arrangements.

**Further Help and Advice** – There is a full Guide to Secondary School Admissions 2024/25 available at [www.hullcc.gov.uk/admissions](http://www.hullcc.gov.uk/admissions). If you can't find the answers to your questions in this guide you can contact the school admissions team on 01482 300 300 or by emailing [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)