



Information for Parents

Primary Schools



**Deadline for applications
Monday
16 January
2012**

2012-13

Apply on-line for school places stoke.gov.uk/admissions

Introduction

Applying for a place at primary school is a big step in a child's life. This booklet sets out options for pupils starting at primary school in September 2012. It is designed to help you make this important decision.

These are exciting times for primary education in Stoke-on-Trent. We continue to invest in the city's primary schools to make sure all pupils are offered the opportunity to access appropriate environments for 21st Century learning. This booklet provides information on all the primary schools in the city. Most parents prefer their children to attend a local school and it is usually the case that such a place can be found for them. Where other school places are preferred, we will do our best to assist in the process of trying to meet that preference. In all cases, a school place will be found.

Application should be carried out via the on-line service at stoke.gov.uk/admissions or by completing an application form. Staff in the Admissions Team can be contacted on 01782 236867 / 236885 to provide assistance if you have any queries on making this application.



Dr Sharon Menghini
Director of Children and
Young People's Services



Contents

- 2**
Introduction
- 4**
Applying for a place
at Primary School
- 12**
List of schools
- 17**
Applying for Transport
- 19**
Other Information
- 24**
Admissions policies

If you require this
booklet in another
format, please call
01782 236885

**Deadline for
applications
Monday
16 January
2012**

The information contained in this booklet was accurate at the time of print. Parents should refer to the website stoke.gov.uk/admissions for the latest information.



Apply on-line for school places
www.stoke.gov.uk/admissions

Reminder

The deadline for applications for
a place at a primary school in
Stoke-on-Trent for 2012 is

**Monday
16 January
2012**

Applications received after this deadline
will be processed as soon as possible,
but parental preferences expressed by
the deadline will take priority.



Applying for a place at primary school

What do you need to do to apply for a place?

If you live in the city, you should register your preference on-line at stoke.gov.uk/admissions

The benefits of applying on-line are:

- You will get an instant e-mail confirmation that your application has been received.
- You will be notified of the outcome of your application by e-mail by 16 April 2012.
- You may edit your preferences on-line anytime before the closing date of 16 January.

If you prefer to complete a paper copy of the application form, this can be downloaded from the above website or obtained from your local primary school. The form should then be returned to your preferred primary school by Monday 16 January 2012. If you require a receipt for your completed form, it will need to be hand delivered to your child's current school where a receipt will be issued.

If you are applying for a Church Aided School or Faith-Based Academy, additional information such as a baptism certificate/faith reference will be required. This can be forwarded separately. Please refer to the individual admissions policies for faith schools for which forms of additional information are necessary.

Please note: The required additional information relating to applications on faith grounds must be supplied. Failure to do so will affect the admissions criteria under which your application is considered.

Should you wish to change any of the details on your application, you can do so up until the closing date of 16 January 2012 by telephoning the Admissions Team on 01782 236867 or 236885, or in writing to :

Admissions and Family Services,
Children and Young People's Services,
Civic Centre,
Glebe Street,
Stoke-on-Trent,
ST4 1HH.

You should express a preference for three schools on the form. These should be listed in order of preference. It is most important that you include all of your preferences at this stage, as some schools will have more applications that they can take. Where we are unable to meet your preference, we will try to offer your next preferred school. Naming the same school more than once on an application form, or only naming one school, **does not** increase the chances of your being

successful. Instead, it will reduce your opportunity to secure a place at a second or third preference.

Decision letters on the outcome of your application will be sent out on 16 April 2012.

Pre-school education nursery schools, nursery classes and other early years settings

Stoke-on-Trent City Council is firmly committed to pre-school education. Nursery schools, nursery classes attached to primary schools, and early education settings provide a structured educational environment in which young children learn through play. This gives children an excellent foundation before starting primary school.

Children in Stoke-on-Trent are entitled to a minimum of a free part time place in a nursery school or class or other early years setting from the age of three. As a parent, you can choose from the following options:

- A maintained nursery school or class: There are seven nursery schools in the city and most primary schools have one or more nursery classes providing early education in a school environment. In Stoke-on-Trent, children usually attend full time.
- A private, independent or voluntary childcare setting: Many day nurseries and pre-school playgroups across the city provide part time places for up to 15 hours per week, 38 weeks of the year. Early education in these settings is free, but you will have to pay for any additional time that your child attends for childcare purposes. Parents of children whose third birthday falls on or before 31 August can apply for a place at a maintained nursery school or class. Schools will admit children either from September or from January. The youngest children may be offered a January start date as they may not be quite ready for school in the Autumn term.

We operate a co-ordinated scheme for admissions to nursery schools and classes. A separate leaflet and application form is available from schools. The closing date for applications is 2 December 2011 by which date all forms should have been returned to the nursery, school or local authority.

Attendance at a nursery class does not guarantee a place in a Reception class at the same school.

Nursery schools and primary schools with nursery units are shown in the list of schools on pages 12-15 of this booklet. The letter "N" in the age-range column shows that the school has a nursery class. If you wish to apply for a place, you should first contact the Headteacher.

If you have any difficulties or need further information or advice, please contact the Admissions Team on 01782 236885 or 236867. We will do our best to help you.

Parents who prefer their child to benefit from early education in a private, independent or voluntary childcare setting are entitled to a free part-time place from the term following their child's third birthday. To access a part time early education place at a day nursery or pre-school playgroup, you should contact the setting directly. For a list of childcare settings that deliver early education, or for more information about the free entitlement to early education, contact the Family Information Service on 0800 015 1120.

Different types of school

Community Schools

A Community school is run by the local authority, who will:

- employ the staff;
- own the land and buildings;
- decide which admissions criteria will be used to allocate places if the school has more applicants than places.

Community schools look to develop strong links with the local community, sometimes offering use of their facilities and providing services such as childcare and adult learning classes.

Voluntary Aided Schools

Voluntary Aided schools are mainly religious or 'faith' schools, although anyone can apply for a place.

The governing body:

- employs the staff;
- sets the admissions criteria. School buildings and land are normally owned by a religious or charitable organisation. The governing body contributes to building and maintenance costs.

Voluntary Controlled Schools

Voluntary Controlled schools are similar to Voluntary Aided schools, but are run by the local authority.

As with community schools, the local authority:

- employs the school staff
- sets the admissions criteria.

School land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.

**Deadline for applications
Monday
16 January
2012**

Academies

These are state funded independent schools.

Starting school in a reception class

This section of the booklet applies to all infant, junior and primary schools. If you would prefer your child to attend a church school, please read very carefully the special rules which apply, as contained in the separate section on pages 24-28 within this booklet. You should read all the information before deciding which schools to nominate as your preferences.

Can I choose a primary school for my child?

Parents do not have a right to choose their child's school, but they do have the right to express a preference for the school(s) they would most like their child to attend.

Your preference must be met, unless to do so would "prejudice the provision of efficient education or the efficient use of resources" - for example, when a particular school is full.

If a school is over-subscribed and it is not possible to meet all parental preferences, your second and third preferences will be very important. It is, therefore, vital that you give careful consideration to which schools to name on the application form and in which order you name them. If your child has a Statement of Special Educational Needs which names a particular school, your child must be given a place there.

Failure to complete the application form could jeopardise a place at a local school for your child.

The co-ordinated scheme

We operate a co-ordinated scheme of admissions covering all schools in the city and applications from city residents for schools in other local authorities.

Full time places in Foundation 2 (reception) classes in schools in Stoke-on-Trent are available in September of the academic year in which a child becomes five years old. All applications for admission by Community, Voluntary Controlled, Voluntary Aided schools and Academies at 4+ are managed by Stoke-on-Trent City Council. Preferences made by parents living in Stoke-on-Trent for schools in other local authority areas should also be made through the city council. This is

known as the co-ordinated admissions scheme. To help this process, applicants are required to complete a common application form.

Schools have an Admission Number (AN) for each year group, including the Foundation 2 (reception) class. The Admission Number is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the Admission Number. Government Regulations also require that Foundation 2 (reception) and infant classes must have no more than 30 pupils per teacher.

Parents are asked to name three schools in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

Pupils with a Statement of Special Educational Needs are considered separately and must be accepted by the school named on their Statement. They will count towards the school's admission number.

We will pass preferences for Voluntary Aided schools to the governing bodies of those schools. The governing bodies are the admission authorities for those schools and will be asked to consider the applications in accordance with their own admissions policy and to return to the city council a list of children in priority order.

We will consider the preferences for community and voluntary controlled schools in accordance with our own admissions criteria and will draw up a list of children for each school in priority order.

We will allocate places at schools up to their Admission Number. If a child is eligible for a place at more than one school, a place will be offered at the school which is highest on their parent's preference list. This is called an equal preference system. The advantage of this system is that a child is more likely to gain a place at a school which is one of their parent's preferences. It must, however, be recognised that this could be at the expense of a child who lives further away but whose parent has named a particular school as a first preference.

**Deadline for applications
Monday
16 January
2012**

What do I need to do?

Your application needs to be completed on-line at stoke.gov.uk/admissions or by obtaining a paper copy of the application form (see page 4). Each Community school has a defined catchment area and most pupils transfer to the school which serves their local community (the 'catchment school').

If you are in any doubt about your catchment school, please contact the Admissions Team. If your child has a Statement of Special Educational Needs, you may wish to contact the Statutory Assessment Section on 01782 233198 for advice.

We cannot reserve a place at the catchment school for your child. If you wish your child to attend the school serving your home address, you must name the school on your application form. (This does not apply if your child has a Statement of Special Educational Needs).

You should also note that we do not offer assistance with travel costs unless the pupil meets the travel criteria (see page 17).

It is important to note that admissions to reception classes are entirely separate from nursery class admissions. If your child already attends a nursery class at the school of your preference, you must still complete an application form. ATTENDING A NURSERY CLASS DOES NOT GUARANTEE A PLACE IN THAT SCHOOL'S RECEPTION CLASS.

If you choose to complete a paper copy of the application form and your child attends a school outside the city, the form should be returned directly to: Admissions and Family Services, Children and Young People's Services, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.



Do second and third preferences matter?

You should name three schools on the form. It is most important that you include three preferences at this stage, as some schools may have more applications than they can take. In that situation, where we are unable to meet your first preference, we will try to offer your next preferred school.

Naming three preferences will not affect your chances of securing a place at your first preference school. On the other hand, naming the same school more than once on the application form cannot increase the chances of you being successful. Instead, it could reduce your opportunity to secure a place at your second or third school within a reasonable distance from your home address.

How do I apply for a Voluntary Aided Church School?

If you wish to apply for a Voluntary Aided Church school as one of your preferences, you must include the school(s) in your preferences on the form and complete the relevant section on the back of the form. Before deciding to name one of these schools as a preference, you must consider carefully your chances of being successful in gaining a place for your child. Details of these schools' admission policies can be found on pages 24-28.

Admissions to Church of England Voluntary Aided Primary Schools

Admissions to these schools are the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will send a copy to the governors of the school for their attention.

Further information may be obtained from:
The Lichfield Diocesan Board of Education
St Mary's House
The Close
Lichfield
Staffordshire
WS13 2LD.
Telephone 01543 306040

Admissions to Catholic Voluntary Aided Primary schools

Admissions to these schools are also the responsibility of the schools' governors. If you wish your child to be considered for a place, you should name the school on the city council's application form. We will then send a copy to the governors of the school for their attention.

Further information may be obtained from:
The Birmingham Diocesan Schools' Commission
61 Coventry Road
Coleshill
Birmingham
B46 3EA
Telephone 01675 430230

Admissions to Academies

Admissions to these schools are the responsibility of the schools' governors. As with all other schools, if you wish your child to be considered for a place, you should name the school on your application. We will then send a copy to the governors of the school for their attention.

Admissions to Foundation 2 (reception) classes at Community and Voluntary Controlled schools.

Each Community and Voluntary Controlled school is surrounded by a defined geographical area called its catchment area, from which it generally admits pupils, but there is no guarantee of a place for pupils living within it, nor for pupils who may move into the area at a later date. Catchment areas are reviewed regularly and the boundaries may be redrawn.



We will draw up a list for each school of children whose parents have named the school as a preference. We will use the following criteria to decide the order of priority (the top priority is a), then b) etc):

- a) Pupils in the care of the local authority or provided with accommodation by the authority as defined by Section 22 of the Children Act 1989.
- b) Pupils living within the catchment area of the school who have an older brother or sister in attendance at the school at the time of admission or, for admission to an infant school, at the linked junior school, at the time of admission.

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

- c) Other pupils living within the catchment area.
- d) Pupils living outside the catchment area of the school who have an older brother or sister in attendance at the school.
- e) Other pupils living outside the catchment area. If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main gate of the school as measured by the nearest practical walking route.

We will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional.

If we consider that the reasons for a place at a particular school are sufficiently strong, we will place the child on the school list above those whose position is based upon the distance criterion.

If a pupil lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the pupil is resident for the greatest part of the school week.

No priority will be given for early application. Late applications will be considered individually. The local authority will normally accept applications received late for a genuine reason, for example, a single parent who has been ill, or a family that has recently returned from abroad.

Applications from pupils living outside the city will be judged according to the same criteria as applications from city-resident pupils. They will be ranked according to the same priorities.

If a place is offered on a fraudulent or intentionally misleading application from a parent, this may effectively deny a place to a child with a stronger claim. In that situation the offered place will be withdrawn.

NB: The admission policy for The Willows Primary School gives equal priority in Category C to pupils living within the catchment area and pupils living outside the catchment area, who have an older sibling attending the hearing unit.

What do I do if I don't get the school that is my preference?

Three options are available to you:

- You can ask whether there are still places available at the catchment area school;
- You can apply for a place at other schools with vacant places;
- You can appeal against the decision to an Independent Appeals Panel set up by the Member Services Division of the city council.

You should be aware that the law on class-sizes in reception classes restricts your grounds of appeal. Please contact Admissions and Family Services for further details.

The Admissions and Family Services Team or the Choice Adviser can help you decide the best approach for your child. The aim is to provide a happy and stimulating education for your child, whichever school they attend.

Schools in other local authorities

If you would prefer your child to go to a school out of the city, you should name the school on our application form and we will send a copy to the appropriate local authority. You are strongly advised, however, to name two other preferences on the form, in case your first preference cannot be met.

Independent or Private Schools

We do not provide funding for pupils to be educated at private day or boarding schools (except where such provision is necessary for children with a Statement of Special Educational Needs).

Boarding Schools

We do not run any primary schools which offer boarding facilities and does not normally provide funding for pupils to attend boarding schools in other areas (except where it is necessary for children with a Statement of Special Educational Needs).

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. Parents can defer their child's admission to reception should they so wish, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Headteacher. Parents can also request that their child attends part-time until the child reaches compulsory school age.

Transferring from an infant school to a junior school

If your child is in Year 2 at an infant (five-seven) school, s/he will normally transfer to the linked junior school. Transferring to the linked school ensures minimal disruption to each child's education. It is, however, still necessary to complete an appropriate application form. To apply for a junior school place you must return the completed enclosed form to your child's current infant school by 16 January 2012. The form will then be passed to Admissions and Family Services for processing.

Parents will be informed of the result of their application on 2 April 2012.

If you do not wish to transfer to the linked junior school but would like transfer to a primary school you will need to contact the Admissions Team for an in-year transfer form.

Transferring from one primary school to another

If you are moving into Stoke-on-Trent, or from one area of the city to another, and wish your child to change primary school, you should first discuss the matter with the Headteacher of your child's present school. You should then contact the Admissions Team on 01782 235460 to enquire about making a transfer.

If your child is experiencing difficulties at his/her current school and you consider that a transfer to an alternative school may be helpful, you should still discuss your child's situation with the current Headteacher before making a final decision. You should also think about how your child will get to an alternative school, which may be some distance away from your home, and about possible difficulties when your child starts secondary school. The Admissions Team can offer help and advice.

Any parent residing in Stoke-on-Trent, who wishes their child to change schools will need to apply via our Admissions Team and complete an In-Year Transfer Request form. This includes applications to transfer to any schools within Stoke-on-Trent and schools in other local authorities. You can name up to three schools for which you would like your child to be considered for a place.

Where preferences are made for Community schools within Stoke-on-Trent, we will decide whether or not a place can be offered. Where preferences are made on the application for schools which are their own admissions authority (i.e. Academies, Voluntary Aided and Foundation (Trust) schools) or for schools within another local authority, we will forward the application along with any relevant supplementary information to the relevant governing body or local authority who will make the decision.

In all cases, we will send a letter notifying you of the outcome. Where a child qualifies for a place at more than one of the preferred schools applied for, the Admissions Team will allocate a place at the school which is highest on the preference list.



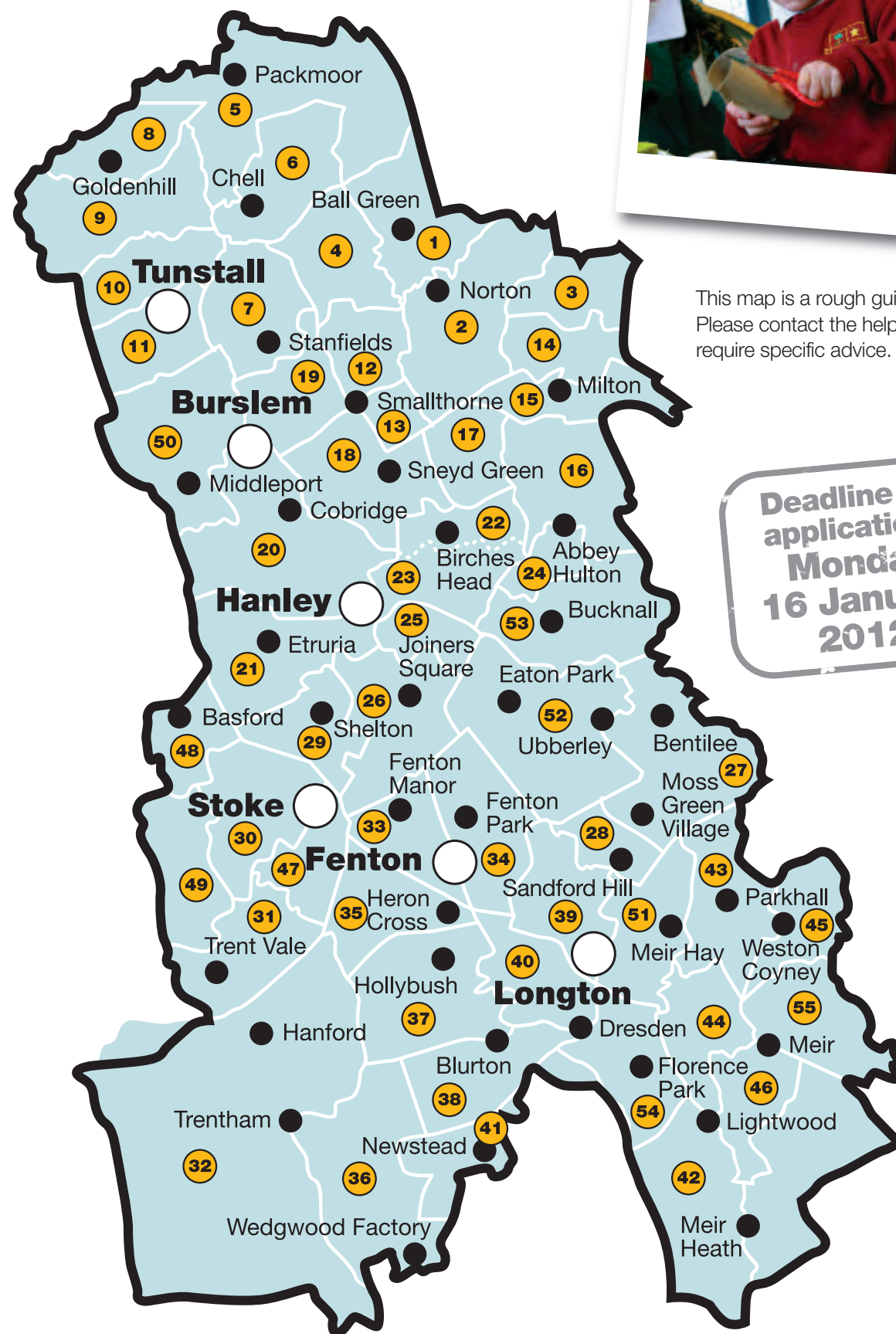
Nursery and primary schools in Stoke-on-Trent

All schools are day schools and cater for both boys and girls. The number in the column headed "NOR" (number on roll) is the number of pupils in the school in May 2010. For schools with a nursery unit (shown by the letter 'N' in the Age Range column), the NOR includes the pupils attending the nursery (full-time equivalent).

The AN (Admission Number) figure refers to the admission limit set for each school.

Nursery School	Telephone	Age	Places*	NOR Summer 2011
Bentilee Nursery <i>Headteacher: Mrs Elizabeth Massey</i> at Treehouse Children's Centre, Dawlish Drive, Bentilee, ST2 0DP	235065	3+	60	60
Burnwood Nursery <i>Headteacher: Miss Juliet Levingstone</i> Chell Heath Road, Chell Heath, ST6 6PB	234416	3+	60	60
Grange Nursery <i>Headteacher: Ms Jacqueline Brown</i> Harrowby Road, Meir, ST3 7AN	319143	3+	60	60
Kingsland Nursery <i>Headteacher: Mrs Nicola Mulliner</i> Eaves Lane, off Werrington Road, Bucknall, ST2 9AS	234564	3+	60	60
Thomas Boughy Nursery <i>Headteacher: Mrs Laraine Jones</i> College Road, Shelton, ST4 2DQ	237125	3+	45	45
Westfield Nursery <i>Headteacher: Mrs Gill Farnworth</i> Queensberry Road, Longton, ST3 1QZ	235405	3+	45	45

* These are full-time equivalent places



This map is a rough guide only. Please contact the helpline if you require specific advice.

**Deadline for applications
Monday
16 January
2012**

Deadline for applications
Monday
16 January
2012

Primary School	Map ref.	Telephone	Age	AN	NOR Summer 2011
Abbey Hulton Primary <i>Headteacher: Mrs Linda Holder</i> School Road, Abbey Hulton, ST2 8BS	24	235551	3-11 N	30	195
Alexandra Infants <i>Headteacher: Miss Linda Pennington</i> Melville Road, Normacot, ST3 4PZ	44	235505	3-7 N	60	166
Alexandra Junior <i>Headteacher: Mr Stephen Knight</i> Meir Road, Normacot, ST3 7JG	44	235377	7-11	60	206
Ash Green Primary <i>Headteacher: Mr Nigel Addison</i> The Lea, Trentham, ST4 8BX	36	658977	3-11 N	60	429
Ball Green Primary <i>Headteacher: Mrs Sharon May</i> Whitfield Road, Ball Green, ST6 8AJ	1	234811	3-11 N	30	186
Belgrave St Bartholomew's Academy <i>Headteacher: Mr Chris Brislen</i> Sussex Place, Longton, ST3 4TP	54	235523	3-11 N	66	418
Blurton Primary <i>Headteacher: Mrs Victoria Evans</i> Poplar Drive, Blurton, ST3 3AZ	37	235025	3-11 N	60	248
Burnwood Primary <i>Headteacher: Mrs Diane Herbert</i> Chell Heath Road, Chell Heath, ST6 7LP	4	235577	4-11	75	368
Carmountside Primary <i>Headteacher: Mr Phil McLauchlan</i> Woodhead Road, Abbey Hulton, ST2 8DJ	16	234676	3-11 N	30	157
Christ Church CE (C) Primary <i>Headteacher: Mrs Paula Scattergood</i> William Street, Fenton, ST4 2JG	33	234834	3-11 N	30	176
Clarice Cliff Primary <i>Headteacher: Mrs Diane Broadhurst</i> Goldenhill Road, Fenton, ST4 3DA	39	881480	3-11 N	60	398
Crescent Primary <i>Headteacher: Mr David Alston</i> Pinewood Crescent, Meir, ST3 6HZ	55	318145	3-11 N	75	327
Eaton Park Primary <i>Headteacher: Dr Lynne Bradbury</i> Arbourfield Drive, Bucknall, ST2 9PF	52	234760	3-11 N	60	412
Etruscan Primary <i>Headteacher: Mrs Vivienne Mees</i> Dundee Road, Etruria, ST1 4BS	21	235711	3-11 N	45	276
Forest Park Primary <i>Headteacher: Mrs Janette Baggaley</i> Woodall Street, Cobridge, ST1 5ED	20	234979	3-11 N	60	353
Gladstone Primary <i>Headteacher: Mrs Elaine Preston</i> Anchor Road, Longton, ST3 5EW	51	233167	3-11 N	60	334
Glebe Primary <i>Headteacher: Miss Samantha Hurst</i> Park Place, Fenton, ST4 3HZ	34	234868	3-11 N	30	199
Goldenhill Primary <i>Headteacher: Mr Neil Wade</i> Broadfield Road, Goldenhill, ST6 4QE	8	235790	3-11 N	30	184
Greenways Primary <i>Headteacher: Mrs Christine Dean</i> Nursery Avenue, Stockton Brook, ST9 9NY	3	235333	3-11 N	30	208
Grove Junior <i>Headteacher: Mrs Nicola McIntyre</i> Turner Street, Northwood, ST1 2NL	22/23	234550	7-11	110	284

Primary School	Map ref.	Telephone	Age	AN	NOR Summer 2011
Hamilton Infants <i>Headteacher: Mr Christopher Bloor</i> Barthomley Road, Birches Head, ST1 6NW	22	234420	3-7 N	60	159
Hanley St Luke's CE (A) Primary <i>Headteacher: Mr Mark Barlow</i> Wellington Road, Hanley, ST1 3QH	25	234390	3-11 N	60	397
Harpfield Primary <i>Headteacher: Mrs Jill Robertson</i> Palmer's Green, Hartshill, ST4 6AP	48	234984	3-11 N	30	184
Heron Cross Primary <i>Headteacher: Mrs Dorrie Shenton</i> Grove Road, Heron Cross, ST4 4LJ	35	233565	3-11 N	60	211
Hillside Primary <i>Headteacher: Mr Jonathan Baddeley</i> Field Avenue, Baddeley Green, ST2 7AS	14	235350	3-11 N	30	200
Holden Lane Primary <i>Headteacher: Miss Clare Thomas</i> Ralph Drive, Sneyd Green, ST1 6JS	17	234890	3-11 N	30	169
Hollywall Primary <i>Executive Headteacher: Miss Rachel Beckett</i> Burnaby Road, Sandyford, ST6 5PT	9	235055	3-11 N	30	132
Jackfield Infants <i>Headteacher: Mrs Dawn Shaw</i> Jackfield Street, Burslem, ST6 1ET	19	234450	3-7 N	60	182
John Baskeyfield VC CE (C) Primary <i>Headteacher: Mrs Pam Barry</i> Westport Road, Burslem, ST6 4HF	50	234950	3-11 N	60	394
Kingsland CE (C) Primary <i>Headteacher: Mr David Lawrence</i> Wellington Road, Bucknall, ST2 9AS	53	234430	4-11	60	336
Maple Court Primary <i>Headteacher: Mrs Gail Beech</i> Beverley Drive, Bentilee, ST2 0QD	27	235095	4-11	60	386
Mill Hill Primary <i>Acting Headteacher: Mrs Debbie Heavey</i> Sunnyside Avenue, Little Chell, ST6 6ED	7	234466	3-11 N	60	394
Milton Primary <i>Headteacher: Miss Jean Meredith</i> Leek Road, Milton, ST2 7AF	15	234780	3-11 N	60	218
Moorpark Junior <i>Headteacher: Mrs Jackie Pakes</i> Park Road, Burslem, ST6 1EL	19	234440	7-11	60	211
New Ford Primary <i>Headteacher: Miss Sam Ashley</i> Brownley Road, Smallthorne, ST6 1PY	13	234605	3-11 N	60	337
Newstead Primary <i>Headteacher: Mrs Helen Stocking</i> Waterside Drive, Blurton, ST3 3LQ	41	235490	3-11 N	30	190
Northwood and Broom Community <i>Headteacher: Mrs Stephanie Moran</i> Keelings Road, Northwood, ST1 6QA	23	234379	3-7 N	60	166
Norton Primary <i>Headteacher: Mr Chris Dean</i> Norton Lane, Norton-in-the-Moors, ST6 8BZ	2	234792	3-11 N	30	196
Oakhill Primary <i>Headteacher: Mrs Lyn Paxton</i> Rookery Lane, Oakhill, ST4 5NS	31	235238	3-11 N	60	303
Our Lady's Catholic (A) Primary <i>Headteacher: Mrs Stella Adcock</i> Watkin Street, Fenton, ST4 4NP		235385	3-11 N	30	189
Our Lady and St Benedict Catholic (A) Primary <i>Headteacher: Mrs Debbie Sims</i> Abbey Lane, Abbey Hulton, ST2 8AU		234646	3-11 N	30	129

**Deadline for
applications
Monday
16 January
2012**

Primary School	Map ref.	Telephone	Age	AN	NOR Summer 2011
Packmoor Primary <i>Acting Headteacher: Miss Karen Hodgkinson</i> Carr Street, Packmoor, ST7 4SP	5	234544	3-11 N	60	385
Park Hall Primary <i>Headteacher: Mrs Georgina Frost</i> Carberry Way, Weston Coyney, ST3 5QU	43	312384	3-11 N	60	367
Priory CE (C) Primary <i>Headteacher: Mr Matt Loader</i> Jubilee Road, Trentham, ST4 8EF	32	233585	3-11 N	60	325
Sandford Hill Primary <i>Headteacher: Mr David Wardle</i> Clayfield Grove, Longton, ST3 5AG	28	235511	3-11 N	60	400
Sandon Primary <i>Headteacher: Miss Rachel Beckett</i> Normacot Grange Road, Meir, ST3 7AW	46	319097	4-11	60	283
Smallthorne Primary <i>Headteacher: Mrs Pat Broadley</i> Chetwynd Street, Smallthorne, ST6 1PR	12	235265	3-11 N	30	192
Sneyd Green Primary <i>Headteacher: Mrs Rosina Lee</i> Sneyd Street, Sneyd Green, ST6 2NS	18	234460	3-11 N	60	318
St Augustine's Catholic (A) Primary <i>Headteacher: Mr Edward Byrne</i> Sandon Road, Meir, ST3 7DF		319504	3-11 N	30	201
St George and St Martin's Catholic (A) Primary <i>Headteacher: Mrs Dawn Farmer</i> Boulton Street, Birches Head, ST1 2NQ		234384	3-11 N	30	210
St Gregory's Catholic (A) Primary <i>Headteacher: Mrs Margaret Yates</i> Spring Garden Road, Longton, ST3 2QN		235340	3-11 N	60	321
St John's CE (A) Primary <i>Headteacher: Mrs Pauline Bloor</i> Wheatly Avenue, Stoke-on-Trent, ST4 6SB	49	238889	3-11 N	45	244
St Joseph's Catholic (A) Primary <i>Executive Headteacher: Mrs Helen Butters</i> Mobberley Road, Goldenhill, ST6 5RN		235393	3-11 N	30	202
St Maria Goretti Catholic (A) Primary <i>Executive Headteacher: Mrs Margaret Yates</i> Aylesbury Road, Bentilee, ST2 0LY		234737	3-11 N	30	199
St Mark's CE (A) Primary <i>Headteacher: Mrs Michelle Johnstone</i> Lawrence Street, Shelton, ST1 4QD	29	234411	4-11	60	381
St Mary's CE (A) Primary <i>Headteacher: Mrs Gill James</i> Ladywell Road, Tunstall, ST6 5DE	11	235337	3-11 N	60	278
St Mary's Catholic (A) Primary <i>Headteacher: Mr Ian Beardmore</i> Ford Green Road, Norton, ST6 8EZ		234820	3-11 N	30	206
St Matthew's CE (A) Primary <i>Headteacher: Mr Albert Griffin</i> Lightwood Road, Rough Close, ST3 7NE	42	394890	4-11	15	85
St Paul's CE (C) Primary <i>Headteacher: Mrs Sandra Hearson</i> Byatts Grove, Longton, ST3 2RH	40	235051	3-11 N	45	216
St Peter's RC (A) Primary <i>Headteacher: Mrs Dianne Mason</i> Waterloo Road, Cobridge, ST6 3HL		235040	3-11 N	30	207
St Teresa's Catholic (A) Primary <i>Headteacher: Mrs Gillian Rouse</i> Stone Road, Trent Vale, ST4 6SP		235005	3-11 N	45	311
St Thomas Aquinas Catholic (A) Primary <i>Headteacher: Miss Bernadette Sims</i> North Street, Stoke-on-Trent, ST4 7DG		234919	3-11 N	30	208

Primary School	Map ref.	Telephone	Age	AN	NOR Summer 2011
St Wilfrid's Catholic (A) Primary <i>Headteacher: Mrs Dianne Mason</i> Queen's Avenue, Tunstall, ST6 6EE		235676	3-11 N	45	313
Stoke Minster CE (A) Primary <i>Headteacher: Mrs Lynne Willis</i> Boothan Old Road, Stoke-on-Trent, ST4 4EE	47	234800	3-11 N	45	254
Summerbank Primary <i>Headteacher: Mr Robert Shenton</i> Summerbank Road, Tunstall, ST6 5HA	10	233611	3-11 N	60	272
Sutherland Primary <i>Headteacher: Mr Garry Boote</i> Beaconsfield Drive, Blurton, ST3 3DY	38	233977	3-11 N	75	421
The Willows Primary <i>Headteacher: Mrs Sarah Thursfield</i> Greatbach Avenue, Penkhull, ST4 7JU	30	233280	3-11 N	60	410
Waterside Primary <i>Headteacher: Mr Robert Johnstone</i> Eastwood Road, Stoke-on-Trent, ST1 3JS	26	234630	3-11 N	45	198
Weston Coyney Infants <i>Executive Headteacher: Mr Chris Brislen</i> West Street, Weston Coyney, ST3 6PT	45	319607	3-7 N	60	205
Weston Coyney Junior <i>Headteacher: Mrs Julie Nevitt</i> Princess Drive, Weston Coyney, ST3 6NG	45	312112	7-11	60	224
Whitfield Valley Primary <i>Headteacher: Mr Mark Milner</i> Oxford Road, Fegg Hayes, ST6 6TD	6	234570	3-11 N	45	252

Special Schools	Telephone	Age	NOR Summer 2011
Abbey Hill Special <i>Headteacher: Mr Philip Kidman</i> Greasley Road, Bucknall, ST2 8LB	234727/8	2-19 N	226
Aynsley Special <i>Headteacher: Mrs Angela Hardstaff</i> Aynsley's Drive, Blythe Bridge, ST11 9HJ	392071	5-16	81
Kemball Special <i>Headteacher: Mrs Elizabeth Spooner</i> Duke Street, Fenton, ST4 3NR	234879	2-19 N	46
Middlehurst Special <i>Headteacher: Mr Jonathon May</i> Turnhurst Road, Chell, ST6 6NQ	234612	5-16 N	141



Right of Appeal

Community and Voluntary Controlled Schools

If we are not able to offer your child a place at your preferred school, you may wish to discuss your child's situation with the Admissions and Family Services Team. They will be pleased to advise you. If you are still unhappy, you have a right to appeal to an Independent Appeals Panel. An appeals form and information is available from the Admissions Team.

The Appeals Panel normally consists of three local people. None of them work for the city council or will have dealt with your case previously. The Panel's decision is final.

The Advisory Centre for Education (ACE) provides an additional, independent source of advice for parents unable to secure the place they want for their child. Their website can be found at ace-ed.org.uk

Voluntary Aided Schools

If you have been refused a place at a Church Aided school and you wish to appeal, you should apply to the school. If you have any difficulties contact the Admissions Team for advice.

Class Size Appeals

Since September 2001, classes in Key Stage 1 are restricted to 30 pupils. The grounds for Independent Appeal are, therefore, very limited. Where a child has been refused admission to a school on "infant class size prejudice" grounds, an appeal panel can only offer a place to a child where it is satisfied that either

- the child would have been offered a place if the admission arrangements had been properly implemented; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.



**Deadline for applications
Monday
16 January
2012**

Applying for transport

It is the responsibility of parents to ensure that their children get to and from school at the appropriate time each day.

Stoke-on-Trent City Council will provide assistance with a pupil's school transport arrangements if they meet the criteria under our Home to School Transport Policy.

Eligibility

Pupils seeking free transport must be of compulsory school age i.e. between the ages of 4 and 16 years and living in Stoke-on-Trent.

Pupils with a Statement of Special Educational Needs and pupils over 16 years but still in education are covered by separate policies.

Free transport will be offered to the following categories of young people:

- Pupils unable to walk to school by reason of a temporary mobility/medical problem (transport offered on a temporary basis).
- Pupils unable to walk to school by reason of a long-term medical problem (where the application is accompanied by a letter from a doctor or other medical professional to confirm the medical circumstances and how these affect the child's ability to get to school).
- Pupils unable to walk to school because of the unsuitability of the only reasonable route.
- All those pupils aged 4 to 8 years if they live more than 2 miles from their nearest qualifying school. The distance is calculated by determining the shortest acceptable walking route for a child accompanied by an adult (not necessarily by road).
- Those pupils aged 8 to 16 years (applicable from the academic year in which the child turns 8) who live more than 3 miles from their nearest qualifying school.
- Those pupils aged 11 to 16 years from low income families (qualifying for free school meals) who live more than 2 but less than 6 miles from their school which must be one of the three nearest, qualifying schools to their home. Eligibility will be reviewed annually.
- Those pupils aged 11 to 16 years from low income families whose parents have expressed a preference for a Faith school based on their religious beliefs where that school is the nearest appropriate Faith school and is more than 2 miles but less than 15 miles from their home

Transport will be offered on a vacant seat basis at a specified charge to the following categories of young people:

- Those pupils aged 4 to 8 years whose parents have

expressed a preference for a Faith school based on their religious beliefs where that school is the nearest appropriate Faith school and is more than 2 miles from their home.

- Those pupils aged 8 to 16 years whose parents have expressed a preference for a Faith school based on their religious beliefs where the school is the nearest appropriate Faith school and is more than 3 miles but less than 15 miles from their home.

Qualifying Schools

Parents may state preferences for any schools as part of the admissions process. Some choices may appear to trigger free transport or subsidised transport if a place were to be allocated. However, if they fall outside the "qualifying school" criteria and there are suitable places at a nearer qualifying school, then the pupil does not qualify for transport assistance. Transport to and from school then becomes the responsibility of the parent.

Qualifying schools must satisfy all of the following criteria:

- They must be a Community, Foundation, Academy or Voluntary Controlled/Aided school or a pupil referral unit.
- It must be the nearest school to the pupil's home that provides education appropriate to the age, ability and aptitude of the child (including any special placement for an excluded pupil who is off the roll of their mainstream school, or a Faith school that has been chosen by parents because of a religious belief), with places available.
- However, for pupils aged 11 to 16 years from low income families (where the child(ren) are eligible for free school meals or the parents are in receipt of maximum Working Tax Credit) a qualifying school may be one of the three nearest schools to the pupil's home more than two miles away but less than six miles away; or, the nearest appropriate Faith school to the home where parents have expressed a preference based on their religious beliefs and where that school is more than 2 but less than 15 miles from their home. The distance is calculated by determining the shortest walking route (not necessarily by road).
- Where qualification is based on grounds of faith, this is determined through the assertion of this preference through the admission application process. Parents will need to have satisfied the admitting body's faith criterion. For Voluntary Controlled schools, the local authority will require evidence of the family's adherence to the religion/denomination of the school.
- Where a pupil attends a split site school, the relevant site for qualification purposes will be the site where the pupil

spends the majority of his/her school week as notified by the school at the beginning of the academic year.

- Where a pupil is dual registered, both sites will be separately assessed to determine the transport need.
- For children in the care of the local authority, the school where the child is placed is deemed to be the 'nearest qualifying school' in order to provide the necessary continuity of education. The allocation of school is to be reviewed as part of the child's regular Care Plan monitoring.

Similarly, transport will be considered to provide continuity of education where it is necessary as a result of other intervention by Vulnerable Children and Corporate Parenting.

Charges/Reimbursements Applying for Denominational Transport (Vacant Seat Scheme)

Latest charges to students meeting both the walking distance and faith criteria, attending the nearest appropriate Faith school and not otherwise qualifying for free transport are published on the website:

stoke.gov.uk/admissions

For pupils not eligible for assistance with school transport, information regarding:

- Walking
- Cycling
- Bus timetables and routes

Can be obtained from the Travel Plan Co-ordinator (Schools) on 01782 234968

Transport for Children with Special Needs

Children who have a Statement of Special Educational Needs and who attend the most appropriate school for their needs, may be provided with assistance with their transport requirements.

For further details please contact the Special Needs Transport Section on 01782 235952 or 235924.

Sustainable Travel to School

When deciding on which school you want your child to attend, you may wish to think about the journey to school. For example, how far it is, is it safe, is it a pleasant journey, and so on.

For many children, walking and cycling are excellent ways to travel to school as it helps to keep them fit and healthy and it has the added bonus of being good for the environment. It is also a lot less stressful for parents than driving in today's busy traffic conditions and avoids parking difficulties and congestion. What's more you don't necessarily have to walk or cycle the same route as you would drive to school.

99% of Stoke-on-Trent schools have written a School Travel Plan for their site which aims to improve the way children travel to school. As part of the plans, schools have developed improved facilities to help children and adults walk or cycle to school. New footpaths have been provided, road crossings and sheltered waiting constructed and lockers provided for children to keep their bags safe.

As a cycling city, Stoke-on-Trent City Council has invested heavily in schools to encourage a new generation of cyclists. A quarter of schools are now Bike It schools which means that they get extra attention with cycle rides, bike related activities and cycle training. Cycle parking has now been provided at over half of Stoke-on-Trent schools and there is now a good network of safe and secure cycle routes. For information about cycling training please enquire at your local school or ring the Cycling Development Officer on 01782 232066 or visit cyclestoke.co.uk

Where schools are beyond walking distance, you may be entitled to free school transport. See the "Applying for Transport" section in this booklet. If your child is not eligible then find out about cycle routes to the school or enquire about Park and Stride. We would like you to consider these other ways of travel as taking your child to school by car can make the roads outside the school very unpleasant and potentially hazardous for all concerned.

The Sustainable Travel to School Strategy can be found on the city council's website: stoke.gov.uk/travelstrategy. Alternatively ring the Travel Plan Officer on 01782 234968/235367.

Other information

Fair Access Policy

The local authority is required to have an In-Year Fair Access Protocol in order to ensure that access to education is secured quickly for children who have no school place and that all schools in the city admit their fair share of children with challenging behaviour. Once a child is identified as "difficult to place", the Admissions and Family Services Team will ask for a copy of his/her school record and any information relevant to the child's placement.

In coming to a decision about the child's placement the authority will take careful account of the views of the Headteachers and governing bodies of the schools named by the parent. In particular the authority will take account of any genuine concerns about a Fair Access admission e.g. a previous serious breakdown in relationships between the family and the school, etc.

Children without a school place must take precedence over children on a waiting list attending another school.

Family Information Service

The Stoke-on-Trent Family Information Service is a free local service providing a wide range and variety of information and support to parents and carers of children and young people aged 0-19 (0-25 for young people with a disability). A wide range of information, advice and guidance is available, including:

Behavioural issues – practical information and advice on how to tackle behavioural and other issues which may be affecting you and your family

Signposting - to local, regional and national services which can provide specialist support and advice

Rights and entitlements - your legal and paternal rights as a parent

Activities – information about activities taking place across the city during school holidays

Choosing childcare – types of childcare and availability of childminders; out of school clubs and holiday schemes

Family benefits - including information on childcare vouchers, tax credits and other schemes to help with the cost of childcare

Brokerage – free to access additional support if you are struggling to find childcare that meets the needs of you and your family

Stoke Know How is an easy to use on-line directory of local services and childcare across the city. The

website, developed by the Family Information Service in partnership with the Children and Young People's Strategic Partnership also includes information on national sources of support. You can access Stoke Know How by logging on to stoke.gov.uk/stokeknowhow

To find out more about the Family Information Service or Stoke Know How, please contact us -

- Telephone - freephone 0800 015 1120*
- Email - fis@stoke.gov.uk
- Website stokefis.co.uk
- Twitter (@stokeFIS) and Facebook – (search for Stoke Family Information Service)
- By calling in to the Civic Centre (Floor 2) or by visiting your local children's centre

*The Family Information Service helpline is available from 8.45am – 5pm Monday to Thursday and 8.45am - 4.30pm on a Friday. An answer phone service is available at all other times.

The Parent Partnership Service

The Stoke-on-Trent Parent Partnership Service works in partnership with parents/carers of children with Special Educational Needs and encourages partnership working with other service providers. The service is confidential.

It offers a 'Menu of Support' which includes:

- Flexible services for parents including access to other agencies and organisations, and, for all parents who want one, access to a Choice Adviser to help parents finding difficulty with the admissions process
- Access to high quality, accurate, neutral information, advice and support on parent's rights, roles and responsibilities within the SEN process, and on a wide range of options available, to enable them to make informed decisions
- Training packages and workshops for parents, Independent Parental Supporters, and school staff
- Multi-agency working between statutory and voluntary organisations working with schools, council officers and other agencies to help develop positive relationships with parents
- Assurance that parents' views inform and influence the development of local SEN policy and practice
- A telephone help line service
- Drop-in centres and support groups
- Office/home visits
- Access to an Independent Mediation service
- Information and support around SEN and Disability Tribunal issues

Contact: The Parent Partnership Service on 01782 234701

Stoke-on-Trent Choice Advisory Service

Making a decision about where to apply for a school place can be daunting and difficult. This new service provides impartial advice for parents to help them make the preferred school choice for their child, and support them through the admissions process. Do you need information to help you decide on your preferred school? Do you need extra support in being able to understand the admissions process? Do you need help with the admissions appeals process?

The service will be able to help by:

- Providing information about the schools in Stoke-on-Trent and their admissions criteria
- Providing information about the schools' performance and specialisms
- Discussing all options available to you
- Helping in understanding the admissions process and how places are allocated
- Supporting to complete the application forms online or a paper copy
- Helping and advising on how to apply for a school outside Stoke-on-Trent
- Supporting through the school admissions appeals procedure

These are just a few areas which parents and carers can request support. The service is free and impartial, and supports parents to make realistic and informed decisions. Its aim is to make the admissions process clear to parents so that they can make the preferred school choice for their child.

For more information you can visit www.choice-adviser-stoke.co.uk



Contact us:
Stoke-on-Trent Choice Advisory Service,
Queensberry Community Education Centre,
Queensberry Road,
Normacot,
Stoke-on-Trent,
ST3 1QZ

Telephone: 01782 234867
Email: info@choice-adviser-stoke.co.uk

Special Educational Needs

Children and Young People have Special Educational Needs (SEN), if they have a learning difficulty which requires a greater level of SEN provision than most children and young people of their age.

If your child has a Statement and is due to move from one sector of education to another, for example from pre-school to primary, or primary to secondary education, an annual review meeting will be held in the Summer term of the year before they are to transfer, to ensure planning and preparation are in place for a smooth transition.

The SEN Policy and Inclusion Strategy set out the policy, principles and priorities on which arrangements for SEN are based. These documents can be found on our website stoke.gov.uk

If your child has a Statement of Special Educational Needs, it will need to be amended to name the school your child will attend. The annual review in the Summer term, prior to their transfer a year later, will give you the opportunity to express a preference for the school you want your child to attend. We must agree your preference providing:

- The school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement
- The child's attendance is not compatible with the efficient education of other children in the school and
- The placement is an efficient use of the local authority's resources

It is generally expected that, if your child has made progress in a mainstream primary school, s/he will be able to make progress in a mainstream secondary school.

The arrangements for transfer of young people with a statement are made by the SEN Monitoring and Assessment Service. If you have any queries please ring 01782 236842.

Free School Meals

If you are in receipt of one of the following, your child is eligible to receive Free School Meals:

- Income Support
- The guaranteed element of Pension Credit
- Income-Based Job-seekers Allowance
- Child Tax Credit (providing you do not also receive Working Tax Credit) and have an annual income of £16,190 or less (as Assessed by HM Revenue and Customs)
- Support under part VI of the Immigration and Asylum Act, 1999
- Income Related Employment Support Allowance

If you have a Working Tax Credit you are not eligible for free school meals.

You can make a claim at your child's school, local centres, Stoke-on-Call or you can simply ring our Free School Meals Team on 01782 236813 for assistance.

NB If you need to add a child to an existing claim you are required to complete a new application form.

City Music Service

The service works with over 8,000 young people from age 2-18 across the city every week. We aim to deliver a quality education that enhances the lives of people in Stoke-on-Trent.

The service works in partnership with schools and other organisations to offer:

- Instrumental, singing and curriculum (whole class) music lessons
- Whole class instrumental and singing lessons
- Early years and family music projects
- Music and IT sessions (including 'Gigajam') in our purpose built suite
- Support for Music Coordinators and Heads of Music
- The City Songbirds choirs for 5-8 year olds
- Free access to ensembles and choirs

The City Music Service provides a wide variety of exciting music and performance opportunities for young people across the city.

The city youth bands, orchestras and choirs provide an excellent opportunity for young people to play or sing with other like minded and enthusiastic young people of all ages from Stoke-on-Trent. The majority of these activities are free.

The service endeavours to ensure that children continue in their musical activities at secondary school and keeps in regular communication with schools. It is important that the good work started in our primary schools is nurtured, developed and encouraged, both at home and in school.

To find out more, contact Harry Hitchen (Acting Music Service Leader) on 01782 233795 or email harry.hitchen@stoke.gov.uk

How can I tell how well my child is doing?

The school will provide you with an annual report regarding your child's progress and will monitor achievements throughout the year. If the school is concerned at your child's performance, it will contact you to talk through any difficulties. However, if you have concerns, please contact the school to arrange an appointment with the appropriate member of staff. Schools are happy to see individual parents, by appointment, and encourage parents to play an active role in school life through open evenings, parent teacher associations and school functions.

You will also have access to a report on your child's school produced by the Office for Standards in Education (OfSTED). If you wish to see the report, please ask the school or visit the web-site at www.ofsted.gov.uk.

You can help your child by:

- Taking a real interest in his/her school life
- Ensuring that s/he attends school regularly and arrives on time
- Getting involved in school activities
- Making sure there is a quiet place to do homework
- Planning family holidays outside of school term-time
- Encouraging him/her to read widely
- Listening to any concerns your child may have and talking to the school about them

Children and young people achieve more when schools and parents/carers work together. Your support and encouragement are very important if your child is to make the most of school. The Education Welfare Service works closely with schools and families to help resolve problems regarding school attendance, arranging school and home visits as necessary. You should contact the school on the first day of any absence your child may have and not keep your child away from school for any

avoidable reason. This includes taking holidays during school time. The local authority firmly discourages any holiday taken at such times.

Insurance

We take every care to ensure your child's safety whilst at school. You should, however, be aware that the council does not provide personal accident insurance for pupils either for injury or for damage to property. You may wish to arrange this for yourself.

School Clothing

Each school has its own policy on school uniform, details of which can be found in the school prospectus. Parents are expected to meet the cost of school uniform and games kit. The council does not make any grants towards school uniform.

How can I become more involved in my child's school?

Each school has a governing body, which is made up of local people, including parents of children at the school. The governors play an important part in the life of the school. They decide how it is run, who will work there and how its money is to be spent.

If you would like to find out more about the work of the governing body, or are interested in becoming a governor yourself, you should contact the school or seek advice from the Children and Young People Services Governors' Support Unit on 01782 236889. Alternatively, you can email: gsu@stoke.gov.uk

Charging and Remissions Policy for School Activities

Most aspects of a child's education must be provided free of charge by law. However, voluntary contributions may be occasionally requested, for example, for school trips. In some circumstances the charge may be waived (a remission). The city council's advisory policy on charging and remissions is available free of charge from Children and Young People's Services. Each school also has its own policy on charging for activities, a copy of which is available from the school.

Parental Responsibility

The Children Act of 1989 requires schools to know who has "parental responsibility" for each child. This helps to ensure that everyone who has parental responsibility for a child is consulted about important decisions, even if s/he does not live with the child.

Mothers always have parental responsibility, unless removed by the court. Fathers also have parental responsibility if married to the mother (and this carries on after any divorce/separation or re-marriage even if the child lives apart from them). Fathers named on the birth certificate, whether married or not, have parental responsibility. Unmarried fathers, step-fathers and other relatives who look after a child can obtain parental responsibility by applying to the court, but do not qualify automatically.

Please help the school to collect this information. If any changes occur in your family life, or if orders are made under the Children Act which affect your child, please tell the school.

If you need help with this matter, the Education Welfare Officer attached to the school will be pleased to assist.

Social Care for children and families

Stoke-on-Trent Children and Young People's Services Directorate has a responsibility to provide help and support to young people and their families. Services available range from support for children who are at risk of harm or who are within the remit of the youth justice services. It is a statutory requirement to investigate circumstances where children are at risk of abuse or neglect and to arrange for their protection.

Children's centres provide intensive support, counselling and advice for children and parents who are experiencing problems. Day care is available for younger children to give support to families.

Respite care can be arranged for children with special needs or disabilities, for short stay breaks with families or in a residential unit.

Advice and guidance is available from social work teams at:

Hanley Area Office,
Regent Centre, Regent Road,

Stoke-on-Trent, ST1 3TD
Telephone 01782 235100
Minicom 235167

In an emergency, out of office hours, you can contact our Emergency Duty Team on Telephone and Minicom 01782 330211.

Complaints

Although we will try to offer your child the best possible education, you may at some point feel you wish to make a complaint.

If you are concerned about any aspect of your child's education, you should firstly talk to the school. Most problems can be sorted out informally. Complaints regarding school activities are usually addressed through schools' own procedures via governing bodies. If you remain unhappy having accessed this procedure, you may write or contact:
Children and Young People's Services Directorate,
Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.

Education Welfare Team

The Education Welfare Team can be contacted in the Civic Centre on 01782 235355. Any concerns will be addressed via the telephone helpline between 8.30am and 5pm. In addition, a Duty Education Welfare Officer is available between 1pm and 5pm. The Education Welfare Team can offer support on a variety of issues, for instance:

- Issues surrounding school attendance
- Bullying
- Procedures relating to child protection
- Child employment and performances in entertainment

Further help and information

The Admissions and Family Services Team is the central contact point for parents requiring further help or information. The helpline telephone numbers are 01782 236885 or 236867.

The team may also be contacted by writing to:
Admissions and Family Services,
Children and Young People's Services,
Civic Centre, Glebe Street,
Stoke-on-Trent, ST4 1HH.

Or you could email admissions@stoke.gov.uk

Officers will also be pleased to deal with any enquiries in person, should you prefer to visit the office (on Floor 2 of the Civic Centre) to discuss your concerns in private. You should contact the Admissions and Family Services Team to make an appointment. The offices are open to the public from 9am to 4.30pm Monday to Thursday and 4pm on Friday. From here you can obtain information on:

- Admissions to schools
- Exclusions
- Free school meals
- Bus passes
- Special Educational Needs
- General information

**Deadline for applications
Monday
16 January
2012**



Admissions policies

Admission Policies for Church of England Voluntary Aided Schools September 2012

There are six Voluntary Aided Church of England Schools in Stoke-on-Trent. These are:

- Hanley St Luke's CE (A) Primary School
- St John's CE (A) Primary School
- St Mark's Shelton CE (A) Primary School
- St Mary's CE (A) Primary School
- St Matthew's CE (A) Primary School
- Stoke Minster CE (A) Primary School

The following admissions policy will be applied to all applications for places to the above named schools.

The Church of England Aided Primary Schools welcome children from all backgrounds, faiths and no faith. The governors of the schools are committed to developing an inclusive environment that reflects the diversity of the local community. Admission to a Church of England Aided Primary School is not dependent on being a member of a particular faith community.

As well as being inclusive neighbourhood schools, as Church schools each has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. All parents applying for a place at a Church of England Aided Primary School are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend a Church of England School will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through the commitment to inclusivity, families from other faiths and no faith are actively welcomed.

The governing body of each school is responsible for the admission of pupils to the school and will admit up to the admission limit that has been agreed between the governing body and the local authority.

The governing body is required to abide by the maximum limits for infant classes (5,6 and 7 year olds) i.e., 30 pupils per class.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, applied in the following order of priority:

1. children in public care (looked after children) whose carer(s) wish their child/children to attend the school

2. children who will have a sibling attending the school at the time of application and at the time of admission.

3. children who are themselves, or whose families are, faithful and regular worshippers at a Church of England Parish Church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, using the Supplementary Information Form.

4. children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, using the Supplementary Information form.

5. children with known special medical or social needs. Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.

6. children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, using the Supplementary Information Form.

7. any remaining places will be given in order of the nearness of the home to the school, measured along the shortest safe walking route from the home to the school's main gate.

Tie-breaker

In the event that two or more applicants have an equal right to a place under any of the above criteria, the governing body will apply the subsequent criteria, in order of priority, to these applicants.

Notes

i Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two year prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the school) and return this form direct to the school, signed by the appropriate faith leader.

ii Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the

parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

iii Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority.

iv Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are places available. The waiting list will operate until a month after the admission date. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

v Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the school, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

vi Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger numbers of siblings which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the siblings(s) in order of time of birth and the parent(s)/guardian(s) may decide whether (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocations after the twins/triplets/multiple births. If the parent(s) or guardian(s) accept the place(s) for one or more twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as a first priority on the waiting list, for one term, if a space becomes available and the parent(s)

or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

St Mary's CE(A) Primary School

Foundation Places

The governing body, in accordance with the Lichfield Diocese draft admission policy guidelines, has awarded 45 Foundation places to children of Christian denomination. In the event of more applications being received than places available, places will be awarded using the following criteria in the order stated.

1. Baptised looked after children who are living in the Parish of Christ Church.
2. Baptised children living within the Parish of Christ Church. *
3. Baptised children living outside the Parish of Christ Church. *
4. Siblings of Christian children currently attending St Mary's with at least one academic year remaining at the time the applicant is due to start in the nursery. **
5. Other children. **

* Places will be allocated in order of priority according to the National Society's system, using the categories "known to the Church", "attached to the Church", and "at the heart of the Church", details of how this is used are provided in the prospectus and can also be requested from the school office, by post or by email.

** Places will be allocated to children of other Anglican Faiths living closest to the school, using the safest walking route to the main gates on Harewood Street.

Faith Places

The governing body, in accordance with the Lichfield Diocese draft admissions policy guidelines, has awarded 15 Faith places to children of non Christian denominations. In the event of more applications being received than places available, places will be allocated using the following criteria in the order stated.

1. Looked after children of other faiths.
2. Siblings of children of other faiths with at least one academic year remaining at the time the applicant is due to start in the nursery. *
3. Children of other faiths living within the Parish of Christ Church. *
4. Children of other faiths living outside the Parish of Christ Church. *

* Places will be allocated to the children living closest to the school, using the safest walking route to the



main gates on Harewood Street.

For applications to St Mary's CE (A) Primary School, you will need to provide a copy of your child's baptism certificate and birth certificate.

Individual admissions policies for CE Aided and Catholic Aided schools can be obtained from the schools or can be viewed on our website stoke.gov.uk/admissions and clicking on the Primary Schools Admissions tab.

Admission Policies for Catholic Aided Schools September 2012

Catholic Aided Schools were founded by the Catholic Church to provide education for children of Catholic families. Each school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. Parents applying for places are asked to respect this ethos and its importance in the school community. This does not affect the right of parents who are not of the faith of these schools to apply for and to be considered for a place.

The Catholic Aided schools are listed with their "Parish" referred to in points 2 and 3 in the application of the oversubscription criteria below:

- Our Lady's Catholic Primary School refers to the Parish of Fenton
- Our Lady and St Benedict Catholic Primary refers to the Parish of Our Lady and St Benedict
- St Augustine's Catholic Primary School refers to the Parish of St Augustine's, Meir
- St George and St Martin's Catholic Primary School refers the parishes of St George and St Martin, Birches Head and Sacred Heart, Hanley.
- St Gregory's Catholic Primary School refers to the parishes of St Gregory's, Longton and the former boundaries of Good Shepherd, Blurton
- St Joseph's Catholic Primary School in Goldenhill refers to the Parish of St Joseph's Goldenhill
- St Maria Goretti Catholic Primary School refers to the Parish of St Maria Goretti
- St Mary's Catholic Primary School refers to the Parish of St Mary's, Norton-le-Moors.
- St Peter's Catholic Primary School refers to the Parishes of St Peter's, Cobridge, Sacred Heart, Hanley and that part of St Joseph's, Burslem appertaining to the school.

- St Teresa's Catholic Primary School refers to the Parish of St Teresa of the Child Jesus.
- St Thomas Aquinas Catholic Primary School refers to the Parish of Our Lady of the Angels and St Peter in Chains.
- St Wilfrid's Catholic Primary School refers to the Parishes of Sacred Heart, Tunstall, St Bernadette's, Fegg Hayes and the part of St Joseph's, Burslem appertaining to the school.

The following applies to applications to all Catholic Aided Schools:

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available at the school and Parish Church

1. Baptised Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
2. Baptised Catholic children (see Note 2 below) living within the Parish who have a brother or sister (see Note 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parish
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

Over-Subscription

If there is over-subscription within a criterion, the governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of the shortest walking route measurement between the front door of the applicant's home address and the front door of the school¹. The

local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system (See Note 4). In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority on behalf of the governing body will draw lots to randomly select the child to be offered the final place.

¹ St Augustine's, St Mary's, St Peter's and St Wilfrid's Catholic Primary Schools use a straight line measurement from the front door of the applicant's home address to the main gates of the school.

Note 1

Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all criteria, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest. Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to provide evidence of Catholic Baptism may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children;
- The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be

the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher. Parents can request that the child attends part-time until the child reaches compulsory school age.

Nursery

Parents must apply on the local authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

Appeals

Parents who wish to appeal against the decision of the governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

Repeat Applications

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

Late Applications

Late applications will be dealt with according to the city council's co-ordinated scheme.

Waiting Lists

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

The local authority will send Voluntary Aided and Foundation schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 31 December 2012 and will then be discarded. Parents may apply to the governing body for their child's name to

be reinstated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants will be added to the school's list in accordance with the order of priority for allocating places.

Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications other than the normal intake to Reception Class

An application should be made to the local authority who will need to consult with the governors.

In Year Fair Access Policy

The governing body have adopted the local authority fair access policy for admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to this school.

Appendix

Definition of a "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence

of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written Evidence of Baptism

The governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the Church and the original records, or where baptism was administered validly but not in the Parish Church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).

Admissions to Belgrave St Bartholomew's Academy

For admissions September 2012 the Academy will be using the local authority's admissions policy.

Primary School	1st prefs	2nd prefs	3rd prefs	Total prefs	No of Places Allocated at September 2011
Abbey Hulton Primary School	32	23	10	65	30
Alexandra Infants School	45	25	8	78	56
Ash Green Primary School	79	32	15	126	63
Ball Green Primary School	32	6	7	45	30
Belgrave St Bartholomew's Academy	70	29	10	109	60
Blurton Primary School	43	20	11	74	46
Burnwood Primary School	63	15	9	87	71
Carmountside Primary School	27	7	10	44	29
Christ Church CE(C) Primary School	27	14	6	47	30
Clarice Cliff Primary School	67	28	14	109	61
Crescent Primary School	66	15	16	97	67
Eaton Park Primary School	68	31	20	119	60
Etruscan Primary School	50	25	9	84	47
Forest Park Primary School	61	42	13	116	61
Gladstone Primary School	71	41	31	143	60
Glebe Primary School	30	27	11	68	30
Goldenhill Primary School	36	16	8	60	30
Greenways Primary School	32	35	22	89	31
Hamilton Infants School	57	23	15	95	59
Hanley St Luke's CE(A) Primary School	65	42	19	126	60
Harpfield Primary School	31	21	6	58	29
Heron Cross Primary School	35	12	10	57	36
Hillside Primary School	31	20	12	63	30
Holden Lane Primary School	30	8	6	44	30
Hollywall Primary School	24	10	8	42	30
Jackfield Infants School	65	23	12	100	60
John Baskeyfield VC CE(C) Primary School	63	12	11	86	60
Kingsland CE(C) Primary School	62	19	21	102	61
Maple Court Primary School	56	11	15	82	61
Mill Hill Primary School	69	37	30	136	60
Milton Primary School	37	22	28	87	46
New Ford Primary School	58	56	33	147	60
Newstead Primary School	27	10	7	44	27
Northwood and Broom Community School	61	27	16	104	60

**Deadline for applications
Monday
16 January
2012**

Primary School	1st pefs	2nd pefs	3rd pefs	Total pefs	No of Places Allocated at September 2011
Norton Primary School	31	20	19	70	30
Oakhill Primary School	53	21	10	84	56
Our Lady and St Benedict Catholic Primary School	16	17	4	37	17
Our Lady's Catholic Primary School	34	13	11	58	30
Packmoor Primary School	66	15	8	89	61
Park Hall Primary School	67	38	30	135	60
Priory CE(C) Primary School	49	41	13	103	60
Sandford Hill Primary School	61	25	23	109	60
Sandon Primary School	52	16	8	76	50
Smallthorne Primary School	33	33	24	90	30
Sneyd Green Primary School	58	46	45	149	60
St Augustine's Catholic Primary School	32	20	12	64	30
St George and St Martin's Catholic Primary	31	23	9	63	30
St Gregory's Catholic Primary School	59	30	18	107	45
St John's CE(A) Primary School	39	23	15	77	45
St Joseph's Catholic Primary School	34	16	9	59	30
St Maria Goretti Catholic Primary School	30	15	2	47	30
St Mark's CE(A) Primary School	53	25	14	92	60
St Mary's CE(A) Primary School	66	54	21	141	60
St Mary's Catholic Primary School	35	46	18	99	30
St Matthew's CE(A) Primary School	14	12	15	41	15
St Paul's CE(C) Primary School	25	6	16	47	36
St Peter's Catholic Primary School	46	31	9	86	31*
St Teresa's Catholic Primary School	49	38	25	112	46*
St Thomas Aquinas Catholic Primary School	36	22	14	72	30
St Wilfrid's Catholic Primary School	52	45	33	130	45
Stoke Minster CE(A) Primary School	46	10	6	62	45
Summerbank Primary School	48	15	12	75	60
Sutherland Primary School	58	25	14	97	60
The Willows Primary School	68	36	30	134	60
Waterside Primary School	41	17	14	72	45
Weston Coyney Infants School	65	50	17	132	74
Whitfield Valley Primary School	43	14	9	66	43



**Deadline for applications
Monday
16 January
2012**

Useful contact details

Admissions Helplines 01782 236885 / 236867

Choice Adviser 01782 234867

Education Welfare 01782 235355

Parent Partnership 01782 234701

Free School Meals 01782 236813

Vulnerable Children and Corporate Parenting

Hanley Area Office 01782 235100

School Transport 01782 233232 / 236868

Pupil Support for Staffordshire:

Children and Lifelong Learning,

Tipping Street

Stafford ST16 2DH

01785 278656

E-mail: admissions@staffordshire.gov.uk



**Deadline for applications
Monday
16 January
2012**



Apply on-line for school places stoke.gov.uk/admissions

Children and Young People's Services
Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH

DX21058 Stoke-on-Trent Minicom 01782 232331

Telephone: 01782 234567

stoke.gov.uk/education