



# **A Guide to Secondary School Admissions 2025-2026**

Dear Parent/Guardian

Starting 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 2025 you need to have made your application by 31 October 2024. You can do this by applying online: go to [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions)

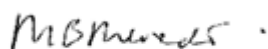
Please read this booklet carefully and in particular, take note of the admissions criteria for the schools that you are interested in. For more detailed information about individual schools, you can contact them directly. They will welcome your enquiries and be happy to supply information about curriculum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

Offers of secondary school places will be made on 3 March 2025.

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

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

Yours faithfully,



Assistant Director,  
Learning and Skills  
Hull City Council

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## When to make an application

If your child is in their last year at primary school, you will need to apply for a place at a secondary school for September 2025. You can apply for places online at [hull.gov.uk/admissions](https://hull.gov.uk/admissions). You will be invited to express up to 3 preferences for secondary schools and give reasons for those preferences by the deadline date of Thursday 31 October 2024. 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 to note and remember

DATE	ACTION
Sunday 1 September 2024	Online application system becomes available via the council website. Common Application forms (CAF) are available from customer service centres, libraries, and primary schools on request.
Thursday 31 October 2024	Deadline for submission of applications. In the case of parents/carers of children living in Hull, the online application form is available on the Hull City Council Website. Any supporting evidence should be attached to the online application or sent to Admissions Team, Room 128, Second Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA.
Please note, once you have submitted your application online you cannot make any amendments. If you need to change your application, you must contact the admissions team on 01482 300 300 or at <a href="mailto:lsadmissions@hullcc.gov.uk">lsadmissions@hullcc.gov.uk</a>	
Monday 3 March 2025	Parents are notified of their school allocations and rights of appeal where necessary
Friday 4 April 2025	Final date for appeal forms to be returned to the Admissions Team
June 2025	Appeal hearings commence

It is very important that you apply before Thursday 31 October 2024. If you apply late you, may find that all the places at your preferred schools have been allocated to pupils whose applications were made on time.

If your child has an Education Health and Care Plan (EHCP), the school consultation and placement process will be dealt with by SEND Assessment and Review Team.

More information about what is available to children and young people with a disability or special educational needs can be found on the Local Offer website at [hullsendlocaloffer.org.uk](https://hullsendlocaloffer.org.uk) or you can contact the SEND Assessment and Review team on 01482 616007 or email at [SEND@hullcc.gov.uk](mailto:SEND@hullcc.gov.uk)

# Myth-Busters – Get the facts

It is easy to make assumptions about how school admissions work. Here are some of the common assumptions and misunderstandings as well as the facts.

My child has a right to a place at one of my preferred schools.

Not true...your child will only be offered a place if they qualify according to the schools' admissions criteria. If your child does not qualify for any of your preferred schools we will offer them a place at the next nearest school with a vacancy remaining after all the on time applicants have been offered places

My child will be given a place at our nearest school if we don't get our preferred school

Not true... after we have finished allocating places to those that applied for a place, your nearest school may be full. We will therefore allocate the nearest school with a vacancy which may be some distance from your home address. We recommend therefore that you put your nearest school as a preference

If I only put one school on my application I must be given a place.

Not true...listing only one school does not increase your chance of being offered a place. You are strongly advised to give your nearest or catchment school as one of your preferences.

Other children who live close to me go to the school so I will get a place

Not always...the number of pupils offered a place under each criterion for each school will change each year. Just because you know someone who goes to the school does not mean that your child will qualify for a place.

It doesn't make any difference if my application is late.

It matters...if you apply after 31 October 2024 we will look at your application after we look at those we received on time. This may mean you will not get a place at your favourite school.

I already have a child at the school so I will be given a place even if I apply late

Not always...if you have a child already at the school your application will have a higher priority, however, if the school is full after we have given places to those who applied on time we will not be able to allocate you a place.

My child is a Catholic so will be given a place at a Catholic School

Not always....if you have applied late or you have not provided the required evidence then a place may not be offered.

## 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 either 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.

## Home address

You may only use one address when making an application. The child's normal place of residence will be the property at which the child and the parent or person with parental responsibility for the child lives when the application is made. You should notify the Admissions team if your address changes after your application is submitted.

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, childcare arrangements or holiday accommodation.

Where there is joint residence, the address used must be the address at which the child is resident for most 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 cannot then be changed after the application has been submitted.

If your child is currently living with another family member under a voluntary arrangement, we will not use their address for allocating a school place. The home address will be recorded as the home where Child Benefit or GP registration is recorded.

If you change your address after submitting your application, you must notify the Admissions team and send us the relevant proof of this. This can be a signed copy of your 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 along with evidence of leaving your current property. You must be able to show you are residing at the

home address. If we can, we will take your new address into account before allocations are made.

If you are a member of the armed forces and are not currently living in the UK and are due to return because you have received a posting or marching out orders, you can still make an application and a place can be allocated. We will need to see evidence of the official relocation date and Unit postal address or quartering area address.

## Proof of address

We may request further proof from you that your child is ordinarily resident at the stated address. We may ask you to provide evidence, such as child benefit documentation or GP registration. We may request to see both entry and exit proof when we query your address.

Entry proof will include –

- signed tenancies
- posting orders
- proof of exchange
- documents showing you have registered your property for the purposes of taxes, the electoral roll and with other relevant government agencies (for example your driving licence)

Exit proofs include any relevant documentation pertaining to the disposal of your previous address and include, for example, landlord notice to leave, completion of sale document or an exit utility bill.

Additional information may be requested at any time.

We also require satisfactory details of the ownership, tenancy and disposal of any previous addresses. If we require any proof of residence, we will contact you to request it before we can continue with your application.

If you are already resident at an address, you will need to provide some suitable proof such as a copy of the current financial year's council tax statement. When you apply online, you will be asked to enter your Council Tax Reference for this purpose.

If you are moving to a new address and renting, you will need to provide a full copy of your new (minimum 12 months duration) tenancy agreement, signed by yourself. For a 6 month tenancy, we ask for written confirmation from your landlord that they will not issue a 12 month tenancy agreement and the reasons why or confirmation that it is a 6 month rolling

tenancy with the expectation that you will be in the property for longer than 6 months. Short term tenancies may not be accepted.

If you are moving to a new address and purchasing a property, you will need to provide a letter or email direct from your solicitor. This must be on exchange of contracts and include the date of completion, together with evidence you have left your previous address.

## Fraudulent applications

The city council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements. The Authority takes the issue of fraudulent applications very seriously. If the Authority receives any information alleging that an application has been made fraudulently, it will require parents/carers to provide evidence to confirm residence at the address. Where the Authority has made an offer of a place at a school on the basis of fraudulent or intentionally misleading information which has effectively denied a place to a child with a higher right of entry, this place will be withdrawn. If the Authority withdraws a place on the above grounds, you will be offered a place at another school and notified of your right of appeal.

The offer of a school place that is made in error will be withdrawn by the admissions authority.

The Admissions Team may refer any evidence of fraud to its Fraud Investigations Team.

## Aptitude testing

Archbishop Sentamu Academy, St Mary's College and Sirius Academy West offer up to 10% of their places to pupils based on sporting or music aptitude. If you want your child to take a test, you should refer to the school website or contact the school for information about testing.

After your child has taken the test, if you wish to apply for a school place based on sporting aptitude, you must indicate this as a reason for your preference on your application form.

## Educated out of year group

If your child is currently educated outside of their chronological year group, please contact the school Admissions team for further information on how and when to apply for a secondary school place.



# Frequently asked questions

<b>Am I certain to be offered a place at one of the schools I apply for?</b>
No. There is no guarantee of this because it depends on which schools you select as preferences and how many applications are received for those schools. If you select your catchment area or nearest school as one of your preferences then it is more likely that you will be eligible for a place there for your child, but there is still no definite guarantee.
<b>What if I forget to enclose my supporting information with my application?</b>
You must provide any required Baptism Certificate or medical/exceptional circumstances evidence as soon as possible. If this is not received by the admission authority before Friday 10 January then they will not be able to rank your application on the criterion you have requested. This may result in your child not being offered a place.
<b>If I provide evidence of medical/exceptional circumstances am I guaranteed a place?</b>
No, it will be for the admission authority of the school to determine whether the evidence provided meets the requirements of the criteria. The application may be given a higher priority but there is no guarantee that a place will be allocated.
<b>Am I guaranteed a place at my catchment school?</b>
No, places are not guaranteed even for those pupils who live in the catchment area. If there are more applications than places available places are allocated according to the published admission arrangements of the school.
<b>What happens if I apply late?</b>
You will have less chance of receiving one of your preferred schools. See the section on late applications.
<b>Do I have a better chance of getting my highest preference if I apply early?</b>
No, all applications received up to the closing date are considered equally. Places are not allocated on a first come first served basis.
<b>Can I apply for just 1 school?</b>
Yes, you can, but we strongly recommend you apply for three preferences. If we cannot allocate your preference of school, we may not be able to allocate a place at a school close to you.
<b>What happens if I do not get a place at my first preference of school?</b>
We will consider your second and third preferences and, if possible, allocate you a place at one of these schools. Your child will be placed on the waiting list and we will offer you the right of appeal.
<b>What happens if I am not allocated any of my preferred schools?</b>
We will allocate a place at the next nearest school that has a vacancy and you will be offered the right of appeal and placed on the waiting list for your preferred school(s)
<b>What are my options if I do not get allocated one of my preferred schools?</b>
You can accept a place at the school allocated, consider requesting an alternative school. You can also appeal against the decision to refuse a place at your preferred school.
<b>How does the waiting list work?</b>
We will keep a waiting list until the end of the autumn term. Waiting lists are kept in the oversubscription criteria order published by the school e.g. sibling link. It does not depend on who applied first for the school.

<b>How do appeals work?</b>
If we cannot offer you a place at your preferred school because it is full, we will automatically send you some guidance on how to appeal and the necessary appeal forms. For more information see the section on appeals.
<b>What happens if I want to change my preference(s) after the closing date?</b>
Unless there are exceptional circumstances for changing your preferences after the closing date the new preferences will be considered as a late application and will be processed after those that were received on time.
<b>If I cannot apply online, where do I send the paper forms?</b>
If your child is attending a Hull Primary School you can hand the form in at the school office. Alternatively you can return the CAF direct to: The Admissions Team, Room 128 Guildhall, Alfred Gelder Street, Hull, HU1 2AA.

## Choosing a school

In deciding which school is the best one for their child, parent/carers usually consider a range of factors. Some key points for you to consider are –

### Catchment Area

Some addresses in the city of Hull fall within a secondary school catchment area. Attending the school serving the area where they live means that children are taught in their local area, with other children from the same area, making it easier for them to make and keep friends and ensuring the child has a familiar and stable social group and environment.

Children living in a school's catchment area are given a high priority for a place. There is, however, no guarantee of an offer of a place at your catchment school as it may be full or oversubscribed in your child's year group. 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.

If you do not name your catchment or nearest school as one of your preferences it is likely that any application for home to school transport will be declined.

To check your catchment or nearest school see the catchment map at the back of this guide, visit the [hull.gov.uk/admissions](https://hull.gov.uk/admissions) website or contact the school Admissions team on 01482 300300 or email [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)

## Published Admission Number

Each school has an agreed maximum number of pupils it will admit into year 7 each academic year. This is known as the published admission number. When the number of pupils allocated to a school reaches the published admission number, no further pupils will be allocated. Every school must publish the number of pupils it will admit into year 7 as part of their admissions arrangements. These can be found later in this guide or by visiting [hull.gov.uk/admissions](https://hull.gov.uk/admissions) or the school's website.

## Find out about the school

The school's website will give you important detailed information about the life and character of the school. Read the latest OFSTED inspection report. Inspection reports can be seen at the school, the local library and the OFSTED website at [ofsted.gov.uk](https://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.

Schools are happy to discuss with you what they have to offer your child. If you want to visit a school, you should contact them directly to arrange this.

## 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.

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

## Types of secondary schools in Hull

Except for fee paying independent schools, all the secondary schools in Hull are academy schools. This means that the academy trust is the admission authority.

The governing body or academy trust are responsible for setting and publishing the admission arrangements and ranking the applications they receive based on the published

oversubscription criteria. They are also responsible for arranging or providing an appeal against the refusal of a place at the school.

## Making an application

You can apply online for your child's school place. The benefits to consider are –

- it is quick and safe to use, and you will receive an immediate acknowledgement via email to confirm receipt of your submitted form
- you can opt to receive an email on Monday 3 March 2025 confirming which school your child has been offered
- there is no risk that your application will get lost in the post
- the service is available 24 hours a day, 7 days a week from Sunday 1 September 2024 up to Thursday 31 October 2024
- you can apply from wherever there is internet access, for example, home or a library.

You can access the online services using the following internet address

[hullcc.gov.uk/admissions](https://hullcc.gov.uk/admissions)

Select the link that takes you to 'My School Portal'. You will need to register your details before making an application. Once you have registered, you can go into the site again at any time by using your email address and password.

## Common Application Forms

If you are not able to use the online service, you can request a Common Application Form (CAF) by calling 01482 300 300 or emailing [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk). If you apply using a CAF, we will write to you by first class post on Monday 3 March 2025 to confirm your allocated school.

## Supplementary Information Forms

If St Mary's College is one of your preferred schools, you will be required to complete a supplementary information form which can be found on the school website and the Hull City Council website at [hull.gov.uk/admissions](https://hull.gov.uk/admissions)

## Where should I apply to?

If you live in Hull you can apply online using Hull City Council's online application system at [hull.gov.uk/admissions](https://hull.gov.uk/admissions) The online system is available 24 hours a day, 7 days a week from Sunday 1 September 2024 to midnight on Thursday 31 October 2024, which is the deadline

for applications to be received. The council offers free computer access at its libraries and customer service centres.

You must apply through the Admissions team at Hull City Council if you want to apply for a place at any maintained or academy school, even if the school at which you want a place is outside Hull.

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.

You cannot apply directly to a school. 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.

## Late applications

The deadline for applications is Thursday 31 October 2024. If you apply after this date, your application may not be processed in time for you to receive an offer of a school place on Monday 3 March 2025.

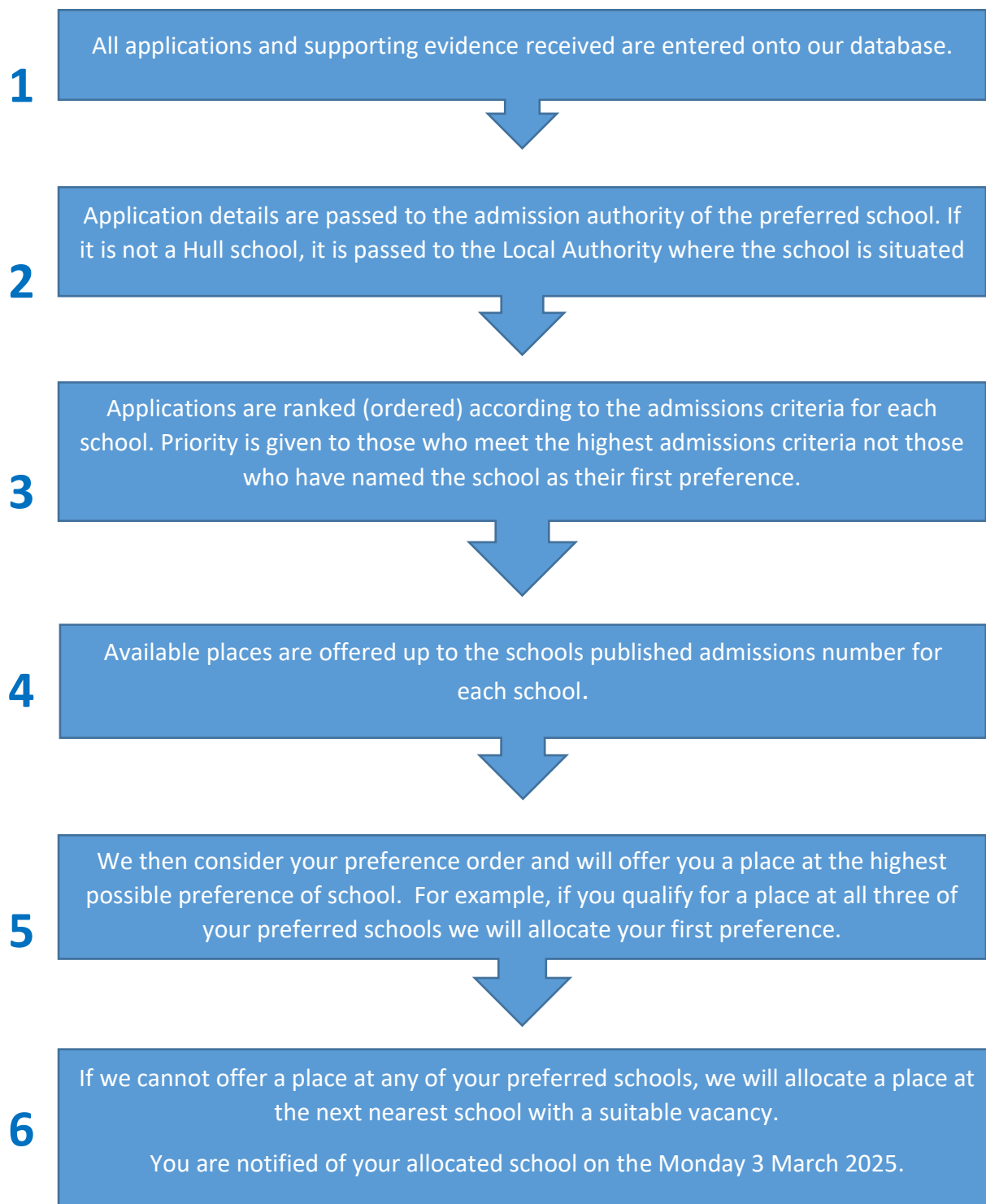
All late applications are processed after those that arrive on time. If you do not apply before the deadline date, your preferred schools may be filled before your application is considered.

If we receive a late application before Friday 10 January 2025, it will be processed after those received on time and you will receive an offer of a school place on Monday 3 March 2025. Late applications received after Friday 10 January 2025 will not be processed until Monday 20 March 2025. Changes of preference will be treated as late if they are received after the closing date.

After the second round of allocation on Monday 20 March 2025, all late applications will be processed in line with the oversubscription criteria of the preferred schools in the date order they are received.

# How an application is processed

When you apply for a school place, we will coordinate with all your preferred schools, even if they are in another authority. You will then receive only one offer of a school place. A copy of our published coordinated scheme is available on the Hull City Council website at [hull.gov.uk/admissions](https://hull.gov.uk/admissions)



## Waiting lists

If your child cannot be allocated a place at your higher ranked preference of school, we will automatically place your child on the school's waiting list. Waiting lists are kept in the order of the oversubscription criteria from the school and not on a first come first served basis.

After the first round of allocations on Monday 3 March 2025, we will automatically reallocate your child to a higher ranked preference of school if a place becomes available before the second allocation of places on Monday 20 March 2025.

After Monday 20 March 2025, if a place becomes available at a school, we will contact the first person on the waiting list to offer them the place. If the place is no longer required, we will contact the next person on the list until the place is filled or everyone on the list has been offered the place.

The waiting lists are kept until the end of the autumn term. However, at the end of term, if you wish your child to remain on the waiting list for the rest of the academic year you can do this by submitting your request in writing.

## If you have not been allocated your preferred school

If you have not been offered your preferred school, you can make a formal appeal. We will send you an appeal form when we write to tell you which school your child has been allocated to. You should fill in this form and return it 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 'starting school for the first time' process, hearings should be heard by June 2025.

Accepting a place at an alternative school will not in any way affect an appeal for your chosen school.

Some schools have their own independent appeals panels. You can still return your completed appeals form to the school Admissions team, who will forward this on for you.

# Oversubscription criteria

Each school or admission authority must have an admissions policy that clearly details how many school places are available and how school places will be offered should there be more applications than there are places available.

To determine this, applications must be ranked (ordered) according to a published set of criteria. These are known as the oversubscription criteria. Each individual criterion will have a clear definition.

## Archbishop Sentamu Academy

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. Children who are either currently or have previously been 'looked after'. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

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 7 Note (i));

c. Pupils attending Newland St John's Church of England Academy and St James' Church of England

Academy (Hope Sentamu Learning Trust primary schools);

d. Pupils who have passed the sporting aptitude criteria outlined in Appendix 2, to no more than ten percent of the total admissions intake (27 students). The Academy will seek to maintain this 10 percent balance in each year group, i.e. if a child originally admitted under criterion d subsequently leaves, the Academy reserves the right to admit a child under the admissions process using this criterion;

e. Admission of pupils on the basis of proximity to the Academy within Zone A, please see Appendix 1. 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 7 Note ii below);

f. 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 ii below);

g. Admission of pupils on the basis of proximity to the Academy within Zone B, please see Appendix 1. 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 7 Note ii below)

h. Any other pupils, with priority given to those living nearest the Academy (see Paragraph 7 Note ii below). i. Where in any category there are more applicants than there are places available, places will be allocated within that category on the basis of proximity to the Academy as set out at 6 (c) (e) and

(g) above (see Note 7ii 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/carers who wish to appeal should fill out a form available either on our website or at the Academy, and return it to the Academy addressed to the Chair of Governors. The Trust will then convene an independent review panel.

#### Notes

- 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.
- ii. Definition of Permanent Home Address: You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. 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. We may check addresses against other records held by the Local Authority, in accordance with the authority's Data Protection Registration. Addresses must be a permanent address. Addresses must not be those of relatives or temporary addresses such as staying with family 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 note only this address on the

application, which will apply to all preferences. This address cannot then be changed later after an application has been submitted. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

- iii. Definition of 'sibling': "Siblings" for the purposes of this policy refers to (a) children with the same natural parents living at the same address; (b) children with the same natural parents living at different addresses (eg due to separation of natural parents); (c) half- brothers/sisters living at the same address (d) step - brothers/sisters living at the same address (e) children living as part of the same family unit with their parents/guardians at the same address.

## Hull Trinity House Academy (taken from policy published 2022-23)

- (i) Where the school receives more applications than there are places available, the Academy
- (ii) Advisory Board 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 each applicant will be placed in a geographical zone based upon political wards and males transferring to secondary school in 2022. This will comprise 3 Zones for applicants who live within the city of Hull with applicants from outside of Hull being placed in Zone 4. Each of the 4 zones will be allocated 25% of the available places i.e. Where the intake is 240 each zone would be allocated 60 places.
- (iii) All applicants will be invited to sit the Cognitive Ability Tests (CATs) provided by GL Assessment (see note 5). The average of these will allow 4 ability bands to be created and, 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.

### 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 will be invited to sit the Cognitive Ability Tests (CATs) provided by GL assessment (see note 5)

#### Step 3

Applicants are then placed in the appropriate ability band within Zones (See Note 1) based on their Normal family address (See note 4).

#### 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 in order to: Looked After Children (See Note 2) sibling (See Note 3) applicants having brothers who will be already attending the Academy at the expected time of admission

#### Step 5

The remaining places, in each ability band will be allocated in accordance with Criteria 1 below, such that  $\frac{1}{4}$  of the places offered to each zone will be from each of the 4 ability bands. Should there be fewer applicants from a particular zone and band to fill this allocation the remaining places in that zone and band, will be allocated as outlined in criteria 1 from the entire applicant pool. Should there be a tie, then Criteria 2 is used, the distance nearest to Hull Trinity House Academy, would take the place.

#### 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). Such that those who reside the furthest from their nearest other institution are allocated a place first and those who live closest to their nearest other institution are allocated a place last.

#### Criteria 2

Normal family address (See Note 4) nearest to Hull Trinity House Academy. Such that where two or more applicants live the same distance from their nearest other institution the applicant who lives closest to hull Trinity House Academy would be allocated the place. '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 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 North Carr (previously known as Bransholme East), Kingswood (previously known as Kings Park), West Carr (previously known as Bransholme West), Sutton, Orchard Park (previously known as Orchard Park/Greenwood), Beverley and Newland (previously known as Beverley and previously known as Newland), and University.

Zone 2 The political wards of Central (previously known as Myton), St Andrew's and Docklands

(previously known as St Andrew's), Derringham, Boothferry, Newington and Gipsyville (previously known as Newington), Pickering, Bricknell and Avenues

Zone 3 The political wards of Drypool, Holderness, Southcoates (previously known as Southcoates West and previously known as Southcoates East), Marfleet, Longhill and Bilton Grange (previously known as 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 of the Children Act 1989), or special guardianship order (see Section 14a of the Children Act 1989).

Children who appear (to the admissions authority of the Academy) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

## (3) Definition of sibling

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

(ii) Half-siblings living at the same address

(iii) Stepsiblings living at the same address

(iv) Foster siblings 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 sibling 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.

#### (5) Ability Criteria

The CATs will be used to create for ability bands based on the average CAT score. The bands will be determined such that, as near as possible, there is an equal number of applicants in each ability band and an equal number of places will be allocated to each ability band.

Where there is a need to further refine a student position due to uneven numbers of students at a boundary; first the non-verbal and then verbal score will be used to determine which student is placed in the higher position, with the student with the higher non-verbal score being placed highest. Students who do not attend the CATs will not be included in the process unless vacancies remain after all students who sat the CATs test have been allocated a place. These students will be allocated according to criteria distance to Hull Trinity House Academy.

## Kelvin Hall School

Kelvin Hall School has an agreed admission number of 320 pupils for Years 7 - 11 in 2025-2026. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

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). This includes children who to have been in state care outside of England but ceased to be so as a result of being adopted;
2. Significant medical factors or exceptional family circumstances. (See note 1 below);
3. Having a brother or sister who will be attending the school at the expected time of admission. (See note 2 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 note 4 below).

## Notes

1. Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference, demonstrating how it is the only school that can meet their child's needs and why;

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, demonstrating how it is the only school that can meet their child's needs and why;

These applications will be given consideration under a review procedure in advance of school allocations being completed.

2. Brothers and sisters include

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

3. Residence is defined as the normal family address where the child resides.

4. 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 and St Ninian's Walk.) 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.

The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change their 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.

## Kingswood Academy

If there are more than 300 applications, and the Academy is oversubscribed, then after applicants with an Education, Health and Care (EHC) plan which names the Academy have been admitted, priority for any remaining places will be given to those children who meet the oversubscription criteria set out below –

### Oversubscription Criteria –

1. Looked after children and previously looked after children. (please see definitions below).
2. Children with exceptional medical and social needs.
3. Children of staff at the Academy where the member of staff has been:
  - employed for two or more years at the time of application; or
  - recruited to fill a vacancy for which there is a demonstrable skill shortage.
4. Children resident in the catchment area of the Academy.
5. Children with a sibling (brother or sister) who will still be on roll at the Academy at the time of admission.
6. Distance - children living nearest the Academy.

Tie breaker: Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births) the final tie-breaker will be random allocation, which will be independently verified.

### Definitions –

#### Looked after children

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order (formerly known as a residence order) or a special guardianship order immediately following having been looked after. The admission authority may request a copy of the adoption order, child arrangements 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. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A child arrangement order settles the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 12 of the Children

and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines a special guardianship order as an order which appoints one or more individuals to be a child's special guardian(s).

#### Exceptional Medical or Social Needs

For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications may be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the Academy. The information provided must show clearly why Kingswood Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. The information must confirm the exceptional medical or social need and demonstrate how this particular academy is the only school that can meet the defined needs of the child. Evidence relating to the social or medical circumstances of the parent or other family member may be considered, but only if this impacts on the child and their need to attend this specific Academy. Please ensure that you submit all relevant information, including professional evidence, directly to the Academy at the address above by the published closing date for secondary school applications.

#### Children of staff

In the context of oversubscription criterion 3, children of staff refers to children with a parent employed by the Academy, and includes teachers, non-teaching staff, full time and part time employees.

#### Resident

The normal family home is taken as the address where the child is resident and at which the person or persons with parental responsibility for the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Where responsibility for a child is shared evenly, the address of the person receiving Child Benefit will be used for admissions purposes. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a Child Arrangement Order in place.

#### Sibling (brother or sister)

Sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner living in the same family unit in the same family household and address who attends the Academy in any year



group excluding Year 6. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### Distance

The distance measure between the applicant's home and the Academy is provided by the Local Authority. Distance is calculated on the basis of a straight-line measurement between the Ordnance Survey coordinates of the applicant's home address and the Ordnance Survey coordinates of the centre of the Academy site. The Local Authority uses a computerised system which measures the distance in metres.

## Malet Lambert School

The criteria set out below will be used to prioritise all applicants who have applied for a place at the school. The number to be given places at the school will be limited to the published admission number for that school unless there are exceptional circumstances. Once all applicants have been prioritised in accordance with these admission arrangements, decisions about which children will be given places at the school will be made in accordance with the co-ordinated scheme or schemes for school admissions applicable to the applicant concerned.

Criterion (i) – Places will first be given to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after by a local authority outside England, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order

Criterion (ii) – Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

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

Criterion (iii) Places will next be given to children who live in the school's catchment area

Criterion (iv) - Those applicants who on the date of admission will have a sibling on the roll of Malet Lambert 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

Criterion (vi) - Geographical, with priority given to those living nearest to the school.

#### NOTES:

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.

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/carers at the same address

The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. (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.

A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). 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. An 'adopted child' is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A 'child arrangements order' is an order made under the terms of the Children and Families Act 2014

## Newland School for Girls

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 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:

### Newland School for Girls Admission Criteria

1. Children in public care at the time when preferences are expressed, and those who have been previously looked after, (see note (iv) below). This includes children who to have been in state care outside of England but ceased to be so as a result of being adopted;
2. Having a sister who will be attending the school at the expected time of admission (see note (iii) below);
3. Geographical, with priority given to those living nearest to the school (see notes and (iv) below).

Criteria 2 and 3 will be used as a tie-breaker for other criteria.

### Notes

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

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- 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/carers at the same address.

The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. (The exceptions to this are the maintained footpath across East Park from Hawkesbury

Street to James Reckitt Avenue for access to Malet Lambert School and the footbridge across the railway line from Priory Drive, via a public footpath to Hotham Road North to Kelvin Hall School). The front entrance of the home property (residence) to the main entrance of school site is used.

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.

## Sirius Academy North

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 child arrangement 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. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

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.

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 Child Arrangement 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

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 (EHC), 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. 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 Ten percent of students by aptitude in sport. 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 prior to allocations being made by the Local Authority for places for the following September.

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

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

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 Trust 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.

### Oversubscription Criteria

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

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Other Catholic children (see note 3)
3. Other looked after and previously looked after children (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
5. Children who have a sibling at St Mary's College (see note 9)
6. Children of staff (see note 10)
7. Children with a proven aptitude in Music (see note 11)
8. Children of other Christian denominations from our named feeder academies (see notes 4 & 7)
9. Other children from our named feeder academies (see note 4)
10. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader (see notes 7 & 8)
11. Any other children.

### Tie Break

Priority will be given to children living closest to the academy determined by the shortest distance. 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 academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority.

Notes (these notes form part of the oversubscription criteria)

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

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the academy.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

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

4. Catholic Feeder – this refers to the Roman Catholic Primary academies within the St Cuthbert's RC Academy Trust.

5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

6. Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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



All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

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

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. ‘brother or sister’ includes:

- (i)all natural brothers or sisters, half-brothers, or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii)the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

10. Children of Staff – children / child with a parent or carer who has been a permanent member of staff (teaching or support) within the academy for 2 years or more at the time at which the application is made. Children with a parent or carer who 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.

11. Applicants seeking admission under the aptitude in music criteria, will be asked to register on-line via a Microsoft form published on our website. Access to the form will be available via our website in September along with full details of the test requirements.

- a. A deadline for registering will be set by St Mary’s College.
- b. After this deadline, applicants will be invited into the College to take the test.
- c. The test will take place before the Local Authority deadline of 31 October.
- d. Applicants will be notified of the outcome before the Local Authority deadline of 31 October to allow time to make an informed choice of school selection.
- e. Applicants who pass, will be put forward for selection under “The Proven Aptitude in Music” selection of our admission arrangements oversubscription criteria.

f. Progression into this category, at this stage, does not guarantee a place. The admission authority can only allocate up to 10% of the total admissions intake on the basis of aptitude in music.

## The Boulevard Academy

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). This includes children who to have been in state care outside of England but ceased to be so as a result of being adopted;
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 The Boulevard Academy 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

1. Significant medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference, demonstrating how it is the only school that can meet their child's needs and why;

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, demonstrating how it is the only school that can meet their child's needs and why;

These applications will be given consideration under a review procedure in advance of school allocations being completed.

2. Brothers and sisters include

- children with the same natural parents living at the same address;

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

3. Residence is defined as the normal family address where the child resides.

4. Children may apply for a place at The Boulevard Academy if they are a resident within the following postcode areas: HU1, HU2, HU3, HU4, HU5, HU6, HU7, HU8 & HU9.

The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change their 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.

## The Marvell College

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

- 1 Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after outside England but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
- 2 Significant medical factors or exceptional family circumstances. (See note (i) below)
- 3 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances –
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post which there is a demonstrable skill shortage.

- 4 Being a resident in our confirmed catchment area
- 5 Those applicants who on the date of admission will have a sibling on roll at The Marvell College. See notes (ii) and (iii) below.
- 6 Geographical, with priority given to those living nearest to the school (see notes (ii) and (iv) below)

Criteria 5 and 6 will be used as a tie-breaker for other criteria.

#### 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 however it may also include both addresses where the child resides if living between two properties. The qualification date is the closing date for applications under the coordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure).

(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
- foster children 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, children who were previously CLA out of England and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or 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.

## Winifred Holtby Academy

As stated previously, the admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a Trust school has been named, a place will be allocated for these children before considering other applications.

Criterion (i) – Places will first be allocated to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). 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. An 'adopted child' is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A 'child arrangements order' is an order made under the terms of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

If the number of applicants meeting the first criterion is greater than the published admission number/number of available places, priority will be given first using Criterion (ii), then Criterion (iii), and then Criterion (iv).

Criterion (ii) – Places may be made for children of staff who have either been employed at the Academy for two or more years at the time the application for admission to the Academy is made, or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

If the number of applicants meeting the first two criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i); and then those who fulfil Criterion (ii) will be prioritised using Criterion (iii), and then Criterion (iv).

Criterion (iii) - Places will next be allocated to children who will have a sibling attending the school in years 7-11 at the time of admission. If the number of applicants meeting the first three criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i) and then Criterion (ii); and then those who fulfil Criterion (iii) will be prioritised using Criterion (iv).

Criterion (iv) - Places will next be allocated to those children who live closest to the school. The distance from the child's home to the school will be measured and priority will be given to those living nearest to the school. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

It is the responsibility of parent/carers or the relevant social care professional, to include with their application any details or documents that would allow the Trust to consider the relevance of Criterion (i), for example by providing the name of the relevant care authority and or copies of the relevant orders.

A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of school nights (Sunday-Thursday). Documentary evidence may be required to show that the child is resident at the address, which may include both 'entry' proofs of the current address and 'exit' proofs of any previous addresses.

It is the responsibility of parent/carers to include with their application the name of any sibling(s) for consideration under the oversubscription criteria. For the purposes of these school admission arrangements, the term 'sibling' refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term 'parent/carer' includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

If applications are submitted for siblings in the same year group and a place is available for one or more but not all of the siblings from the same family, the published admission number/number of available places will be exceeded wherever reasonably possible to allow them to be placed at the school.

Where distance from the child's home to school has to be measured, the Trust, or another body acting on their behalf, uses a computerised GIS mapping system using Ordnance Survey information, to measure the distance and adopts the address points for the child's home and the school as recorded on the Local Land & Property Gazetteer, (LLPG). The actual distance measured is a straight line from the LLPG recorded address point for the child's home to the LLPG recorded address point for the school. Where a school has a split site, the distance will be measured to the LLPG address point for the school site which is appropriate for the child's year group.

## School details

School Details	Published Admission Number 2025/2026	Number of preferences at national offer day 2024/25		How places were allocated national offer day 2024/25	
Archbishop Sentamu Academy 1 Bilton Grove Hull HU9 5XD Tel. (01482) 781912 <a href="http://asa.hslt.academy">asa.hslt.academy</a>	270	1 <sup>st</sup>	214	SEN	3
		2 <sup>nd</sup>	133	CLA	1
		3 <sup>rd</sup>	78	Catchment	228
				Sibling	7
				Other	61*
				Med/Exc	0
Hull Trinity House Academy 95-133 George Street Hull HU1 3BW Tel. (01482) 326421 <a href="http://hthacademy.org.uk">hthacademy.org.uk</a>	240	1 <sup>st</sup>	172	SEN	4
		2 <sup>nd</sup>	150	CLA	3
		3 <sup>rd</sup>	140	Catchment	0
				Sibling	41
				Other	192
Kelvin Hall School Bricknell Avenue Hull HU5 4QH Tel. (01482) 342229 <a href="http://kelvinhall.net">kelvinhall.net</a>	320	1 <sup>st</sup>	368	SEN	6
		2 <sup>nd</sup>	306	CLA	6
		3 <sup>rd</sup>	150	Catchment	0
				Sibling	70
				Other	238
				Med/Exc	0
Kingswood Academy Wawne Road Hull HU7 4WR Tel. (01482) 879967 <a href="http://thekingswoodacademy.org">thekingswoodacademy.org</a>	300	1 <sup>st</sup>	367	SEN	4
		2 <sup>nd</sup>	195	CLA	4
		3 <sup>rd</sup>	107	Catchment	266
				Sibling	26
				Other	30
Malet Lambert School James Reckitt Avenue Hull HU8 0JD Tel. (01482) 374211 <a href="http://maletlambert.co.uk">maletlambert.co.uk</a>	350	1 <sup>st</sup>	383	SEN	10
		2 <sup>nd</sup>	237	CLA	6
		3 <sup>rd</sup>	143	Catchment	258
				Sibling	26
				Other	50
Newland School for Girls Cottingham Road Hull HU6 7RU Tel. (01482) 343098 <a href="http://newlandschool.co.uk">newlandschool.co.uk</a>	150	1 <sup>st</sup>	71	SEN	0
		2 <sup>nd</sup>	77	CLA	0
		3 <sup>rd</sup>	63	Catchment	0
				Sibling	13
				Other	84

For \* check directly with school

School Details	Published Admission Number 2025-2026	Number of preferences at national offer day 2024/25		How places were allocated at national offer day 2024/25	
Sirius Academy North 540 Hall Road Hull HU6 9BP Tel. (01482) 349600 <a href="http://siriusacademynorth.org.uk">siriusacademynorth.org.uk</a>	280	1 <sup>st</sup>	167	SEN	3
		2 <sup>nd</sup>	66	CLA	2
		3 <sup>rd</sup>	88	Catchment	0
				Sibling	69
				Other	172
Sirius Academy West 296 Anlaby Park Road South Hull HU4 7JE Tel. (01482) 352939 <a href="http://sirius-academy.org.uk">sirius-academy.org.uk</a>	290	1 <sup>st</sup>	289	SEN	4
		2 <sup>nd</sup>	189	CLA	10
		3 <sup>rd</sup>	100	Catchment	0
				Sibling	85
				Other	191*
St. Mary's Sports College Cranbrook Avenue Hull HU6 7TN Tel. (01482) 851136 <a href="http://smchull.org">smchull.org</a>	360	1 <sup>st</sup>	544	SEN	5
		2 <sup>nd</sup>	365	CLA	7
		3 <sup>rd</sup>	195	Catchment	0
				Sibling	*
				Other	*
The Boulevard Academy Massey Close Hull HU3 3QT Tel. (01482) 217898 <a href="http://theboulevardacademy.com">theboulevardacademy.com</a>	180	1 <sup>st</sup>	101	SEN	2
		2 <sup>nd</sup>	46	CLA	0
		3 <sup>rd</sup>	33	Catchment	0
				Sibling	32
				Other	141
The Marvell College Barham Road Hull HU9 4EE Tel. (01482) 799132 <a href="http://themarvellcollege.com">themarvellcollege.com</a>	240	1 <sup>st</sup>	328	SEN	0
		2 <sup>nd</sup>	138	CLA	6
		3 <sup>rd</sup>	66	Catchment	147
				Sibling	33
				Other	54
				Med/Exc	0
Winifred Holtby Academy Midmere Avenue Leads Road Hull HU7 4PW Tel. (01482) 826207 <a href="http://winifredholtbyacademy.co.uk">winifredholtbyacademy.co.uk</a>	270	1 <sup>st</sup>	235	SEN	5
		2 <sup>nd</sup>	205	CLA	5
		3 <sup>rd</sup>	95	Catchment	0
				Sibling	73
				Other	202

For \* check directly with school



## Making an in-year application

You may make an in-year application at any time of year, as there are no closing dates for this type of application.

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

Unless there are exceptional circumstances, it is not expected that applicants will make more than one transfer request unless there is a significant change which directly relates to their reasons for wanting their child to go to a particular school.

### Pupils who move into the city from other areas or move address within the city

Parents who are looking to move school should consider the following –

- disruption to examination courses
- breaking friendships
- lack of continuity of the curriculum
- attendance patterns

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

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

For pupils with an Education Health and Care Plan (EHCP) who move into the city, a different process is followed. Further details of the process can be found on the [Local Offer](#).

## How to apply

You can go on to the council website at [hull.gov.uk/admissions](https://hull.gov.uk/admissions) and complete the online application form. Alternatively you can request a form from the school Admissions team by calling 01482 300300. 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 written response within 15 school days of

receipt of a fully completed application. 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.

## Education outside of chronological year group

Children are normally educated in their chronological age group though there may be exceptions made in specific circumstances.

You can apply for an in-year application for a child out of year group, with children who are either a year younger or a year older than themselves. You should initially contact the Headteacher of the school you wish to apply for to seek advice.

The Admission Authority of the school will require evidence to support your request and this should be provided with your application.

There are long term issues for the pupil and school that arise from the decision to back or forward year a pupil. Hull City Council believe that children should, wherever possible, be educated within their normal age group.

## 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 or young person who is particularly vulnerable, such as a permanently excluded child or young person, spends out of education is kept to a minimum. The protocol also ensures that all schools take a fair share of children with challenging behaviour. The protocol will only be needed if a suitable place cannot be secured for a child resident in the city using the normal in-year arrangements.

The Fair Access Panel take account of the parental preference but do not have to allocate a place at a preferred school. The protocol requires schools to admit such vulnerable children above their published admission number, even if they are already full. However, this does

not override any preference expressed by a parent/carer, and they have the right of appeal if refused a place.

## Appeals

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.

The appeal will be heard within 40 school days of the closing date for appeals for normal round admissions or within 30 school days for in year admissions. Appeals are heard by an independent appeal panel arranged locally.

On receipt of your appeal forms, a date will be set at which a representative of the admission authority will attend. If you choose not to attend the hearing, the case can be heard in your absence.

The Independent Appeals Panel will hear the case of the admission authority first, followed by your case. There is the opportunity for both parties to ask questions before a decision is made.

There are two stages in deciding the outcome of a prejudice appeal –

1. A factual stage – The panel must decide whether ‘prejudice to the provision of efficient education and use of resources’ would arise were an extra child to be admitted to the school.
2. Balancing stage – If the answer to the first stage is yes, then the panel must weigh the degree of prejudice and decide which case is stronger, the case of the admission authority or your case.

## Appeals for pupils with Education Health and Care Plans

Where parents/carers are unhappy with the placement named in section 1 of an EHCP, they may appeal this through the SEND Mediation and First Tier Tribunal Appeal Process. Further details on this are available on the [Local Offer website](#) and from the SEND Assessment and Review Team on 01482 616 007.

## 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 need to go away during the term, talk to the school about your plans first. Any time out of school must 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, discuss this with the school and share your concerns.

## Home to school transport

Parents and carers need to be aware that they are responsible for the transporting of their child to and from school. However, there are situations where the council has a legal duty to provide assistance with travel and transport to and from school. 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 at [hullcc.gov.uk/schools](https://hullcc.gov.uk/schools) on the link for 'home to school transport'.

For advice and an application form for travel assistance, contact the Admissions and Transport team using the details below by telephone on (01482) 300 300, email at [hometoschool@hullcc.gov.uk](mailto:hometoschool@hullcc.gov.uk) or by using the links on the website.

Transport for pupils with an exceptional need on the grounds of special educational needs, 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 on (01482) 300 300 or by email [SENTransport@hullcc.gov.uk](mailto:SENTransport@hullcc.gov.uk)

## Free school meals

Pupil Premium Schools may now claim additional funding for some pupils if they meet one of the following criteria:

- pupils in secondary school who have been entitled to Free School Meals on the basis of a low income in the past 6 years
- children who are looked after
- previously looked after pupils, such as those adopted from care
- pupils from service families

Given schools benefit from additional funding for these categories of pupils, it is important that schools know and can record that your child meets one of the above criteria. Schools

can spend pupil premium for the educational benefit of pupils registered at that school, or on community facilities which benefit pupils at the school, their families, or people who live and work in the local area.

## Eligibility for free school meals

Your child may be able to get free school meals if you (their parent, guardian or carer) are in receipt of any of the following –

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance (ESA-IR)
- support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16.190)
- Working Tax Credit run on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## To apply for free school meals

You can apply for free school meals if your child attends a Hull school or sixth form on a full time basis. This includes Hull 14-16 College, academies and free schools.

To apply for free school meals you can either –

- Apply online at [hull.gov.uk/resident/benefits-and-support/free-school-meals](https://hull.gov.uk/resident/benefits-and-support/free-school-meals)
- Complete an online Free School Meal application form on the Hull City Council website via search option on [hullcc.gov.uk](https://hullcc.gov.uk)

Forms are also available from all Customer Service Centres and schools in Hull. If you would like any additional information, contact Revenues and Benefits Service on (01482) 300 303.

## 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 an '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, put this in writing to –

Hull City Council  
Education Welfare Service  
2nd Floor  
Room 128  
The Guildhall  
Hull,  
HU1 2AA

## Children with Education Health and Care Plan (EHCP) and admissions

Where a learner is allocated to an educational setting through the mainstream admissions process, this placement will remain the identified setting until an EHC Plan has been finalised naming an educational setting in Section I.

If your child has an Education, Health and Care Plan (EHCP) they go through a different admissions process, regardless of the education setting type.

The SEND Assessment and Review team (SEND team) are responsible for managing the learner's EHC Plan and will need to formally consult with the Head teacher and Governors of any requested setting before they can be named in section I of the EHC Plan.

The SEND team will then formally consult with the schools of preference as well as the nearest mainstream educational setting. The SEND team may also choose to consult with any educational setting they deem may be appropriate to meet the learners needs.

To support the consultation process, the SEND team will include the learner's EHCP as well as any recent review documentation which has been supported by the Early Years Inclusion Team.

All learners due to transfer to secondary education in September must have their EHCP amended, and the educational setting named in Section I by the 15<sup>th</sup> of February of year 6.

Further information and advice can be found on the Local Offer website at [hullsendlocaloffer.org.uk](https://hullsendlocaloffer.org.uk)

## SEN and Disability Information, Advice and Support Service

SENDIASS is a free service outsourced by the local authority to offer specialist advice, guidance, support and information to children, young people and parents covering educational needs, disability, health and social care. The service provides neutral and factual support and information on special educational needs to help children, their parents/carers and young people to play an active and informed role in their education, health and social care (where relevant).

SENDIASS offers independent support to provide accurate and informative advice and/or support to any family or young person in relation to matters relating to special educational needs, including those going through a statutory Education Health and Care needs assessment. You can contact Hull SENDIASS by telephone on 01482 467541, email at [hullsendiass@kids.org.uk](mailto:hullsendiass@kids.org.uk) or via the internet at [kids.org.uk/sendiass/services/hull-sendiass](https://kids.org.uk/sendiass/services/hull-sendiass)

## University Technical College & 14-16 College

Children who are due to start Year 10 in September 2025 may also apply for a place at a University Technical College (UTC) or College. Colleges offer a range of vocational courses in addition to the core GCSEs of English, maths, and science subject to pupils in year 10.

UTCs are schools for 14–19 year olds that are set up by universities and businesses and specialise in one or two technical subjects. At GCSE, they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and maths, as well as their specialist subject. UTCs have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary school.

There is one UTC in Hull in addition to the Hull 14-16 College. Students in year 9 may apply for a place at one of these, or one in a neighbouring area. If you wish to do this, we recommend that your child discusses their options with a Careers Adviser in their current school or college or contact Connexions on 01482 615223. This does not mean that you are required to move your child from their existing school if it is the best option for them to stay there.

## UTCs and Colleges in Yorkshire

Ron Dearing UTC, Kingston Square, Hull, HU1 3HF  
[rondearingutc.com](http://rondearingutc.com)  
01482 222 299

Hull 14-16 College, Queens Gardens, Wilberforce Drive, Hull, HU1 3DG  
[hull-college.ac.uk](http://hull-college.ac.uk)  
01482 329 943

Doncaster UTC, College Road, Doncaster, DN1 3BF

[doncasterutc.co.uk](http://doncasterutc.co.uk)

01302 976 515

The Academy Grimsby, Westward House, Grimsby, DN34 5AQ

[academy.grimsby.ac.uk](http://academy.grimsby.ac.uk)

01472 311231

Engineering UTC Northern Lincolnshire, Carlton Street, Scunthorpe, DN15 6TA

[enlutc.co.uk](http://enlutc.co.uk)

01724 878100

Leeds 14+ Academy, Burton Avenue, Leeds, LS11 5ER

[leedscitycollege.ac.uk/14-apprenticeship-academy](http://leedscitycollege.ac.uk/14-apprenticeship-academy)

0113 386 1997 (option 4)

UTC Leeds, 2 Sayner Road, Leeds, LS10 1LA

[utcleeds.co.uk](http://utcleeds.co.uk)

0113 353 0140

Scarborough UTC, 1 Ashburn Road, Scarborough

YO11 2JW

[sutc.coastandvale.academy](http://sutc.coastandvale.academy)

01723 821621

Sheffield City Centre UTC, 111 Matilda Street, Sheffield, S1 4QF

[utcsheffield.org.uk/city](http://utcsheffield.org.uk/city)

0114 308 4500

UTC Sheffield Olympic Legacy Park, 2 Old Hall Road, Sheffield, S9 3TU

[utcsheffield.org.uk/olp](http://utcsheffield.org.uk/olp)

0114 308 4000

## Attendance at an independent school

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

If you accept a place at an independent school, you will need to advise the Admissions team of this in writing.



# Foreign national children living in the UK

If you have moved to the UK and want to apply for a school place for your children, you must check that you have a right of abode (to live or work in the UK without any immigration status), or that the conditions of your immigration status permit you to have access to a state funded school place. It is your responsibility as the parent/carer to check that your children have a right to study at a state funded school.

## School term dates

For most schools, the total number of days is 195 (minus 5 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, East Riding and North East Lincolnshire Councils. Academy schools can set their own term dates and these will be available on their own school websites. You should check directly with the schools for clarification.

### Term dates 2024-2025

Autumn Term 2024					Number of days at school  <b>75</b>
Mid-term Holiday					
Re-Open	Close		Re-Open	Close	
Mon 2 September	Fri 25 October		Mon 4 November	Fri 20 Dec	
40 days at school			35 days at school		
Spring Term 2025					Number of days at school  <b>60</b>
Mid-term holiday					
Re-Open	Close		Re-Open	Close	
Mon 6 January	Fri 14 February		Mon 24 February	Fri 4 April	
30 days at school			30 days at school		
Summer Term 2025					Number of days at school  <b>60</b>
Mid-term holiday					
Re-Open	Closed May Bank Holiday	Close	Re-open	Close	
Tue 22 April	Mon 5 May	Fri 23 May	Mon 2 June	Tue 22 July	
23 days at school			37 days at school		

## Term dates 2025-2026

<b>Autumn Term 2025</b>					No of Days at school
Mid-term Holiday					
Re-Open	Close	Re-Open	Close		
Mon 1 September	Fri 24 October	Mon 3 November	Fri 19 December	75	
40 days		35 days			
<b>Spring Term 2026</b>					No of Days at school
Mid-term holiday					
Re-Open	Close	Re-Open	Close		
Mon 5 January	Fri 13 February	Mon 23 February	Fri 27 March	55	
30 days		25 days			
<b>Summer Term 2026</b>					No of Days at school
Mid-term holiday					
Re-Open	Closed May Bank Holiday	Close	Re-open	Close	
Mon 13 April	Mon 4 May	Fri 22 May	Mon 1 June	Mon 20 July	65
29 days		36 days			

## Disclaimer

All the information in this guide was correct in August 2024 when it was written, however there may have been changes since this time.

## Deadlines

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

## Withdrawing offers of places

Applications which are found to be fraudulent or intentionally misleading may result in offers of places being withdrawn. Evidence of fraud may be passed to the Fraud Investigations Team.

## Further help available

The Admissions team

Telephone – (01482) 300300

Email – [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)

Webpage – [hull.gov.uk/admissions](http://hull.gov.uk/admissions)

Home to School Transport

[hull.gov.uk/children-and-families/schools-and-education/home-school-transport](http://hull.gov.uk/children-and-families/schools-and-education/home-school-transport)

Elective Home Education

[hull.gov.uk/children-and-families/schools-and-education/home-education](http://hull.gov.uk/children-and-families/schools-and-education/home-education)

Summer Born Children

[gov.uk/government/publications/summer-born-children-school-admission](http://gov.uk/government/publications/summer-born-children-school-admission)

Local Offer

[hullsendlocaloffer.org.uk](http://hullsendlocaloffer.org.uk)

## Secondary catchment map

