

Dear Parent/Guardian

Transferring to secondary school is a big step and we want to help make it as easy as possible for you and your child.

The aim of this booklet is to provide you with a clear explanation of how to apply for a place at a **Secondary School**.

Schools will welcome your enquiries and each school has its own prospectus in which further detailed information can be found, including curriculum details, school uniform, public examination results and other useful information. These are available from the relevant secondary school and public libraries.

Applications for primary to secondary school transfers must be received by Friday 15th October. If you live in Hull and your child is due to transfer to secondary school in September 2011 you can now apply for a place online using the City Council's website. A leaflet explaining how you can do this is included with the information pack sent to your home address. If you prefer to use a printed form your completed form must be handed in at your child's Hull primary school, or received at the Council's Admissions Team at Kingston House by no later than 15th October.

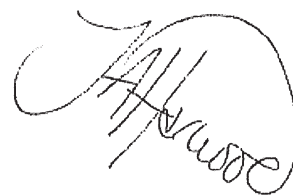
Offers of places in Secondary schools will be made on Tuesday 1 March 2011.

Hull City Council and its partners are committed to improving the lives of Hull's children and young people, that's why we are working together with agencies, parents, carers and children and young people themselves to make sure we offer the best support we can and continue to develop Hull as the 'family friendly city where no child is left behind'. We want to help children and young people by tackling the challenges that stop them enjoying childhood, fulfilling their potential and feeling safe in their lives. We aim to support every child in Hull to help them be healthy, stay safe, enjoy life, achieve, make a positive contribution, and achieve economic well-being.

Attendance at school is a key part of this.

Please read this booklet very carefully and, in particular, take note of the admissions criteria for the schools in which you have an interest. If you require any further explanation or are unsure about any of the information, please do not hesitate to contact admissions staff in the Admissions Team on telephone number 612 299 who will be happy to help you.

Yours sincerely



Judith Harwood
Head of Learning, Participation & Skills
Children and Young People's Services



Introduction

This booklet gives information and advice for parents, carers and guardians who want to apply for a place for their child at a secondary school maintained by a local authority where their child is in the last year at a primary school.

It is very important that you read the advice given in this booklet.

For most parents, the secondary school application process is simple and straightforward. If you follow the advice given in this booklet and use the information provided you should be allocated a secondary school place for your child. The main points to bear in mind are set out below:-

- All parents have to apply for a secondary school place using online application services or a form provided by their own local authority. If you live in Hull you must use the Hull City Council online application system, or the preference form sent to your home address, even if the school at which you want a place is outside Hull. **For example, if you live in Hull and want a place at a school in the East Riding of Yorkshire, you MUST apply for a place at that East Riding School using the Hull online system or preference form.** Similarly, if you live outside Hull but want a place at a Hull school, you must apply using your home authority's system or form. This arrangement has been introduced nationally and all local authorities will ensure that applications for places at schools outside their areas are passed on to the right admissions authority.
- **To apply online via the Hull City Council website go to <http://www.hullcc.gov.uk> and follow links to Education & Learning-Schools-Admissions-Secondary Admissions.**
- Make sure you know which is your catchment area school. Many areas of Hull fall within the catchment area of a secondary school. **Catchment area children are given a high priority for places at their local school and you are strongly recommended to make sure that your catchment area school is one of the schools named on your application form.** The letter and preference form you receive in the post both tell you which catchment area your child currently resides in. If, when you have read the letter you are still unsure about which is your catchment area school, please contact the Admissions Team. Telephone number 612 299, other contact details are given at the back of this booklet. **If you live in a school catchment area, we strongly recommend that you name your catchment area school or a school near where you live as one of your preferences. If you do not there is a chance that your child could be allocated a school some distance from your home.**
- The deadline for application forms to be completed, submitted and received is 15 October 2010. Details about the ways in which you can submit your form are in this booklet.

Quick Guide

Transfer from Primary to Secondary School. What you need to know and do

Why have I been sent information in the post?

To help you ask for the secondary school you want your child to attend from September 2011.

Are there forms I have to fill in?

You can apply for a secondary school place using the Council's online system on the Hull City Council website. This is available 24 hours a day, 7 days a week from 3rd September 2010 to midnight on 15th October 2010 which is the deadline for applications to be received. A leaflet explaining how to do this is enclosed with the information posted via Royal Mail direct to the address held for your child at their primary school. This information will be posted to you on 3rd September 2010.

When do I have to get the forms in by?

You **must** complete your online application or get your completed form in by **Friday 15 October 2010**.

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

Your child will be allocated to a school still having vacancies after all the applications received on time have been dealt with. This may be a school you don't really want, and it may be a long way from your address. **So, it is very important that you get your application in on time!**

If I am not applying online, where do I send the forms after I have filled them in?

If your child is attending a Hull primary school, hand in your completed form yourself at your child's school by Friday 15 October 2010. You can also return the form direct to the Admissions Team (below) or apply online.

If your child is attending a school outside Hull, or a private school, **send the form back to the Admissions Team, Children and Young Peoples Services, Kingston House, Bond Street, Hull, HU1 3ER to arrive by Friday 15 October 2010.**

How many schools can I apply for?

The form asks you to name three different schools you would like your child to attend. You should name the school you want most as your first preference on the form. This could be a community or a 'Trust' school in Hull, Hull Trinity House School, St Mary's College, an East Riding of Yorkshire School, Archbishop Sentamu Academy or Sirius Academy. However we do strongly recommend that you name your catchment area school, or the school nearest to your address as one of your preferences.

REMEMBER PUT THE SCHOOL YOU WANT THE MOST AS YOUR FIRST PREFERENCE!

How do I apply for places at Hull Trinity House School, St. Mary's College, a school in the East Riding of Yorkshire, Archbishop Sentamu Academy, Sirius Academy, Andrew Marvell Business and Enterprise College or Kingswood College of Arts?

If you are a Hull resident you must name these schools on your online application or the Hull preference form sent to your home address. You do not apply separately to these schools or the East Riding. This is in line with the co-ordinated scheme which is detailed on page 8.



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

NO! Doing this will only waste two of your preferences.

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

No, there is no guarantee of this because it depends on which schools you put on your form, and how many other applications are received for those schools.

If you put your catchment area school down as one of your preferences then it is very likely that you will be offered a place there for your child, but there is still no definite guarantee. If your child meets the criteria for entry to more than one school, he or she will only be offered a place at one of these schools and that will be the one you have ranked highest on your preference form

Pages 23 to 25 of this booklet gives details of the number of applications received for schools last year. Where there were more applications for a school than places available, it shows how the places were allocated.

Do I have a real 'choice' of school?

The 'choice' you have is which schools to put down on your preference form, and how you rank them (first, second or third preference).

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 worth remembering, that for September 2010 transfers, **95.1%** of pupils were offered a place at one of their preferred schools.

Where can I get further information and advice?

If you want to apply online and need help and facilities to do this you can call at one of the Council's Customer Service Centres, or a local library in the City. The addresses of the Customer Service Centres are given below:

Ings CSC, Savoy Road, Hull HU8 0TY.

Holderness Road CSC, 1 The Mount, Holderness Road, Hull HU9 2BN.

Walker Street CSC, The Octagon, Walker Street, Hull HU3 2RA.

Preston Road CSC, Unit B Preston Road Village Centre, Preston Road, Hull HU9 3QB.

George Street CSC, Kenworthy House, 98-104 George Street, Hull HU1 3DT.

North Point CSC, Bransholme Centre, 26 Goodhart Road, Bransholme, Hull HU7 4EE.

Calvert Lane CSC, Calvert Lane, Hull HU5 5JJ.

Orchard Park CSC, 222-224 Orchard Park Road, Hull HU6 9BX.

Newland CSC, Newland Primary School, Newland Avenue, Hull HU5 3BH

The Admissions Team on **Tel. 612 299** can help you or you can call in at Kingston House yourself to speak to a member of staff in the team.

The letters and guidance sent out with the forms are also useful. **Do not** rely solely on advice from friends, neighbours or school staff when filling in your forms.

When do I find out which school my child has been allocated a place at?

We will send out letters on Tuesday 1 March 2011. No information will be given out before this date. If you have applied online an e-mail will be sent to your e-mail address on 1 March 2011 in addition to a letter to your address.

Remember
Get your
online
application or
completed
form in by
Friday 15
October
2010

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Transfers from Primary to Secondary Schools - When should I apply?

In your child's last year of primary school you will receive a letter from the Admissions Team. If your address lies within a catchment area of a school, the letter will confirm which school is the catchment area school.

Attached to this letter there will be details of how to apply for places online or alternatively, a form inviting you to express up to three preferences for secondary schools and give reasons for those preferences by the deadline date of **Friday 15 October 2010**.

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

Important dates for you to note and remember

Date	Action
Friday 3 September 2010	Letters and information sent direct to parents' home address, including invitation to express up to three preferences and confirmation of the catchment area school for the address (if relevant). Online application system becomes available
Friday 15 October 2010	Deadline for submission of applications. In the case of parents of children attending a Hull primary school, the form should be returned direct to the primary school, but can also be returned to the Admissions Team. In the case of parents of children attending an East Riding school, the form should be returned direct to the Admissions Team, Kingston House, Bond Street, Hull, HU1 3ER
(Please note: if you wish to change your preferences you can do so by amending your form or online application yourself up to this date only)	
Tuesday 1 March 2011	Letters sent to parents confirming school allocations and rights of appeal where necessary.
Friday 8 April 2011	Any appeals to be received.
May 2011	Appeal hearings commence.
6th July 2011	Appeal received by deadline should have been heard.

It is very important that you complete and submit your application stating what your preferences are by Friday 15 October 2010. If you do not get your online application submitted or form in by this date you may find that all the places at your preferred schools have been taken up by pupils whose applications were in on time. In exceptional circumstances, e.g. families moving to the city after the closing date, late applications may be able to be considered up to the end of January 2011.

MAKING AN APPLICATION

Arrangements for making an application for a place at a secondary school

All local authorities in England have had to prepare co-ordinated schemes for secondary school admissions.

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

Admission authorities (schools and local authorities) will still use their own admission arrangements to decide which applicants are eligible for a place at the school. Some applicants will qualify for a place at more than one school. However, the co-ordinated schemes will be used to ensure that each applicant is given a place at one school only.

How will the co-ordinated scheme work in Hull?

A full copy of Hull's co-ordinated scheme for secondary school admissions is available from the Admissions Team and on the Hull City Council website at www.hullcc.gov.uk/education/admissions.php. A summary is given below.

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

At this point, all three preferences are treated equally.

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

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

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

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

1. If you live in Hull

You can apply online using Hull City Council's online application system, go to <http://www.hullcc.gov.uk> and follow links to Education & Learning-Schools-Admissions-Secondary Admissions. The online system is available 24 hours a day, 7 days a week from Friday 3rd September to midnight on Friday 15th October, the deadline for applications to be received. The Council offers free computer access at its libraries and Customer Service Centres. **The benefits of applying online are:** it's quick and easy to do, you can apply from home 24 hours a day 7 days a week, alternatively, the Council offers FREE computer access, no risk that applications will be lost in the post, you can change the application yourself up to the deadline for submission, the online system helps you by checking for errors, you can monitor your application and check its progress, you will be sent an e-mail confirmation that your application has been received. A leaflet explaining how you can apply online is included with the information posted to your home address on 3rd September 2010. A paper form is also included.

You must apply through the Admissions Team at Hull City Council if you want to apply for a place at any school maintained by a local authority even if the school at which you want a place is outside Hull. When completed, the form should be sent in one of the following ways:

- if your child is currently attending a Hull Primary School, you should hand the form in or send it to your child's current school by 15 October 2010. You can also send the form direct to the Admissions Team to arrive by 15 October 2010.
- if your child currently attends a Junior or Primary School outside Hull, you should send your completed application form direct to the Admissions Team at the address shown at the back of this booklet, making sure that it will be received by the Admissions Team by 15 October 2010.

2. If you live in another local authority outside Hull

You must apply for a secondary school place using that Council's online system or a form provided by the local authority responsible for your area and send that form to your local authority, 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. If you send an application form to Hull, we will have to pass it to your home authority before we could consider it.

How do I choose a school?

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

1. Catchment Area

Many addresses in the city of Hull fall within a secondary school's catchment area. Attending the school serving the area where they live means that children are taught in their local area, with other children from the same area, making it easier to make and keep friends and ensuring the child has a familiar and stable social group and environment. **We strongly recommend that you name your catchment area school as one of your preferences, even if it is your third preference.** Addresses in the former Archbishop Thurstan school catchment area are no longer in a catchment area. The Archbishop Sentamu Academy which has replaced the school uses home to school distance to rank applications. The full admissions policy is on page 20. Addresses in the former Pickering High School catchment area are no longer in a catchment area. The Sirius Academy which has replaced the school uses home to school distance to rank applications. The full admissions policy is on page 21. Addresses in David Lister and Sydney Smith catchment areas are also no longer in a catchment area as there is no intake to these schools in Year 7 for September 2011.

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

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

3. Find out about the School

Information about schools is available from a range of sources:

Visit the school - Each secondary school in Hull holds an Open Evening early in the Autumn Term so that pupils and parents can visit the school and talk to teachers. Schools are also happy for you to visit them at other times by appointment. The dates for this year's open evenings are detailed in the table below:

OPEN EVENINGS FOR HULL SECONDARY SCHOOLS

Name of School	Date of Open Evening	Time of meeting
Andrew Marvell	Thursday 30th September 2010	4.30-7.00pm
Archbishop Sentamu	Tuesday 5th October 2010	From 6.00 pm
Endeavour High	Thursday 16th September 2010	From 6.00 pm
Hull Trinity House	Tuesday 7th October 2010	From 6.00 pm
Kelvin Hall	Tuesday 28th September 2010	From 6.30 pm
Kingswood	Thursday 23rd September 2010	From 3.30 pm to 7.00pm
Malet Lambert	Tuesday 28th September 2010	From 6.00 pm
Newland School for Girls	Wednesday 29th September 2010	From 7.00 pm
St Mary's College	Thursday 23rd September 2010	From 7.00 pm
Sir Henry Cooper School	Wednesday 22nd September 2010	From 7.00 pm
Sirius	Wednesday 15th September 2010	4.30 pm-7.30pm
Winifred Holtby School	Wednesday 22nd September 2010	From 4.00 pm

Read the school prospectus - Secondary school prospectuses are available from the individual schools and public libraries in Hull and will give you important detailed information about the life and character of the school. You can also look at schools' websites

Read the latest OfSTED inspection report - Inspection reports can be seen at the school, the local library and the OfSTED website (www.ofsted.gov.uk). These reports give a detailed snapshot of the school. Look carefully at the date of the inspection: if the inspection was some time ago, the information may be out of date. There is a link to DCSF statistics showing the academic performance of Hull schools against national averages on the 'Admissions' area of the City Council website.

4. Let your child have a say

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

5. Distance to the school

Most parents want their children to attend their nearest school or the school which normally serves the community in which they live (eg their catchment area). Parents can consider applying to more distant schools. However, you should bear in mind the effects that long journeys can have on a child and also consider the availability of transport. More information about home to school transport is given later in this booklet.

Types of Schools in Hull

There are four types of maintained secondary schools in the City of Hull:

- Community Schools, two Voluntary Aided Schools (Hull Trinity House School and St Mary's College), two Academies (Archbishop Sentamu Academy and Sirius Academy) and two 'Trust' Schools, Andrew Marvell Business and Enterprise College and Kingswood College of Arts.
- Hull City Council is responsible for admissions to the Community Schools and any appeals.
- The Governors of the Trust Schools, Voluntary Aided Schools and Academies are responsible for their admission arrangements and have their own allocation criteria and appeal arrangements.
- Summaries of the admission arrangements for these schools are set out later in this booklet and further information can be obtained from the schools themselves.

Deciding who qualifies for places at schools

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

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

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

What are published admission arrangements?

Admission authorities have to decide how they are going to prioritise applications for places at their schools. They then have to publish their admission arrangements which set out how many children they will admit (the admission number) and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

For schools in Hull, Hull City Council, as the local authority, decides the admission arrangements for community schools. The governing bodies of St Mary's College and Hull Trinity House, both voluntary aided schools, the governing bodies of the Archbishop Sentamu and Sirius Academies, and the governing bodies of Andrew Marvell Business and Enterprise College and Kingswood College of Arts decide the admission arrangements for these schools.

Admission arrangements for Community Schools

Please note that Hull LA does not operate a feeder school criterion

Arrangements for admission to all community schools for which Hull City Council is the admissions authority

The City Council recognises the right of parents under the School Standards and Framework Act 1998 to express a preference for any school they wish their child to attend. The Council, however, in trying to meet with this preference, has a duty to the wider community to ensure the efficient provision of education in Hull, including efficiency in the use of resources. We have published in the Schedule of Maintained Schools in this booklet on pages 23 to 25 an admission limit for each secondary school for the school year beginning September 2011, which takes account of the requirements of the School Standards and Framework Act 1998. The admission limit lays down the maximum number of pupils that the Council considers can be admitted to the school and has been set in consultation with the schools' governors. The limit also takes account of what the Government thinks is the capacity of the school based on the facilities available, and how they are used, and is calculated with reference to what we call "efficiency in the provision of education and in the use of resources".

The LA's published criteria for admissions to Hull community secondary schools

This is how the Hull LA allocates places when there are more applications than places for its community schools listed on pages 23 to 25. For details regarding the criteria for admission to Hull Trinity House School and St Mary's College, please see pages 14 to 19. For details regarding the criteria for admissions to Trust Schools, (Andrew Marvell Business & Enterprise College and Kingswood College of Arts), please see pages 14 to 15. For details regarding the criteria for Archbishop Sentamu and Sirius Academy, please see pages 20 to 21.

The allocation of school places is based on parental preference following the High Court judgement against the Rotherham LA so parents/guardians are required to submit applications under the arrangements set out in the coordinated admissions scheme.

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

- 1. Looked after children.** A looked after child is a child in the care of a Local Authority or is provided with accommodation by that Authority (section 22 of the Children Act 1989).
- 2. Significant medical factors or exceptional family circumstances.** (see note (i) below)
- 3. Being resident in the catchment area of the school** (see note (ii) below.)
- 4. Having a brother or sister who will be attending the school at the expected time of admission** (see note (iii) below)
- 5. Geographical, with priority given to those living nearest to the school** (see notes (ii) and (iv) below)

Notes

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

Exceptional family circumstances must be supported at the time of application by a letter from a supporting agency (eg Social Worker or Family Support Worker) indicating how the circumstances relate to the school preference. These applications will be given consideration under a review procedure in advance of school allocations being completed.
- (ii) Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (ie Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- (iii) Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (eg due to separation of natural parents), half-brothers/sisters living at the same address, step-brothers/sisters living at the same address, children living as part of the same family unit with their parents 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. (The only exception to this is the maintained footpath across East Park from Hawkesbury St. to James Reckitt Ave. 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.
- (v) 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 and children under criteria 1 and 2, then the brothers/sisters and geographical criteria will be used in that order as tie-breakers.

Admissions criteria - Newland School for Girls

This school does not have a catchment area. After the allocation of statemented pupils, where the number of applications is greater than the remaining places, criteria 1, 2, 4 and 5 will be applied in that order to prioritise applications.

Please note that addresses are checked and if you have given false or misleading information your child may lose their place

Please note that Hull LA does not operate a feeder school criterion. This means that if a pupil attends a particular primary school there is no automatic transfer to any secondary school.

Below are some notes which you should read carefully

- (a) Residence within the catchment area of a school does not guarantee a place at that school, even if it is the 'first' preference
- (b) An informal child care arrangement involving relatives or friends does not count as 'normal family address' for admissions purposes. If a child has been placed with relatives through the involvement of Social Workers, please submit a letter from the Social Worker confirming this, or a copy of the Residence Order.
- (c) On a few occasions in the past some parents have given a false address (e.g. the child's grandparent's address), as they thought this would give a better chance of getting a place at a certain school. **Please note that addresses are checked and where there appear to be discrepancies, parents will be asked to provide further evidence or proof of address. Failure to produce such evidence on request may lead to the offers of places being withdrawn. If you have given a false address or other deliberately misleading information, your child may lose their school place.**

(d) Review Procedure

The Review Procedure is used during the normal allocation process only in the Spring Term.

Where parents submit details of medical factors **supported by a doctor's certificate**, or other exceptional circumstances relating to their expression of preference for a school place, these applications may be given prior consideration under the review procedure in advance of school allocations being made. Places cannot be allocated above a school's admission limit, so it is important for parents intending to present significant medical factors or other exceptional family circumstances to submit details, supporting evidence and doctor's certificates with their preference forms by the deadline date of return.

Admission to Voluntary Aided and 'Trust' schools in Hull

Andrew Marvell Business and Enterprise College and Kingswood College of Arts are now 'Trust' schools, and there are two Voluntary Aided Secondary Schools in the City: St. Mary's College and Hull Trinity House School. The policy followed in deciding admissions to Trust and Voluntary Aided Schools is determined in accordance with arrangements agreed by the Governors of that school. Summaries of the admissions policies for each of the Trust and Voluntary Aided schools are set out below.

Andrew Marvell Business and Enterprise College and Kingswood College of Arts

For 2011 admissions the policy will be the same as for Hull Community Schools.

Where the school is named in a child's statement following consultation with the Head and Governors the governing body are required to admit the pupil. After the allocation of statemented pupils where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below:

1. Looked after children. A looked after child is a child in the care of a Local Authority or is provided with accommodation by that Authority (section 22 of the Children Act 1989).
2. Significant medical factors or exceptional family circumstances. (see note below)
3. Being resident in the catchment area of the school (see note below.)
4. Having a brother or sister who will be attending the school at the expected time of admission (see note below)
5. Geographical, with priority given to those living nearest to the school (see note below)

NOTE The schools will use the same definitions as used by the Local Authority for admission arrangements for community schools as set out on pages 12 and 13.

Hull Trinity House School (Voluntary Aided)

Admission Arrangements for 2011/2012

Where the school receives more applications than there are places available the Governing Body will use the flow chart below when considering applications for admission. In order to ensure a balanced intake of pupils of all abilities and a balanced representation of each geographical zone the school will:

- (i) give all the applicants a test of cognitive ability (CAT). This will allow, as near as possible, 25% of the applicants to be placed in each one of the four ability bands. This will take place before the end of the Autumn Term.
- (ii) each applicant will be placed in a geographical zone.

There will be 14 places available for each ability band.

The school does not have a catchment area.

PLACE ALLOCATION FLOW CHART

1. Application received from the Local Authority as a result of the school being named on the Common Application Form
2. Applicants sit Cognitive Ability Test (CAT) (before the end of the Autumn Term)
3. Applicants placed in the appropriate ability band within their Zone (See Note 1)
4. In each band of ability after the allocation of statemented students with Hull Trinity House School named on their statement the remaining places will be allocated to
 - (a) Looked After Children (See Note 2)
 - (b) Brothers (See Note 3) attending the school in September 2011
5. The remaining places, up to 12 in each ability band will be allocated in accordance with the criteria below such that 3 applicants are allocated a place within each zone
6. Places 13 and 14 in each ability band are allocated on the basis of the criteria irrespective of zone

Criteria 1

Normal family address (See Note 4) which is the furthest distance from the catchment area school (using the shortest home to school route given by Multimap in Km)

Criteria 2

Normal family address (See Note 4) nearest to Hull Trinity House School (using above method)

Notes

(1) Geographical Zones

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

Zone 1 Catchment areas of Kingswood High, Winifred Holtby, Malet Lambert and Endeavour High School

Zone 2 Catchment areas of Andrew Marvell, former Archbishop Thurstan CE and David Lister School

Zone 3 Catchment areas of Kelvin Hall, Sydney Smith, Pickering High and Sir Henry Cooper School

Zone 4 Applicants from all other areas.

Further information regarding the zones and school catchment areas can be seen at the School's Office. The catchment areas used will remain the same as those used for the September 2008 intake.

(2) A Looked After Child

A looked after child is a child in the care of the Local Authority or accommodated by the Local Authority.

(3) Definition of Brother

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

(ii) Half brothers living at the same address

(iii) Stepbrothers living at the same address

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

(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, Monday, Wednesday and Thursday night)

(iii) An informal childcare arrangement involving relatives or friends does not count as residence for the purpose of school admissions.

Primary to Secondary Transfer - admissions to Hull Trinity House School in September 2010

The table shows how places were allocated at Hull Trinity House school for the September 2010 intake. You may wish to consider this as an indicator of the likely demand for places for September 2011, although different numbers of preferences are submitted each year.

Summary of Allocation (With 'Brother' and 'LAC' distances removed)

All information accurate as of 01 / 03 / 10 Total Number of Applicants 383

BAND	ZONE	Number of Applicants by Rank	OFFERED	BROTHER	STATEMENT	LAC	DISTANCE (Nearest Offered Place re allocations based on Geographical Distance in kilometers)
A	1	29	3	0	0	0	3.01
A	2	21	5	0	0	0	3.14
A	3	16	3	0	0	0	3.49
A	4	8	3	0	0	0	1.46
TOTAL		74	14	0	0	0	
B	1	25	3	2	0	0	3.73
B	2	25	4	0	0	0	3.35
B	3	19	5	0	0	0	3.19
B	4	2	2	1	0	0	5.84
TOTAL		71	14	3	0	0	
C	1	31	3	1	0	0	3.03
C	2	17	5	1	0	0	3.20
C	3	17	3	1	0	0	2.77
C	4	5	3	0	0	0	2.66
TOTAL		70	14	3	0	0	
D	1	28	3	0	0	0	2.59
D	2	18	5	1	0	0	3.17
D	3	14	3	0	0	1	3.91
D	4	5	3	1	1	0	5.26
TOTAL		65	14	2	1	1	
TOTAL NUMBER OF ELIGIBLE PLACES 56							

St. Mary's College (Voluntary Aided)

Admission Policy for 2011-2012

Where the school receives more applications than there are places available the Governing Body will use the following criteria, in order of priority, when considering applications for admission.

Children with SEN Statements and Children in Public Care are required to be admitted to the named school following consultation with the Governing Body of St Mary's College.

1. Baptised Roman Catholic children (*Acceptable baptismal evidence required).
2. Brothers and sisters of children actually in attendance at the College at the time of admission. (**See below for determination of siblings).
3. Baptised, practising Christians who attend a Catholic Primary School. (**Acceptable baptismal evidence required). Evidence of frequent worship is required from their Minister on a form available from the College.
4. Baptised, practising Christians who do not attend a Catholic Primary School. (**Acceptable baptismal evidence required). Evidence of frequent worship is required from their Minister on a form available from the College.
5. Children who attend Catholic Primary Schools, whose parents are willing to support the aims and ethos of the College as a RC school and Specialist Sports College and have Sporting Aptitude****.
6. Children who attend Catholic Primary Schools whose parents are willing to support the aims and ethos of the College as a RC school and Specialist Sports College.
7. Children who do not attend Catholic Primary Schools but whose parents are willing to support the aims and ethos of the College as a RC school and Specialist Sports College and have Sporting Aptitude****
8. Children who do not attend Catholic Primary Schools but whose parents are willing to support the aims and ethos of the College as a RC school and Specialist Sports College.

* *Acceptable evidence is a baptismal certificate or the baptism authenticated by a Roman Catholic priest.*

** *Acceptable evidence is a baptismal certificate or the baptism authenticated by a minister of religion, evidence of other Trinitarian rites of dedication would be considered.*

*** i) *Children with the same natural parents living at the same address.*

*** ii) *Half brothers/sisters living at the same address.*

*** iii) *Stepbrothers/sisters living at the same address.*

*** iv) *Children with the same natural parents living at different addresses.*

**** *Maximum 24 places available in total dependant on places available when category reached (initial evidence required by form available from the college and then by aptitude analysis)*

The Governing Body may increase the priority of an application within a category where written evidence from an appropriate professional is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

Tie Breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. "Walking distance" will be used as the measure, in accordance with the LA's stated policy.

Sixth Form Admission

Admission number for Year 12 is 75. For advanced courses, prospective students must have achieved at least 5 C's or above at GCSE level across a range of subjects. Entry to BTEC National courses requires those who have previously studied the subject at Level 2 to have achieved at Merit Level or above. English Language at grade C or above is required for all AS/A2 courses.

Any additional and specific entry requirements for individual subjects are details in course letters. Although we are a Roman Catholic College, students of other religious faiths and, indeed none, are welcome to apply as long as they are supportive of our Christian ethos. Details of this are in our registration documents and Learning Agreement which all students sign when enrolling in the Sixth Form.

Primary to secondary transfer - Admissions to St Mary's College in September 2010

The table below shows how places were allocated at St Mary's College for the September 2010 intake. You may wish to consider this as an indicator of the likely demand for places for September 2011, although different numbers of preferences are submitted each year.

Category	Criteria	Number Allocated
	Statemented Children.	11
	Looked after Children.	3
1.	Baptised Roman Catholic children. (*Acceptable baptismal evidence required).	123
2.	Brothers and sisters of children actually in attendance at the College at the time of admission.	50
3.	Baptised practising Christians who attend a Catholic Primary School. (**Acceptable baptismal evidence required). Evidence of frequent worship is required from their Minister on a form available from the College.	3
4.	Baptised practising Christians who do not attend a Catholic Primary School. (**Acceptable baptismal evidence required). Evidence of frequent worship is required from their Minister on a form available from the College.	22
5.	Children who attend Catholic Primary Schools whose parents are willing to support the aims and ethos of the College as a RC School and Specialist Sports College and have Sporting Aptitude ****.	1
6.	Children who attend Catholic Primary Schools whose parents are willing to support the aims and ethos of the College as a RC School and Specialist Sports College.	27
7.	Children who do not attend Catholic Primary Schools but whose parents are willing to support the aims and ethos of the College as a RC School and Specialist Sports College and have Sporting Aptitude ****.	0
8.	Children who do not attend Catholic Primary Schools but whose parents are willing to support the aims and ethos of the College as a RC School and Specialist Sports College.	0

Admission to Academies in Hull

Academies are **not** private (fee-paying) schools.

They are state comprehensive schools for children of all abilities, but are managed by independent sponsors and are funded directly by the Government. They are not controlled by Local Authorities but are set up with their consent and collaborate closely with them and other schools in their areas.

Although the governing bodies of academies have greater independence in the setting of admissions policies etc , they have to work within the LA's co-ordinated admissions scheme and arrangements for placing vulnerable pupils in schools. Applications for academies are still made on the Council's preference form as one of the three preferences..

There are two academies in Hull which will be considering applications for admission in September 2011.

Archbishop Sentamu Academy which replaced Archbishop Thurstan CE School, but will be using Thurstan's school site until a new school is built. It is sponsored by the Church of England and will specialise in Sciences (with a focus on Health Sciences) and Business and Enterprise. It will welcome applications from parents/guardians from its local community of all faiths, or no faith.

Where the school receives more applications than there are places available the factors which will be taken into account when deciding on allocation of places are set out below.

After the admission of pupils having statements of special educational needs naming Archbishop Sentamu Academy the criteria to be applied in the order in which they are set out will be

- 1 Children in Public Care
- 2 Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion should 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 note (i) below).
- 3 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 note (ii) below).
- 4 Admission of pupils on the basis of proximity to the Academy with priority being 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.)

Note (i) Medical factors.

Supporting evidence should set out the particular reason 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 will make contact with the District Medical Officer for Independent information regarding the medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

Note (ii) Definition of 'sibling'

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

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

Sirius Academy which replaced Pickering High School Sports College but will remain on the Pickering school site. The Academy will continue to specialise in sports, and for September 2011 admissions will continue to have the former Pickering High catchment area as part of its admissions policy. The Academy is sponsored by Hull College of FE.

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 a Statement of Special Educational Needs, where the Academy is named on the Statement are automatically entitled to a place which will include 8 places for Hearing or Visually Impaired students. The allocation of the remaining places is as follows:

- a. Children in public care. ('Looked After' Children)
- b. 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
 - they are children of the same household.
- c. Proximity of the normal address to the school, 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.

(Normal address: 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. Where families change normal address after the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.)

Acceptance of students from year 11 at the Academy to the sixth form is not automatic.

Though the sixth form may not be oversubscribed in total numbers, some students may find that their choice of subjects cannot be accommodated either because of timetable clashes, inadequately meeting entry criteria or because subject sets are full. In this event, students will be offered an alternative course for which they have met the academic entry criteria.

There will be a right of appeal to an Independent Appeals Panel, established by the governing body, for unsuccessful applicants.

SIXTH FORM ENTRY REQUIREMENTS

Students wishing to apply should complete an application form to be returned to the Academy by 1st March 2011.

The entry requirements are as follows:

Level 3 courses - 4A*-C passes at GCSE or equivalent in related courses

Level 2 courses - GCSEs at grades D-G

Admissions to schools in other local authorities

Please see the explanation of the new co-ordinated scheme detailed on page 8 to 9 of this booklet. If you would like information relating to a school outside of Hull you should contact the school directly or speak to staff in the Admissions Team at that authority. Below are some useful contact details of Hull's neighbouring authorities who will be able to help you:

The East Riding of Yorkshire Council
The Admissions Team
Lifelong Learning
East Riding of Yorkshire Council
County Hall
BEVERLEY HU17 9BA
Tel: (01482) 392130, 392131 and 392132

North Lincolnshire Council
Education and Personal Development Office
PO Box 35
Hewson House
Station Road
BRIGG DN7 8AE
Tel: (01724) 297133

Details of Maintained Secondary Schools in Hull

The next pages of this booklet list some basic details of Secondary Schools maintained by Hull City Council and Academies. Further information on the schools can be obtained from the schools themselves, and a compendium of school prospectuses for the schools is available for reference in public libraries.

The schedule of schools shows how many preferences were submitted for each school for the September 2010 intake. You may wish to consider this as an indicator of the likely demand for places for September 2011, although different numbers of preferences are submitted each year.

Where there were more 'first' preferences submitted for a school than places available (the admission limit), the table below shows numbers of places allocated under each criterion. The number of school allocation appeals heard and upheld, are also listed below.

The schools listed and their details are correct at the time of publication of this booklet.

Under the Government's Building Schools for the Future Programme secondary education in Hull is in the process of being reorganised. If you want further information please contact the BSF Team tel 816 513. The proposals may be subject to further changes as issues arise.

Schools Information

Name of School, Address and Telephone Number Name of Head Website	Type, Age Range Specialism and Classification (including any Religious Affiliations)	September 2011 Admission Limit	Expected Number on Roll	Previous Admission Limit (September 2010)	Numbers of First, Second and Third Preferences in 2010	Breakdown of how preferences were allocated for September 2010	Number of Appeals Heard and Upheld 2010
Andrew Marvell Business & Enterprise College Barham Road Bilton Grange Kingston upon Hull HU9 4EE Tel. (01482) 799132 Head: Mr G Mangan www.andrew-marvell.com	Trust Comprehensive Co-educational Day School 11-16 years Business and Enterprise	240	1160	240	1st - 180 2nd - 213 3rd - 154	Parental Preference All 'first' preferences' allocated	n/a
Archbishop Sentamu Academy Hopewell Road Kingston upon Hull HU9 4HD Tel. (01482) 781912 Principal: Mr A Chubb www.sentamu.org.uk	Academy sponsored by the Church of England Comprehensive Co-educational Day School 11-19 years Sciences (focus on Health Science) and Business/Enterprise	270	950	180	1st - 164 2nd - 88 3rd - 98	SEN 2 LAC 2 Medical 1 Brother/Sister. 51 Geographically Closest .. 124	12 heard 12 upheld
David Lister Rustenburg Street Kingston upon Hull HU9 2PR Tel. (01482) 376304 Head: Mrs P Hemming www.davidlister.hull.sch.uk	Community Comprehensive Co-educational Day School 11-16 years	No intake	705	270	1st - 40 2nd - 31 3rd - 79	Parental Preference - All 'first' preferences allocated	n/a

A Guide to Secondary School Admissions

Name of School, Address and Telephone Number Name of Head Website	Type, Age Range, Specialism and Classification (including any Religious Affiliations)	September 2011 Admission Limit	Expected Number on Roll	Previous Admission Limit (September 2010)	Numbers of First, Second and Third Preferences in 2010	Breakdown of how preferences were allocated for September 2010	Number of Appeals Heard and Upheld 2010
Endeavour High Fountain Road Beverley Road Kingston upon Hull HU3 1UR Tel. (01482) 313600 Head: Mr C Straker www.endeavourhighschool.co.uk	Community Comprehensive Co-educational Day School 11-16 years	240	725	240	1st - 51 2nd - 38 3rd - 105	Parental Preference - All 'first' preferences allocated	n/a
Hull Trinity House Prince's Dock Street Kingston upon Hull HU1 2JX Tel. (01482) 326421 Head: Mr A Twaits www.hulltrinity.net	Voluntary Aided Comprehensive Day School for Boys 11-16 years Engineering	56	288	56	1st - 121 2nd - 163 3rd - 111	See table on page 17	22 heard 4 upheld
Kelvin Hall School A Specialist Science College Bricknell Avenue Kingston upon Hull HU5 4QH Tel. (01482) 342229 Head: Mrs S Smythe www.kelvinhall.hull.sch.uk	Community Comprehensive Co-educational Day School 11-16 years Science	300	1008	190	1st - 223 2nd - 174 3rd - 102	SEN 3 LAC. 3 Living in catchment area . . 163 Medical reason 1 Brother/sister attending . . . 6 Geographically closest . . 14	34 heard 3 upheld
Kingswood College of Arts Wawne Road Kingston upon Hull HU7 4WR Tel. (01482) 879967 Head: Mrs N Swallow www.wearekingswood.com	Trust Comprehensive Co-educational Day School 11-16 years Arts	240	947	240	1st - 110 2nd - 80 3rd - 74	Parental Preference - All 'first' preferences allocated	n/a
Malet Lambert School Language College James Reckitt Avenue Kingston upon Hull HU8 0JD Tel. (01482) 374211 Head: Ms J Dyer www.maletlambert.co.uk	Community Comprehensive Co-educational Day School 11-16 years Languages	280	1476	280	1st - 317 2nd - 247 3rd - 204	Special Educational Needs . . 6 Living in catchment area . . 190 Medical reasons 3 Brother/sister attending . . . 30 Geographically closest . . . 51 (up to 1.942 miles)	15 heard 8 upheld
Newland School for Girls - A Mathematics and Computing College Cottingham Road Kingston upon Hull HU6 7RU Tel. (01482) 343098 Head: Mrs A Martinson www.newland.hull.sch.uk	Community Comprehensive Day School for Girls 11-16 years Mathematics and Computing	178	873	178	1st - 125 2nd - 163 3rd - 136	Parental preference - all 'first' preferences allocated	n/a

Name of School, Address and Telephone Number Name of Head Website	Type, Age Range, Specialism and Classification (including any Religious Affiliations)	September 2011 Admission Limit	Expected Number on Roll	Previous Admission Limit (September 2010)	Numbers of First, Second and Third Preferences in 2010	Breakdown of how preferences were allocated for September 2010	Number of Appeals Heard and Upheld 2010
St. Mary's College Sports College Cranbrook Avenue Kingston upon Hull HU6 7TN Tel. (01482) 851136 Head: Mr G Fitzpatrick www.st-mary's.hull.sch.uk	Voluntary Aided (Roman Catholic) Comprehensive Co-educational Day School 11-18 years Sports	240 (Year 12 - 240)	1590 (Inc. 6th Form)	240	1st - 338 2nd - 211 3rd - 194	See table on page 19	39 heard 8 upheld
Sir Henry Cooper Thorpepark Road Orchard Park Estate Kingston upon Hull HU6 9ES Tel. (01482) 854687 Head: Mr D White www.sirhenrycooper.hull.sch.uk	Community Comprehensive Co-educational Day School 11-16 years	200	584	200	1st - 67 2nd - 16 3rd - 55	Parental Preference - All 'first' preferences allocated	n/a
Sirius Academy Pickering Road Kingston upon Hull HU4 7AE Tel. (01482) 352939 Principal: Ms C Taylor www.siriusacademy.org.uk	Academy sponsored by Hull College of F.E. Comprehensive Co-educational Day School 11-19 years Sports and environmental science	290	1034	290	1st - 145 2nd - 98 3rd - 69	Parental Preference - All 'first' preferences allocated	n/a
Sydney Smith First Lane Anlaby HU10 6UU Head: Mr K Beaton Tel. (01482) 652622 www.sydney-smith.hull.sch.uk	Community Comprehensive Co-educational Day School 11-16 years	No intake	1123	330	1st - 65 2nd - 78 3rd - 146	Parental Preference - All 'first' preferences allocated	n/a
Winifred Holtby School Technology College Midmere Avenue Leads Road Kingston upon Hull HU7 4PW Tel. (01482) 826207 Head: Mr S Liddle www.winifred-holtby.hull.sch.uk	Community Comprehensive Co-educational Day School 11-16 years Technology	270	1452	330	1st - 228 2nd - 121 3rd - 101	Parental Preference - All 'first' preferences allocated	n/a

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

Hull City Council or another admission authority is unable to offer a place at your preferred school(s) if, in offering your child a place at the school, the authority would be prejudicing the efficient use of resources or the efficient provision of education at the school. It is the policy of Hull City Council to fill Hull schools to their admission limits using the criteria set out in this booklet. In arriving at a decision to refuse a place at a school controlled by the City Council these criteria will be applied. Under these circumstances, the options available to you are:-

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

Appeals Procedure

- If you have not been offered your preferred school you can make a formal appeal. We will send you an appeal form when we write to tell you which school your child has been given a place at. You should fill in this form and return it to the Admissions Team by the date specified on the appeal form. The appeal will be heard, within 30 school days of the closing date for appeals, by an independent appeal panel arranged locally. For appeals submitted by the deadline date in the primary to secondary transfer process, hearings should be completed by 6th July 2011.
- **Please note:** If you want to appeal for Hull Trinity House School you should contact the Clerk to the Governing Body, who is based at Kingston House, and for St Mary's, Kingswood and Andrew Marvell Colleges you should contact staff in the Admissions Team (details at the back of this booklet). If you want to appeal for a place in one of the Academies you should approach the Academy direct.
- 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.
- For more information about appeals please contact the staff listed on page 30.
- If your child has a Statement of Special Educational Needs you would need to appeal through a different system - The Special Educational Needs and Disability Tribunal. You should contact special needs staff on 616365 for further information.

Waiting Lists

Each admission authority must keep a waiting list for at least the full Autumn term 2011 where the school has been oversubscribed. Pupils will be ranked in accordance with the school's oversubscription criteria. No priority will be given based on the date their application was received or the pupil was added to the list.

Pupils who are allocated to a school under the Fair Access arrangements take priority over those on waiting lists.

For Community Schools if you wish your child to be considered for any vacancies which may arise after December 2011, you must make your application in writing to the Admissions Team at that time.

For Trusts, Voluntary Aided Schools, Academies, and other Local Authorities, such as the East Riding of Yorkshire Council, enquiries should be made direct to them.

Attendance at School

Your child must go to school regularly so she or he can learn, achieve and make friends. Even if your child misses school occasionally, it can affect their work. It is your responsibility to make sure that your child goes to school regularly and on time.

You should take your holidays during school holiday time. If you have to go away during the term, talk to your child's school about your plans first. Any time out of school should be approved by your child's Head teacher and will only be granted in exceptional circumstances.

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

If you need any help or advice regarding school attendance, you can contact the Education Welfare Service on Tel 613 244.

Transfers between Schools during the School Year

Transferring a pupil from one school to another can be very unsettling for them.

Issues to consider are:

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

It is recognised, however, that transfers may have to take place in certain circumstances.

Following consultation between the Head teachers of secondary schools and Academies in the City, and approval from the LA's Admissions Forum, a Fair Access Protocol for transfers and admissions has been agreed. Information on the protocol is given below.

Transfers of pupils who have been permanently excluded.

Following notice of the Headteacher's decision to exclude permanently the parent/guardian will be offered a place for the pupil at a Pupil Referral Unit to commence attendance within 6 school days. While the pupil is at the PRU, the Education Welfare Service will contact the parents/guardians to discuss their preference for an alternative school. The allocation to an alternative school is then decided by the Fair Access Panel of Headteachers, specialist teachers for behaviour and officers of the Local Authority. Factors considered in deciding the allocation will include:

- the nature of the pupil's exclusion and information received from the excluding school or other agencies;
- the views of the parent/guardians and any preference they have for an alternative school;
- the address of the pupil;

The Panel will allocate places to schools on a 'one out one in' basis over a period of time to ensure an appropriate balance for each school between the number of pupils they exclude, and the number of excluded pupils they are allocated. The intention is to avoid individual schools having to take an excessive number of excluded pupils through a fair distribution, which takes account of previous managed moves/transfers into the school of vulnerable pupils and those having challenging behaviour. The Panel will meet monthly during term time.

It is anticipated that permanently excluded pupils in Year 11 and those who have been permanently excluded twice will remain at a pupil referral unit.

Parents/guardians will still have the right to request alternative school places to the one allocated and to appeal for a place if necessary. The circumstances of the pupil will be considered carefully including any additional information not available previously. The Governors of community schools, or Governors of Trust, Voluntary Aided schools and Academies will normally defend the decision taken by the Panel on the grounds of provision of efficient education even where the school requested by the parent has vacancies within its admission limit.

Managed moves and supported transfers.

Schools can arrange transfers between themselves with the agreement of parents/guardians. The Fair Access Panel may also work with schools to broker managed moves to avoid a pupil being Permanently Excluded or to address attendance or other issues. Pupils remain on the roll of the sending school until it is agreed between schools and parents/guardians that the trial placement has been successful and the transfer can be made permanent. Reviews are conducted during the trial placement and the receiving school can end the arrangement if the transfer is not proving successful. The sending school must allow the pupil to return to that school if the receiving school ends the trial placement or is not willing to admit the pupil on a permanent basis at the end of the planned period.

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

Where the pupil is unable to continue attending their current school parents/guardians can request transfer to an alternative school within the City. The request is made to the Council's Admissions team and a form will be provided for parents/guardians to supply information on the pupil's previous education and schools attended. This includes details of any additional educational needs (eg statement of sen), attendance or behaviour/exclusion issues if relevant.

The form will be returned to the Admissions team for consideration if the request is for a community school where the Council controls admission, or be forwarded to the Governors of a Voluntary Aided School or Academy for their consideration.

If the preferred school is able to offer a place the transfer should be processed and the pupil admitted as soon as possible to ensure continuity of education.

For pupils having statements of special educational needs, the allocation will be decided by the Council's SEN Team.

For vulnerable pupils, including those arriving from abroad, returning to school from periods of home education, previously excluded or with over 40% absence from school or children in public care, the allocation may be considered by the Fair Access Panel to decide on any additional support arrangements.

Pupils without a school place must take priority over pupils on a waiting list but attending another school.

Parents/guardians will have the right of appeal if a place can not be offered at their preferred school.

Requests for transfers not involving change of address or exclusion.

Parents/guardians have the right to request a transfer of school.

The request should be made to the Council's Admissions Team who will send the parent a form asking for reasons for the request and information on the pupil's previous education including any additional needs.

The Headteacher of the current school will be notified of the request and will complete an information form also.

If the request is not to be dealt with as a transfer, the information is submitted to the Admissions team and the case is then considered at the next Fair Access Panel meeting. The parents are notified by the team of the outcome.

Where a place is not offered at the school requested by the parent/guardian they will have the right of appeal.

The Council's SEN Team will consider requests for pupils having statements of special educational needs.

A copy of the Fair Access Protocol is available on the Hull City Council website at www.hullcc.gov.uk/education/admissions.php. or from the Admissions Team.

Other Useful Information

Transport

Sustainable Modes of Travel Strategy

Until now, school travel has largely focused on getting children to and from school. There has been little emphasis of the wider effects upon children, the environment and local communities.

The aim of the Sustainable Modes of Travel Strategy is to bring about change and to encourage children, parents and teachers to travel by healthy and sustainable modes of transport such as cycling, walking, public transport and car sharing. This will help to reduce problems of congestion around schools and environmental damage, improve safety and security, and benefit the local community and economy.

The strategy has four main component parts:

- An assessment of the school travel needs for Hull
- An assessment of the facilities and services for sustainable travel in Hull
- A promotional strategy to promote sustainable school travel in Hull
- An action plan to address any barriers to sustainable school travel.

The full version of the strategy can be found on the Council's website at www.hullcc.gov.uk

Free Bus Passes

To qualify for a free bus pass you must live within the Hull city boundary and your child must attend any school within the city or the nearest school where the walking distance between home and school (shortest safe walking route) is 3 miles or over.

For low income families (that is those entitled to free school meals or those who are in receipt of the maximum level of Working Tax Credit) free bus passes are available to pupils attending one of their three nearest qualifying schools, more than 2 miles but less than 3 miles from their home. Children attending the nearest suitable school preferred on grounds of religion or belief, where they live more than 2 miles but less than 15 miles will also be entitled to receive a free pass. For further information please contact Pupil and Student Support - telephone number (01482) 300 300.

Concessionary Fares

The Council has agreed a child fare scheme with local bus companies, which no longer requires pupils to apply for a concessionary pass. All children are able to travel at any time within the city for 70 pence per journey. This fare may change without notice.

Can I use spare places on contract vehicles organised for School Transport by the Council?

Yes, for a charge. Further details are available from Pupil and Student Support - telephone number 300 300.

If my child is over 16 years old, can I receive help with transport?

If your son or daughter take up a place at a Hull College or Sixth Form, they may qualify for help towards travel if the journey is three miles or more and they are in receipt of an Education Maintenance Allowance.

Further information on post 16 transport is available from Pupil and Student Support - telephone (01482) 300 300.

School Meals Service

School meals are available to all children in Hull City Council schools. In Secondary schools, a wide range of food is available and served on a cash cafeteria basis.

Who can claim free school meals?

- Parents or carers in receipt of:
- Income Support, or
- Jobseekers Allowance (income based), or
- Child Tax Credit (but **not** Working Tax Credit) with an annual income of £16,040 or less, or
- Income related Employment and Support Allowance (ESA - IR) or
- Guaranteed element of State Pension Credit or, who are
- Asylum Seekers (supported by the National Asylum Support Service)

In order to promote and encourage healthy eating, pupils who are eligible for free school meals may choose only one packet of crisps/snack-type produce, one carton/bottle/canned drink and one dessert as part of their free meal allowance.

Facilities are available for pupils to consume packed lunches they bring into school.

To apply for a free school meal, or for further information, please contact Education Welfare Benefits in Children and Young People's Services, telephone number (01482) 300 300.

Clothing Allowances

You can receive assistance with clothing if you are a Hull resident (and your child attends a Hull City Council School) and you are entitled to receive free school meals. Payments are made annually at the rate of £35 for a secondary pupil.

For further information please contact Education Welfare Benefits in Children and Young People's Services, telephone number (01482) 300 300.

Children with Special Educational Needs (SEN) and Admissions to Special Schools

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

There are booklets available on request from staff in the Special Needs Team.

Please telephone (01482) 616 365.

Entry to Special Schools is through a separate procedure for pupils who have statements of Special Educational Needs. Appeals for 'statemented' pupils concerning allocation to either special or mainstream schools are the responsibility of the Special Educational Needs and Disability Tribunal.

A booklet explaining SENDIST Tribunal procedures is available from the Special Needs Team.

Telephone number (01482) 616 365.

Entry for Public Examinations

Entry for public examinations is free of charge to you because the Council has given funds to schools to enter children for necessary examinations. Choice of examination board is a matter for the school. If your child does not take the examinations without good reason (e.g. serious illness or some other unavoidable, unpredictable reason), then you will have to pay the fee for the examination that has been missed.

Medicines in School

School staff are not legally obliged to administer medicines to pupils. Should the need arise, you are advised to discuss this matter with the school concerned within the context of their policy.

Charging Policy

The basic principle established in the Education Act 1996 is that education provided during school hours should be free of charge. This includes activities such as school visits and journeys where they are an essential part of the National Curriculum. Individual schools may have their own policies, but their policies should be in line with the law.

I would like my child to stay in school beyond 16 years old, but cannot afford it

The Education Maintenance Allowance (EMA) is available to young people on courses of further education (eg AS/A2), GNVQs, NVQs, GCSEs) in school sixth forms and further education colleges. Subject to household income a young person can receive up to £30 per week. For further information contact the EMA helpline on tel. number 080 810 16219 or visit www.ema.direct.gov.uk

The Learner Support Fund is available to young people who are resident in Hull and who are attending a sixth form school. Assistance is means tested and is available for things such as equipment, university interview expenses and field trips. For further information contact the Student Support Team on tel. number (01482) 300 300.

Educating your Child at Home

If you prefer to educate your child at home, the law allows this. However, the law states that you must make sure your child gets "efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have". If you plan to educate your child at home, you must tell us as we have a duty to make sure you do this properly. Please contact staff in the Admissions Team (Tel 612 299).

Attendance at an Independent School

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

School Term Dates for 2011 - 2012

Pupils' School Year

Autumn Term 2011				No. of days	Spring Term 2012				No. of days	Summer Term 2012					No. of days	Total no. of days
Mid-term Holiday				71	Mid-term Holiday				57	Mid-term Holiday					63	191*
Reopen	Close	Reopen	Close		Reopen	Close	Reopen	Close		Closed	Reopen	Close	Reopen	Close		
Tue	Fri	Mon	Tue		Thu	Fri	Mon	Fri		Mon	Tues	Fri	Mon	Fri		
06 Sept	21 Oct	31 Oct	20 Dec	05 Jan	17 Feb	27 Feb	30 Mar	7 May	17 Apr	01 Jun	11 Jun	20 Jul	63	191*		

Disclaimer

All the information in this booklet was correct in July 2010 when it was printed, but there may have been changes since this time.

Deadlines

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

Withdrawing Offers of Places

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

Further Help Available

We are here to help you - if you have any enquiries, please contact:-

Senior Admissions Officer: Andrea McLean
andrea.mclean@hullcc.gov.uk

Assistant Admissions Officer: Nicholas Hayton

Senior Clerical Officer: Emma Tether

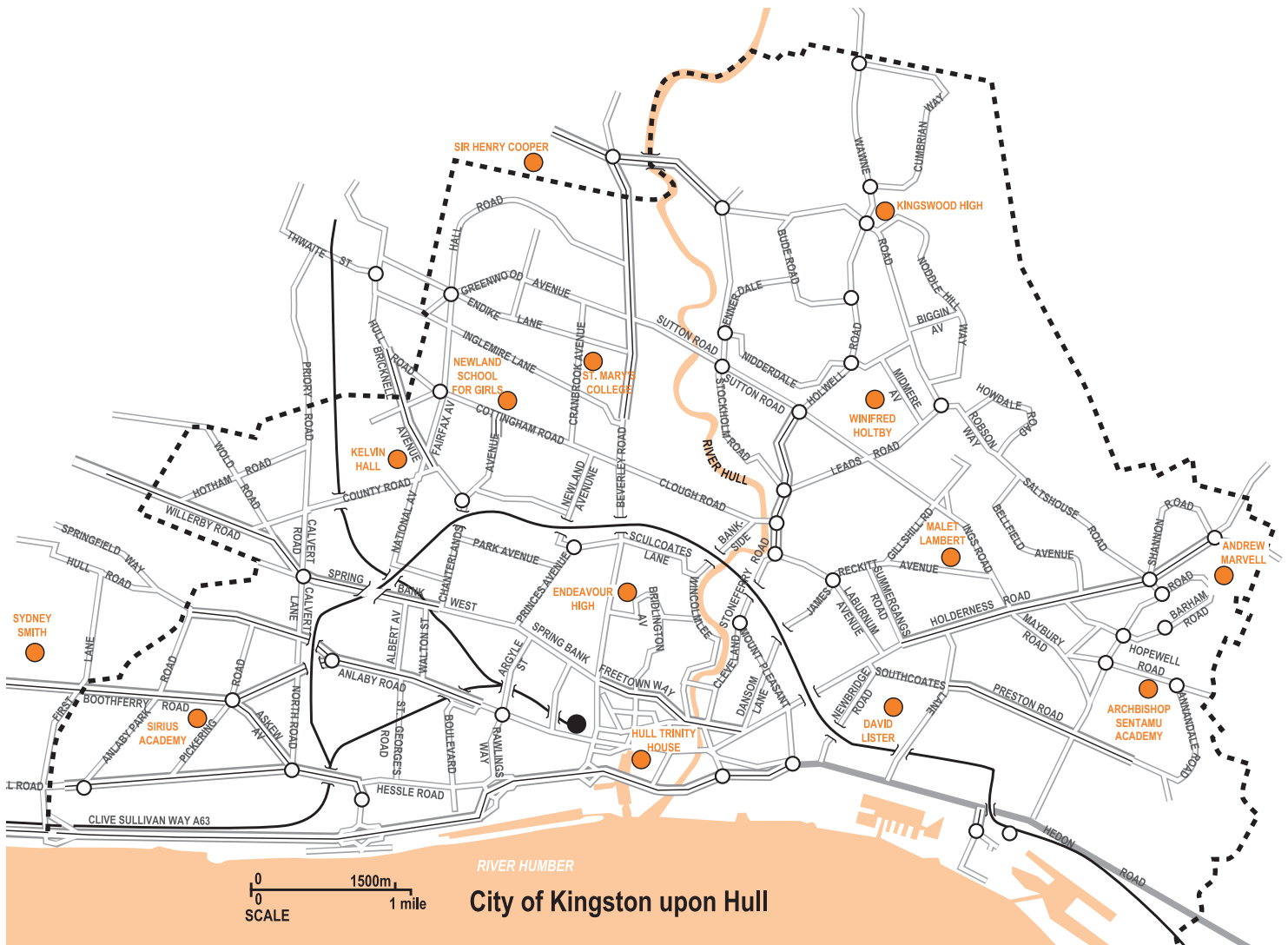
Clerical Officer: Hannah Metcalfe

All of the above staff are based at Kingston House, Bond Street, Hull, HU1 3ER and can be contacted on telephone number (01482) 612 299.

Map of Hull Secondary Schools

This basic map details the schools in Hull.

For any details on catchment areas, please contact staff in the Admissions Team on Tel 612 299.



Questionnaire

Secondary School Admission Booklet

Hull Children and Young People's Services is committed to providing excellent services to the public and would like to know if you found this booklet helpful. We would, therefore, be grateful if you would take the time to complete the following questions, cut this slip out and return it with your preference form.

Please circle as appropriate

Did you find the booklet:	Very Good	Good	Average	Poor	Very Poor
Clearly written?	1	2	3	4	5
Easy to understand, without too much jargon?	1	2	3	4	5
Contained the information you wanted?	1	2	3	4	5
Gave a better understanding of the admissions process?	1	2	3	4	5
Overall, did you find the booklet helpful?	1	2	3	4	5

If you feel there are any issues not covered in this booklet which you think should be included in future, or you have any other suggestions for improving it, please write your comments overleaf.

Many thanks.

You may find this blank page useful
to write notes on