

Hurworth School is a popular, successful school which is consistently over-subscribed. The school caters for students from the ages of 11 to 16 and is located in the village of Hurworth. The school prides itself on its pastoral care and its first class academic record; a winning combination which resulted in the school being deemed as “outstanding” in all areas of provision in its most recent OFSTED inspection.

## **How to apply for a place**

The school will admit up to 127 students who are moving from primary to secondary school. Applications for places will be made in accordance with the LA’s co-ordinated admission arrangements and must be made on the application form (Form A) in the back of the Local Authority’s Guide for Parents or by applying online on the Council’s website.

## **Admissions Policy**

The Governing Body of Hurworth School is the Admissions Authority for this school.

After the admission of children with an Education, Health and Care Plan where Hurworth School is named on the plan, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below in the following order:

**(i) Looked After, Previously Looked After & Internationally Adopted previously Looked After Children**

Looked After and Previously Looked After Children but immediately after becoming looked after became subject to adoption, a child arrangement order or special guardianship order. Children who appear to Hurworth School to have been in state care outside of England and ceased to be in state care as a result of being adopted (*see definition*).

**(ii) Children of a member of school staff**

Children of a member of staff who has been employed at the school for two or more years at the time at which application for admissions to the school is made (*see definition*).

**(iii) Family Links**

Children who have a brother or sister already attending Hurworth School and who are expected to be on roll at the school at the time of admission (*see definition*).

**(iv) Medical Reasons**

Children with very exceptional medical factors directly related to school placement. Applications under this criterion must be supported by written evidence from a professional practitioner (*see definition*).

**(v) Children living in Hurworth**

Children who live within Hurworth Ward (see map).

#### **(vi) Associated Areas**

Children who live within the following areas (as defined on the maps)

The villages of Middleton St George, Middleton One Row, Neasham, Bishopton, Sadberge, Great Stainton, Little Stainton and the rural areas of Sockburn, Low Dinsdale and Hurworth Moor. If your rural area is not mentioned in the list, please refer to the maps found on the school admissions website or contact the school for further clarification.

#### **(vii) Distance**

Children who live nearest to Hurworth School; distances are calculated on the basis of the shortest route by road from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school. This will be based on the child's permanent home address. All distance measurements are based on the nearest route recognised by the Geographical Information System (GIS) from the child's home address to the school (see measurements).

### **Measurements**

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

### **Tie-break**

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

### **Multiple Births**

Where a single place remains and the next child to be offered is a twin or other multiple birth, then the school will use its discretion in deciding whether to offer over the PAN.

### **Looked After, Previously Looked After Children & Internationally previously Looked After Children - definition**

- **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):

- An **adoption order** is an order under section 46 of the Adoption and Children Act 2002

- A **child arrangement order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

- A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians

- 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

### **Medical Criterion - definition**

Children with exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner.

If you state a preference for Hurworth School and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

### **Family Links - definition**

Children have a family link if:

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

### **Children of a member of school staff - definition**

A member of staff includes all school staff who are under the direct employment of the Directors of Swift Academies and who work at Hurworth School.

### **Home Address**

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has changed temporarily, for example where a parent resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care arrangements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

## **Waiting Lists**

If your child has been refused admission, a waiting list will be held by the Local Authority. Priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

## **Late Applications**

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

## **In-Year Applications**

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the Local Authority Fair Access Protocol. Applications should be made by contacting the Local Authority School Admissions Team on 01325 406333.

Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available, a parent has a right to appeal.

## **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by contacting Mrs M Hall, School Manager on 01325 720424.

## **False Information**

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

## **School Transport Arrangements**

Details on transport arrangements for which the Local Authority are responsible are available in the Admissions Guide for Parents. Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs M Hall, School Manager.

From September 2013 Darlington Borough Council only provides the statutory minimum that is required to transport children to and from school at the start and the end of the school day.

The legal requirement for ensuring that a child attends school is that of the parent/carer. The Local Authority will provide free transport assistance under some

circumstances. Please refer to the Local Authority Transport Policy for the criteria under which free transport assistance is available.

For further information contact Transport Services on: (01325) 405906.

### **Non-Statutory Transport Arrangements**

In conjunction with all secondary schools in Darlington, the Local Authority has agreed to offer a limited number of additional places on existing routes to parents/carers of secondary age children; however there will be a cost for this provision.

Parents/carers who are not entitled to 'free' transport can apply for a fare paying place on an existing school coach, where there are spaces available. The spaces are limited and there is no guarantee that every child who applies will be allocated a place. This offer only applies to children living 2 miles or more from the school for which existing transport routes are in place.

It is a parents / carers responsibility to get their child to school and your preference for a school should not be affected by the availability of transport.

Details on these arrangements will be sent to parents after the allocation of places has been made and acceptance of the offer has been received by the Local Authority.

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

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

If a parent seeks a place in a year group other than the year that their child would 'normally' be in (outside of their chronological age), they need to put their request in writing with a clear explanation of why they are making their request, for example their child is gifted and talented, they have missed a significant part of their education due to a medical problem.

If a parent seeks a place for their child to start Year 7 when they are in a year group outside of their chronological age and it is within the co-ordinated timeframe for applying (beginning of September to 31st October) then this will be considered as part of the normal admissions round.

If a parent seeks a place for their child to start Year 7 when they are in Year 5 and it is within the co-ordinated timeframe for applying (beginning of September to 31st October) then this will be considered as part of the normal admissions round.

Any application will be forwarded to the Head Teacher, Hurworth School and will be considered by the Admissions Sub-Committee.

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