

Information for Parents

Primary Schools



**Deadline for
applications
Thursday
15 January
2015**

2015-16

Introduction

Starting at primary school is one of the most important steps in a child's life. This guide has been produced to provide you with the information to make that decision and sets out the steps necessary to make your application.

These are exciting times for our primary schools. All schools are working together to improve standards and to provide the best opportunities for children starting their education in Stoke-on-Trent. 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 their preference.

Please read this guide before making your decision. I also encourage you to visit your preferred schools to ask any questions on their provision. Each school also has additional information available via its website.

Applications should be made online at stoke.gov.uk/admissions or by completing an application form by 15 January 2015. You will be informed of the outcome on 16 April 2015. Staff in the Admissions and Transport Team can be contacted on 01782 234598 to provide assistance if you have any queries on making this application.



Dave Perrett

Assistant Director, Learning Services
People Directorate

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

Reminder

The deadline for applications for
a place at a primary school in
Stoke-on-Trent for 2015 is

**Thursday
15 January
2015**

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

Applications
open on
**Monday
8 September
2014**

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



Applying for a place at primary school

How do I apply for a school place?

You can apply for a Nursery or Reception place at a Stoke-on-Trent Primary (or Infant) school from 8 September 2014. If you live in the city, you should register your preferences on-line at stoke.gov.uk/admissions

All dates below relate to applications for a Reception place. **Deadlines and notification dates for Nursery applications are contained within a separate leaflet, "Admission to a Stoke-on-Trent Nursery Class or School"**. This is available on line at admissions@stoke.gov.uk

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 on **16 April 2015**.
- You may edit your preferences on-line anytime before the closing date of **15 January 2015**.

If you are applying for a Church Aided School or Academy, additional information such as a baptism certificate/faith reference will be required. This must 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.

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 than 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 does not increase the chances of being successful. Instead, it will reduce your opportunity to secure a place at a second or third preference.

If you prefer you can complete a paper copy of the application form. This is available on the website or can be sent to you by the Admissions and Transport Team. The form should be returned to your preferred primary school by **Thursday 15 January 2015**. 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.

Should you wish to change any of the details on your paper application, you can do so up until the closing date of **15 January 2015** by emailing Admissions and Transport Team via admissions@stoke.gov.uk or in writing to the Admissions and Transport Team, address on page 28.

Allocation letters to tell you the outcome of your application will be sent out on 16 April 2015.

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 six nursery schools in the city and most primary schools have one or more nursery classes providing early education in a school environment;
- 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.

The city council operates a co-ordinated scheme for admissions to its nursery schools and classes. A separate leaflet and application form is available from schools and online at stoke.gov.uk/admissions

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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 12-18. The letter “N” in the age-range column shows that the school has a nursery class.

If you have any difficulties or need further information or advice, please contact the Admissions and Transport Team on 01782 234598. 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 Hub on 01782 232200.

What types of school are available in Stoke-on-Trent?

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.

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. These are detailed in each school’s admissions policy which can be obtained from the relevant school. 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.

Parental Responsibility

An application for a school place can only be made by someone with “parental responsibility” for the child.

The Children Act of 1989 requires schools to know who has “parental responsibility” for each child. This helps to

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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.

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 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. Regulations also require that Foundation 2 and Key Stage 1 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.

We will pass preferences for Voluntary Aided schools and Academies to the governing bodies of those schools. The governing bodies are the admission authorities for those schools. The governing bodies 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 their 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.

Statement of Special Educational Needs

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.

If your child has a Statement of Special Educational Needs, you may wish to contact the **Statutory Assessment Section** on 236842 for advice.

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**

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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 and so families of children with a statement of Special Educational Needs do not need to complete an application form. If you have any queries please ring **01782 236842**.

The Parent Partnership Service

The Stoke-on-Trent Parent Partnership Service aims to ensure that parents/carers of children with special educational needs (SEN), including the very young, have access to accurate information, advice and guidance in relation to the additional educational needs of their children so that they can make informed decisions.

We can help by:

- Ensuring parents/carers' views and concerns about their child or young person's special educational needs are listened to;
- Supporting parents in expressing their views;
- Helping to prepare for meetings;
- Helping to write letters/reports and fill in forms;
- Offering access to the Parent Partnership Steering Group and the Parent Partnership Engagement Group (PEG).

We offer:

- A confidential telephone advice line/email advice;
- Impartial information, advice and support;
- Guidance through the SEN processes and procedures;
- Impartial advice on exclusions of children / young people with SEN and support at Independent Review Panels;
- Access to an Independent Parental Supporter;

- Help with resolving disputes;
- Access to an Independent Mediation Service;
- A range of training opportunities;
- A termly newsletter;
- Access to choice advice;
- Links with other service providers;
- A tailored information package to address an individual request;
- Support at meetings;
- Preparation for exclusion appeals and SEND Tribunal;
- Preparation and support at Independent Mediation;
- Advice and support when children / young people are out of school;
- Home visits (in exceptional cases);
- Access to a website.

Contact: The Parent Partnership Service on: **01782 234701**.

What do I need to do?

You will need to make an application either on-line or by obtaining a paper copy of the form (see page 4). Each community school has a defined catchment area and most pupils go to the school which serves their local community (the 'catchment school').

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

If you are in any doubt about your catchment school, please contact the school or the Admissions and Transport Team on **01782 234598**.

How to decide which schools to apply for

Information about how places were allocated last year is available on pages 26 and 27. Look at that information and think about:

- What is the admission number of the school(s) you are interested in? (This is the number of children the school takes each year).
- how many applications were received for your preferred school(s) last year?
- how many children were on the waiting list for your preferred school(s)?
- are they likely to be full?
- are you in the school's catchment area (see the school's website for details of their catchment);
- how far away do you live from the school(s)?

The answers to these questions will give you an idea of how likely you are to get a place at the school(s). It is important to remember that the pattern of applications

may differ from year to year. You can express three preferences and we would encourage you to do so. If you have a low priority (within the published oversubscription criteria for a school), you may not get a place at your preferred school.

We cannot reserve a place at the catchment school for your child. If you wish your child to attend your catchment school you must name it 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 20 for more information).

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 form and your child attends school outside of the city, the form should be returned directly to the Admissions and Transport Team, address on page 28.

Do second and third preferences matter?

You should name three schools on the form. It is most important that you include all of the 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. If you have a child in a school, especially one which is not your catchment school, you cannot assume that you will be allocated a place at that 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) as one of your three preferences on 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 our website or each school's website.

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 Diocesan Education Service
St. Anne's House, 61 Coventry Road
Coleshill, Birmingham B46 3EA
Telephone **01675 430230**

Admissions to Academies

Admissions to these schools are also 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 the application. We will then send a copy to the governors for their attention.

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Criteria used to determine 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 (looked after children) or provided with accommodation by the authority as defined by Section 22 of the Children Act 1989 and children who were previously looked after but ceased to be so because they were adopted or became subject too a residency order or special guardianship order
- 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 a **straight line** measurement from the front door of the child's home address to the main entrance of the school.

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, documentary 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, it 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. Where this is equally shared, the home address will be the one used when applying for child benefit.

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 resident 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.

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



Fraudulent Applications

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.

Places can be withdrawn if the address used on the application form is not the address where the child lives.

Where an offer is withdrawn on the basis of misleading information, the application must be considered again, and Right of Appeal can be offered.

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

You should firstly call the Admissions Team on **01782 234598** to talk about the options available. There may be a place available at your catchment school, or possibly a place at another school that you had not thought about before. If applicable, we will explain how you can change your preferences.

Additional information and advice is available from ACE (Advisory Centre for Education) on the free phone number **020 88883377**.

You can appeal against the decision to an Independent Appeals Panel set up by the Democratic Services Team of Stoke-on-Trent City Council.

You should be aware that the law on class-sizes in reception classes restricts the grounds on which an appeal can be upheld. See page 18 for further information regarding class size exceptions.

Local Authority Offers

If it is not possible to offer any of your preferences, by law we must make an offer of the nearest school that has a place. This is not done until after we have considered all the preferences. We make a Local Authority offer to ensure that no Stoke-on-Trent child, for whom an application has been received, is without a school place for September. Parents / Carers can accept or decline this offer and have a legal Right of Appeal (ROA) in respect of any of their unsuccessful preferences. A school place can only be refused in writing. This should only be done once an alternative school place has been secured.

We also operate a waiting list process and your child's

name will automatically be added to the waiting list of any Stoke-on-Trent school of a higher preference than the one offered. The waiting lists are maintained in the order of the Admissions Policy relating to that school. Your child's position on any waiting list can go up and down, as it can be affected by other families and their changing circumstances. For example:

- if a family with a higher priority moves away and withdraws their application for a school place, your child will move up the list;
- if a child moves into the area, closer to the school you would like, your child will move down the list.

Where families decline allocated places, those places will be allocated to pupils on the waiting list, in priority order. Each year a number of places become available and are offered to families on the waiting list. This process continues for as long as changes are requested by families within the city.

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 the city's 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 this preference cannot be met.

Independent or Private Schools

We do not provide funding for pupils to be educated at private day or boarding or free 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 do 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).

Transferring from an infant school to a junior school

If your child is in Year 2 at one of our five infant schools, 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,

which will be sent to your child's infant school. To apply for a junior school place you must return the completed form to your child's current infant school by 15 January 2015. The form will then be passed to the Admissions and Transport Team for processing.

Parents will be informed of the result of their application on **16 April 2015**.

Transferring from one primary school to another

The legislation in relation to the In Year Admission Process changed in September 2012. Since then parents contact schools directly for places.

If you are moving into Stoke-on-Trent or from one city to another, and wish your child to change school, you should first discuss the matter with your child's present school.

If your child is experiencing difficulties at their current school and you consider that a transfer to an alternative school may be helpful, you should still discuss your child's situation with your current school 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.

If after discussion and careful consideration it is considered that a transfer may be beneficial to your child, you will need to complete an In-Year Transfer Request Form. This will be provided by the school that you wish your child to attend. Please be aware that some schools request supplementary information such as Baptismal Certificates.

Once you have completed the In-Year Transfer Request Form, you must return it directly to the school. The school will then tell you whether they can offer you a place. Should a place not be available for your child(ren), you may then approach another school. In this instance, the Local Authority will send you a letter confirming the refusal and in it will outline your Right of Appeal.

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Nursery and primary schools in Stoke-on-Trent

All children aged 3 and 4 are entitled to receive 15 hours early education for 38 weeks each year (term time). All schools are day schools for both boys and girls.

The number in the column headed "NOR" (number on roll) is the number of pupils in the school in Summer 2014. 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	Map ref.	Telephone	Age	AN	NOR Summer 2014
Bentilee Nursery <i>Acting Headteacher: Mrs Lorraine Ellis</i> at Treehouse Children's Centre, Dawlish Drive, Bentilee, ST2 0DP	75	235065	3+	60	60
Burnwood Nursery <i>Headteacher: Mrs Gill James</i> Chell Heath Road, Chell Heath, ST6 6PB	72	234416	3+	60	60
Grange Nursery <i>Headteacher: Ms Jacqueline Brown</i> Harrowby Road, Meir, ST3 7AN	77	319143	3+	60	60
Kingsland Nursery <i>Headteacher: Mrs Sara Goddard</i> Eaves Lane, off Werrington Road, Bucknall, ST2 9AS	74	234564	3+	60	60
Thomas Boughey Nursery <i>Headteacher: Mrs Laraine Jones</i> College Road, Shelton, ST4 2DQ	73	237125	3+	45	45
Westfield Nursery <i>Teacher in charge: Lisa Sarikaya</i> Queensberry Road, Longton, ST3 1QZ	76	235405	3+	45	45

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Primary School	Map ref.	Website / Telephone	Age	AN	NOR Summer 2014
Abbey Hulton Primary <i>Headteacher: Mrs Linda Williams</i> School Road, Abbey Hulton, ST2 8BS	31	abbeyhultonprimary.org.uk 235551	3-11 N	30	200
Alexandra Infants <i>Headteacher: Miss Linda Pennington</i> Melville Road, Normacot, ST3 4PZ	67	alexinfants.co.uk 235505	3-7 N	60	169
Alexandra Junior <i>Headteacher: Mr Stephen Knight</i> Meir Road, Normacot, ST3 7JG	68	alexandra-jun.stoke.sch.uk 235377	7-11	60	216
Ash Green Primary <i>Headteacher: Mrs Ruth Foster</i> The Lea, Trentham, ST4 8BX	59	ashgreen.ik.org 658977	3-11 N	60	496
Ball Green Primary <i>Headteacher: Miss Lisa Gulley</i> Whitfield Road, Ball Green, ST6 8AJ	9	ballgreenprimary.co.uk 234811	3-11 N	45	225
Belgrave St Bartholomew's Academy <i>Headteacher: Mrs Lisa Sarikaya</i> Sussex Place, Longton, ST3 4TP	65	belgraveacademy.org.uk 235523	3-11 N	60	423
Blurton Primary <i>Headteacher: Mrs Emma Gater</i> Poplar Drive, Blurton, ST3 3AZ	62	blurtonprimarieschool.org.uk 235025	3-11 N	60	380
Burnwood Community School <i>Headteacher: Mrs Diane Herbert</i> Chell Heath Road, Chell Heath, ST6 7LP	8	burnwoodcommunityschool.co.uk 235577	4-11	90	388
Carmountside Academy <i>Headteacher: Mr Phil McLauchlan</i> Woodhead Road, Abbey Hulton, ST2 8DJ	23	carmountsideprimary.org.uk 234676	3-11 N	30	178
Christ Church CE (C) Primary <i>Headteacher: Mrs Paula Scattergood</i> William Street, Fenton, ST4 2JG	48	christchurch.stoke.sch.uk 234834	3-11 N	30	187
Clarice Cliff Primary <i>Headteacher: Mrs Diane Broadhurst</i> Goldenhill Road, Fenton, ST4 3DP	51	claricecliffprimary.co.uk 881480	3-11 N	60	398
Eaton Park Academy <i>Principal: Mrs Sue Dennison</i> Arbourfield Drive, Bucknall, ST2 9PF	38	eatonparkacademy.co.uk 234760	3-11 N	60	485
Etruscan Primary <i>Executive Headteacher: Mrs Michelle Johnstone</i> Dundee Road, Etruria, ST1 4BS	33	etruscan@sgfl.org.uk 235711	3-11 N	60	300
Forest Park Primary <i>Headteacher: Mrs Janette Baggaley</i> Woodall Street, Cobridge, ST1 5ED	25	forestpark.org.uk 234979	3-11 N	60	452
Gladstone Primary <i>Headteacher: Mrs Elaine Preston</i> Anchor Road, Longton, ST3 5EW	53	gladstone.stoke.sch.uk 883100	3-11 N	60	469
Glebe Academy <i>Principal: Mrs Suzanne Oakes-Smith</i> Park Place, Fenton, ST4 3HZ	49	glebeacademy.co.uk 234868	3-11 N	30	202

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Primary School	Map ref.	Website / Telephone	Age	AN	NOR Summer 2014
Goldenhill Primary <i>Headteacher: Mr Steven Martin</i> Broadfield Road, Goldenhill, ST6 4QE	2	goldenhill.stoke.sch.uk 235790	3-11 N	30	201
Greenways Primary <i>Headteacher: Mrs Christine Dean</i> Nursery Avenue, Stockton Brook, ST9 9NY	14	greenwaysprimary.co.uk 235333	3-11 N	30	206
Grove Junior <i>Headteacher: Mrs Nicola McIntyre</i> Turner Street, Northwood, ST1 2NL	29	grovejunior.co.uk 234550	7-11	120	310
Hamilton Infant School <i>Executive Headteacher: Mrs Stephanie Moran</i> Barthomley Road, Birches Head, ST1 6NW	27	hamilton.stoke.sch.uk 234420	3-7 N	60	152
Hanley St Luke's CE (A) Primary <i>Headteacher: Mr Mark Barlow</i> Wellington Road, Hanley, ST1 3QH	34	hanleystlukes.com 234390	3-11 N	60	458
Harpfield Primary Academy <i>Headteacher: Mrs Jill Robertson</i> Palmers Green, Hartshill, ST4 6AP	40	harpfieldprimaryacademy.org.uk 234984	3-11 N	30	183
Heron Cross Primary <i>Headteacher: Mrs Dorrie Shenton</i> Grove Road, Heron Cross, ST4 4LJ	50	heroncross.stoke.sch.uk 233565	3-11 N	60	306
Hillside Primary <i>Headteacher: Mrs Karen Schonau</i> Field Avenue, Baddeley Green, ST2 7AS	19	hillside.stoke.sch.uk 235350	3-11 N	30	209
Holden Lane Primary <i>Headteacher: Miss Clare Thomas</i> Ralph Drive, Sneyd Green, ST1 6JS	22	holdenlane-pri.stoke.sch.uk 234890	3-11 N	30	174
Jackfield Infant <i>Headteacher: Mrs Dawn Shaw</i> Jackfield Street, Burslem, ST6 1ET	17	jackfield.stoke.sch.uk 234450	3-7 N	60	240
Kingsland CE (C) Primary <i>Headteacher: Mrs Sara Goddard</i> Werrington Road, Bucknall, ST2 9AS	35	kingslandprimarieschool.co.uk 234430	4-11	60	372
Maple Court Academy <i>Principal: Mr Jonathan Baddeley</i> Beverly Drive, Bentilee, ST2 0QD	42	maplecourt@sgfl.org.uk 235095 / 236556	4-11	60	425
Mill Hill Primary <i>Headteacher: Ms Andrea Fisher</i> Sunnyside Avenue, Little Chell, ST6 6ED	7	millhillprimary.org 234466	3-11 N	60	424
Milton Primary <i>Headteacher: Miss Jean Meredith</i> Leek Road, Milton, ST2 7AF	21	miltonprimary.org.uk 234780	3-11 N	60	262
Moorpark Junior <i>Headteacher: Mrs Karen Peters</i> Park Road, Burslem, ST6 1EL	16	moorpark.stoke.sch.uk 234440	7-11	60	235
New Ford Primary <i>Headteacher: Miss Sam Ashley</i> Brownley Road, Smallthorne, ST6 1PY	20	newford.org.uk 234605	3-11 N	60	477

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Primary School	Map ref.	Website / Telephone	Age	AN	NOR Summer 2014
Newstead Academy <i>Headteacher: Mrs Helen Stocking</i> Waterside Drive, Blurton, ST3 3LQ	60	newstead.stoke.sch.uk 235490	3-11 N	60	217
Northwood Broom Community School <i>Executive Headteacher: Mrs Stephanie Moran</i> Keelings Road, Northwood, ST1 6QA	30	northwoodbroom.co.uk 234379	3-7 N	60	164
Norton-le-Moors Primary Academy <i>Headteacher: Mrs Maxine Rizk</i> Norton Lane, Norton-in-the-Moors, ST6 8BZ	13	norton.stoke.sch.uk 234792	3-11 N	30	210
Oakhill Primary <i>Headteacher: Mrs Lyn Paxton</i> Rookery Lane, Oakhill, ST4 5NS	46	oakhillprimaryschool.co.uk 235238	3-11 N	60	388
Our Lady's Catholic Academy <i>Headteacher: Miss Dawn Lee</i> Watkin Street, Fenton, ST4 4NP	47	ourladys.stoke.sch.uk 235385	3-11 N	30	189
Our Lady and St Benedict Catholic Academy <i>Headteacher: Mrs Debbie Sims</i> Abbey Lane, Abbey Hulton, ST2 8AU	32	olsbprimary.org.uk 234646	3-11 N	30	145
Packmoor Primary <i>Headteacher: Mrs Sharon May</i> Carr Street, Packmoor, ST7 4SP	1	packmoorprimary.co.uk 234544	3-11 N	60	380
Park Hall <i>Headteacher: Mrs Georgina Frost</i> Carberry Way, Weston Coyney, ST3 5QU	54	parkhall.stoke.sch.uk 312384	3-11 N	60	381
Priory CE (C) Primary <i>Headteacher: Miss Pam Keen</i> Jubilee Road, Trentham, ST4 8EF	58	prioryceprimary.org.uk 233585	3-11 N	60	364
Sandford Hill Primary <i>Headteacher: Mr David Wardle</i> Clayfield Grove, Longton, ST3 5AQ	52	sandfordhill.stoke.sch.uk 235511	3-11 N	60	414
Sandon Primary Academy <i>Headteacher: Mrs Rachel Beckett</i> Harrowby Road, Meir, ST3 7AN	70	sandonprimaryacademy.com 319097	4-11	60	332
Smallthorne Primary <i>Headteacher: Mr Chris Crook</i> Chetwynd Street, Smallthorne, ST6 1PR	18	smallthorneprimary.org.uk 235265	3-11 N	30	199
Sneyd Green Primary <i>Headteacher: Mrs Rosina Lee</i> Sneyd Street, Sneyd Green, ST6 2NS	26	sneydgreen.stoke.sch.uk 234460	3-11 N	90	431
St Augustine's Catholic (A) Primary <i>Headteacher: Mr Edward Byrne</i> Sandon Road, Meir, ST3 7DF	69	st-augustines.stoke.sch.uk 319504	3-11 N	30	203
St George and St Martin's Catholic Academy <i>Headteacher: Mrs Dawn Farmer</i> Boulton Street, Birches Head, ST1 2NQ	28	st-george-st-martins.stoke.sch.uk 234384	3-11 N	30	210
St Gregory's Catholic Academy <i>Executive Headteacher: Mrs Margaret Yates</i> Spring Garden Road, Longton, ST3 2QN	64	saintgregorys.org.uk 235340	3-11 N	60	328
St John's CE (A) Primary <i>Headteacher: Mrs Pauline Bloor</i> Wheatly Avenue, Stoke-on-Trent, ST4 6SB	43	stjohns.stoke.sch.uk 238889	3-11 N	45	262

Primary School	Map ref.	Website / Telephone	Age	AN	NOR Summer 2014
St Joseph's Catholic Academy <i>Principal: Mrs Elizabeth Thomas</i> Mobberley Road, Goldenhill, ST6 5RN	3	stjosephscatholicprimary.org.uk 235393	3-11 N	30	205
St Maria Goretti Catholic (A) Primary <i>Executive Headteacher: Mrs Margaret Yates</i> Aylesbury Road, Bentilee, ST2 0LY	39	stmariagoretti.org.uk 234737	3-11 N	30	206
St Mark's CE (A) Primary <i>Headteacher: Mrs Michelle Johnstone</i> Wood Terrace, Shelton, ST1 4LR	36	stmarksprimary.org.uk 234411	4-11	60	380
St Mary's CE (A) Primary <i>Headteacher: Mrs Gill James</i> Ladywell Road, Tunstall, ST6 5DE	10	stmarysce.org.uk 235337	3-11 N	60	330
St Mary's Catholic Academy <i>Principal: Mr Ian Beardmore</i> Ford Green Road, Norton, ST6 8EZ	12	stmarysstoke.co.uk 234820	3-11 N	30	208
St Matthew's CE Academy <i>Headteacher: Mrs Yynda Thomas</i> Lightwood Road, Rough Close, ST3 7NE	66	stmatthews.stoke.sch.uk 394890	4-11	15	96
St Nathaniel's Academy <i>Principal: Mr Sean Thomson</i> Westport Road, Burslem, ST6 4JG	15	sainthaniel.org.uk 234950	3-11 N	60	361
St Paul's CE (C) Primary <i>Headteacher: Mrs Sandra Hearson</i> Byatts Grove, Longton, ST3 2RH	63	stpaulsprimaryschool.org.uk 235051	3-11 N	45	312
St Peter's Catholic Academy <i>Headteacher: Mrs Dianne Mason</i> Waterloo Road, Cobridge, ST6 3HL	24	st-peters-catholic.stoke.sch.uk 235040	3-11 N	30	312
St Teresa's Catholic (A) Primary <i>Headteacher: Mrs Sarah Cumbo</i> Stone Road, Trent Vale, ST4 6SP	57	st-teresas.stoke.sch.uk 235005	3-11 N	45	307
St Thomas Aquinas Catholic (A) Primary <i>Executive Headteacher: Miss Bernadette Sims</i> North Street, Stoke-on-Trent, ST4 7DG	41	st-thomasaquinas.stoke.sch.uk 234919	3-11 N	30	209
St Wilfrid's Catholic Academy <i>Headteacher: Mrs Dianne Mason</i> Queen's Avenue, Tunstall, ST6 6EE	11	st-wilfrid.stoke.sch.uk 235676	3-11 N	45	314
Star Academy <i>Principal: Miss Nicky Broomhall</i> Burnaby Road, Sandyford, ST6 5PT	5	staracademy.atrust.org.uk 235055	3-11 N	30	172
Stoke Minster CE (A) Primary <i>Headteacher: Mrs Lynne Willis</i> Boothen Old Road, Stoke-on-Trent, ST4 4EE	45	stokeminster.stoke.sch.uk 234800	3-11 N	60	310
Summerbank Primary <i>Headteacher: Mr Robert Shenton</i> Summerbank Road, Tunstall, ST6 5HA	6	summerbank.co.uk 233611	3-11 N	60	320
Sutherland Primary Academy <i>Head of Academy: Mr Garry Boote</i> Beaconsfield Drive, Blurton, ST3 3DY	61	sutherlandprimary.co.uk 233977	3-11 N	75	452
The Crescent Academy <i>Headteacher: Mr David Alston</i> Pinewood Crescent, Meir, ST3 6HZ	71	thecrescentacademy.com 318145	3-11 N	90	551

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Primary School	Map ref.	Website / Telephone	Age	AN	NOR Summer 2014
The Willows Primary <i>Headteacher: Mrs Sarah Thursfield</i> Greatbatch Avenue, Penkull, ST4 7JU	44	willowsprimary.com 233280	3-11 N	90	451
Waterside Primary <i>Headteacher: Mrs Joanne Knowles</i> Eastwood Road, Stoke-on-Trent, ST1 3JS	37	waterside.stoke.sch.uk 234630	3-11 N	45	235
Weston Heights Infant School <i>Headteacher: Mrs Kath Oakley</i> West Street, Weston Coyney, ST3 6PT	55	wcis.org.uk 319607	3-7 N	75	210
Weston Coyney Junior School <i>Headteacher: Mrs Julie Nevitt</i> Princess Drive, Weston Coyney, ST3 6NG	56	westoncoyney-jun.stoke.sch.uk 312112	7-11	60	235
Whitfield Valley Primary <i>Headteacher: Mrs Jennifer Lomas</i> Oxford Road, Fegg Hayes, ST6 6TD	4	whitfieldv@sgfl.org.uk 234570	3-11 N	60	286

Details of how places were allocated to each school for September 2014 can be found on pages 24-27.

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 Transport Team. They will be pleased to help you. If you are still unhappy, you have a right to appeal to an Independent Appeals Panel.

If you believe you have the grounds to appeal, you must complete an appeal form and return it to the appropriate address given on the appeal form. The deadline for Appeals is Friday 15th May 2015. Failure to meet this deadline may result in your appeal not being heard until September 2015.

An appeals form and information is available from the Admissions and Transport Team or on the website stoke.gov.uk/education

All appeals will be considered by an Appeal Panel constituted in accordance with the provisions of the School Standards and Framework Act (SSFA) 1998. The Appeal Panel normally consists of three independent people. None of them work for the city council or will have been involved with your case. The panel is independent of the Admission Authority and their decision will be binding on both you and the Admission Authority.

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 www.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 appeal directly to the school. This can be done by writing to the Chair of Governors, care of the school. If you have any difficulties contact the Admissions and Transport Team for advice.

Class Size Appeals

Since September 2001, there are statutory limits on class sizes. This means that, classes in Key Stage 1 **may not** contain more than 30 pupils with a single qualified teacher. Because of this, Appeals against a decision not to admit further pupils into infant classes of 5, 6 and 7 year olds can only be considered on limited grounds.

Limitations of Independent Admission Appeal Panels

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:

- the admission of additional children would not breach the infant class size limit; or

- b) the admissions arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In relation to point b) it is not enough to say that there has been a mistake in implementing the school's admission arrangements. The appeal panel can only uphold the appeal in cases where it is clear that the child would have been offered a place if the admission arrangements had been properly implemented or were not contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.

There are some legal exceptions to the Class Size Legislation. These are:

- 1. children admitted outside the normal admissions round with Statements of Special Educational Needs specifying a school;
- 2. looked after children and previously looked after children admitted outside the normal admissions round;
- 3. children admitted, after initial allocations of places, because of a procedural error made by the admission authority or local authority in the original application process;
- 4. children admitted after an independent appeals panel upholds an appeal;

- 5. children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (2 miles – statutory distance);
- 6. children of UK service personnel admitted outside the normal admissions round;
- 7. children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- 8. children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In view of these limitations, parents have a very limited chance of success in relation to 'infant class size' appeals. Below are the statistics for the last 3 academic years.

Stoke-On-Trent City Council Appeal Statistics

Primary Schools (Infant Class Size)	2011/	2012/	2013/
Number of appeals heard	98	67	74
Number of successful appeals	12	7	10



Transport

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

Where schools are beyond walking distance, you may be entitled to free school transport.

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

If your child is not eligible then find out about cycle routes to the school or enquire about "Park & Stride" or "WOW" (Walk Once a Week). 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.

Home to School Transport Policy

Pupils seeking free transport must be of compulsory school age i.e. between the ages of 4+ and 17 years and living in the City of Stoke-on-Trent.

Pupils with a Statement of Special Educational Needs 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).

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;
- 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.

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. Free transport may be provided at the discretion of the city council.

For further details please contact the Special Needs Transport Section on **01782 236842**.



Sustainable Travel to School

When deciding on which school you want to send your child to, 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 a car 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.

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 more information about cycling training contact the Safe & Sustainable Transport Team on **01782 232066**.

The Sustainable Travel to School Strategy can be found on the city council's website:

stoke.gov.uk/traveltoschoolstrategy

or via **www.traveline.info**

Alternatively ring the Traveline on **0871 200 2233**

or the School Travel Plan Officer on **01782 234968**.

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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 local authority will take careful account of the views of the Headteachers and governing bodies of the schools named by the parent. In particular the local 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 Hub

The Stoke-on-Trent Family Information Service Hub 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 with a disability). Information, advice and guidance is available to help you with the following:

- Behavioural issues – practical information and advice on how to tackle behavioural 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 – information on schemes to help with the cost of childcare, including tax credits;
- Brokerage – free to access additional support if you are struggling to find childcare that meets the needs of you and your family.

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

The website also includes information on national sources of support. You can access the directory online at stoke.gov.uk/fishdirectory

To find out more about the Family Information Service Hub please contact us on:

- Telephone - **01782 232200**
- Email - fish@stoke.gov.uk
- Website - stoke.gov.uk/fish
- Twitter (@stokeFISH) and Facebook – (search for Stoke Family Information Service Hub)
- By calling in to the Civic Centre (Floor 2) or 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.

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.

You can make a claim at your child's school, local centre, 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.



Complaints

Although our schools 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. If you are still unhappy, the local Education Welfare Officer will be able to advise you what to do next. Alternatively, you may write to the Chair of Governors at your child's school.

If you are still concerned, you can contact OfSTED or, in the case of an academy, the Academies Unit at the Department for Education (DfE). Each faith school has its own complaints policy, a copy of which is available from the school.

Education Welfare Team

The Education Welfare Team can be contacted on **01782 235355**. Any concerns will be addressed via the telephone helpline between 8.30am and 5pm. The Education Welfare Service 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 Transport Team is the central contact point for parents requiring further help or information. Our helpline telephone numbers are **01782 234598**.

The team may also be contacted by writing to the address on page 28.

Or you could contact us by e-mail on **admissions@stoke.gov.uk**

Officers will also be pleased to deal with any enquiries in person, should you prefer to visit the office at the Civic Centre to discuss your concerns. Contact the Admissions and Transport Team to make an appointment on **01782 234598**. The offices are open to the public from 8.45am to 5pm Monday to Thursday and 4.30pm on Friday. From here you can obtain information on:

- Admissions to schools;
- Exclusions;
- Free school meals;
- Bus passes.



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How places were allocated for September 2014

Primary School	Published Admission number	1st Prefs	2nd Prefs	3rd Prefs	Total applications	Children admitted	Of which were LA offers
Abbey Hulton	30	33	18	10	61	30	n/a
Alexandra Infants	60	37	14	14	65	39	3
Ash Green	60	67	41	13	121	60	n/a
Ball Green	45	38	13	9	60	45	n/a
Belgrave St Bartholomews Academy	60	67	22	8	97	61	n/a
Blurton	60	37	20	17	74	37	n/a
Burnwood	90	61	28	8	97	64	2
Carmountside Primary Academy	30	25	9	9	43	30	2
Christchurch CE(C)	30	33	16	17	66	30	n/a
Clarice Cliff	60	67	29	18	114	61	n/a
Eaton Park Academy	60	76	36	15	127	60	n/a
Etruscan	60	53	19	8	80	55	4
Forest Park	60	57	38	15	110	60	n/a
Gladstone	60	77	43	40	160	60	n/a
Glebe Academy	30	36	30	25	91	30	n/a
Goldenhill	30	30	15	13	58	30	n/a
Greenways	30	29	23	31	83	30	n/a
Hamilton Infants	60	48	31	17	96	59	1
Harpfield Primary Academy	30	28	12	12	52	28	n/a
Heron Cross	60	49	17	6	72	51	3
Hillside	30	32	30	12	74	30	n/a
Holden Lane	30	26	4	12	42	29	n/a
Jackfield Infants	60	65	17	16	98	60	n/a
Kingsland CE(C)	60	70	41	15	126	61	n/a
Maple Court Academy	60	55	17	12	84	62	2
Mill Hill	60	72	32	33	137	60	n/a
Milton	60	65	29	24	118	61	n/a
New Ford	60	72	45	20	137	60	n/a
Newstead Primary Academy	60	35	14	11	60	36	1
Northwood & Broom Community	60	62	31	18	111	60	n/a
Norton	30	42	36	32	110	30	n/a
Oakhill	60	52	22	21	95	54	1
Our Lady & St. Benedict Catholic	30	23	14	13	50	30	4
Our Lady's Catholic	30	29	23	5	57	31	n/a
Packmoor	60	63	18	12	93	60	n/a
Parkhall	60	69	43	34	146	62	n/a

Schools which are shaded operate their own admissions policy.
Reception 2014 Preference Statistics correct as of 1 July 2014.

<i>Children on waiting list</i>	<i>Children in care</i>	<i>SEN Children</i>	<i>Catchment and siblings</i>	<i>Catchment</i>	<i>Non-catchment and siblings</i>	<i>Distance</i>	<i>Furthest distance admitted (miles)</i>	<i>Appeals upheld</i>	<i>Places available</i>	<i>Appeals lodged</i>	<i>Primary School</i>
6	0	0	5	9	9	7	1.391		0		Abbey Hulton
n/a	0	0	19	12	2	3	n/a		21		Alexandra Infants
6	1	1	19	29	3	7	0.98	0	0	1	Ash Green
0	6	0	14	17	0	8	n/a	0	0	1	Ball Green
4									-1		Belgrave St Bartholomews Academy
n/a	1	0	10	11	4	11	n/a		23		Blurton
n/a	0	0	24	22	3	13	n/a		26		Burnwood
n/a	0	0	12	9	5	2	0.574		0		Carmountside Primary Academy
3	0	1	6	11	5	7	0.694	0	0	2	Christchurch CE(C)
13	0	1	15	31	8	6	1.011	0	-1	1	Clarice Cliff
23	0	0	20	40	53	n/a	n/a	2	0	13	Eaton Park Academy
n/a	0	2	20	29	1	3	n/a	0	5	1	Etruscan
4	0	0	33	27	n/a	n/a	0.546		0		Forest Park
20	0	0	16	32	12	n/a	1.344	0	0	6	Gladstone
8	0	0	9	13	3	5	0.376	0	0	1	Glebe Academy
3	0	1	6	4	10	9	0.887		0		Goldenhill
5	0	0	4	6	8	12	1.809	0	0	1	Greenways
n/a	1	0	2	28	3	25	n/a		1		Hamilton Infants
n/a	0	0	16	6	5	1	n/a		2		Harpfield Primary Academy
n/a	1	0	9	17	10	11	n/a	1	9	1	Heron Cross
10	3	0	5	11	7	4	1.363		0		Hillside
n/a	0	0	11	9	2	7	n/a		1		Holden Lane
10	1	0	15	33	9	2	0.541	0	0	2	Jackfield Infants
15	0	0	9	31	19	n/a	1.827	2	-1	5	Kingsland CE(C)
6	1	0	21	22	7	9	n/a	0	-2	1	Maple Court Academy
16	0	0	29	24	7	n/a	0.405	0	0	6	Mill Hill
11	0	0	11	14	12	23	1.172	1	-1	6	Milton
16	1	0	13	18	19	9	0.387	0	0	2	New Ford
n/a	1	0	10	9	6	9	n/a	0	24	1	Newstead Primary Academy
5	1	0	5	34	7	13	1.016	0	0	3	Northwood & Broom Community
14	0	0	20	9	n/a	n/a	0.335	1	0	6	Norton
n/a	0	0	12	20	10	11	n/a		6		Oakhill
n/a									0		Our Lady & St. Benedict Catholic
n/a									-1		Our Lady's Catholic
7	1	10	13	19	6	21	1.809	0	0	2	Packmoor
12	1	0	13	14	15	19	1.012	1	-2	2	Parkhall

How places were allocated for September 2014

Primary School	Published Admission number	1st Prefs	2nd Prefs	3rd Prefs	Total applications	Children admitted	Of which were LA offers
Priory CE(C)	60	57	28	15	100	57	n/a
Sandford Hill	60	63	37	15	115	60	n/a
Sandon	60	55	14	2	71	57	n/a
Smallthorne	30	32	41	36	109	30	n/a
Sneyd Green	90	53	24	22	99	66	8
St. Augustine's Catholic	30	31	11	6	48	30	n/a
St. George & St. Martin's Catholic	30	39	25	11	75	30	n/a
St. Gregory's Catholic	60	56	32	21	109	59	n/a
St. John's CE(A)	45	37	19	20	76	39	1
St. Joseph's Catholic	30	24	13	15	52	26	n/a
St. Luke's CE(A) Hanley	60	42	24	17	83	56	5
St. Maria Goretti Catholic	30	37	19	9	65	30	n/a
St. Mark's CE(A)	60	60	21	5	86	60	n/a
St. Mary's Catholic, Norton	30	35	35	24	94	30	n/a
St. Mary's CE(A), Tunstall	60	63	40	26	129	60	n/a
St. Matthew's CE Academy	15	10	11	8	29	11	n/a
St Nathaniel's Academy	60	56	8	8	72	60	3
St. Paul's CE(C)	45	33	7	8	48	43	6
St. Peter's Catholic	30	43	22	7	72	30	n/a
St. Teresa's Catholic	45	49	32	19	100	46	n/a
St. Thomas Aquinas Catholic	30	38	26	16	80	30	n/a
St. Wilfrid's Catholic	45	59	44	17	120	45	n/a
Star Academy, Sandyford	30	24	5	5	34	24	n/a
Stoke Minster CE(A)	60	48	11	11	70	52	n/a
Summerbank	60	41	15	10	66	52	5
Sutherland Primary Academy	75	56	17	10	83	60	n/a
The Crescent Academy	90	76	10	19	105	81	1
The Willows	90	79	50	20	149	87	n/a
Waterside	45	57	19	13	89	52	n/a
Weston Heights Infants	75	59	47	19	125	69	5
Whitfield Valley	60	56	17	8	81	60	4

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Children on waiting list
Children in care
SEN Children
Catchment and siblings
Catchment
Non-catchment and siblings
Distance
Furthest distance admitted (miles)
Appeals upheld
Places available
Appeals lodged
Primary School

n/a	1	0	23	18	4	11	n/a		3		Priory CE(C)
11	0	0	9	12	21	18	0.814	0	0	2	Sandford Hill
n/a	3	1	12	31	3	7	n/a		3		Sandon
6	0	1	2	11	3	13	0.585		0		Smallthorne
n/a	0	0	18	22	6	12	n/a		24		Sneyd Green
1									0		St. Augustine's Catholic
6									0		St. George & St. Martin's Catholic
n/a									1		St. Gregory's Catholic
n/a									6		St. John's CE(A)
n/a									4		St. Joseph's Catholic
n/a									4		St. Luke's CE(A) Hanley
5									0		St. Maria Goretti Catholic
2									0		St. Mark's CE(A)
9									0		St. Mary's Catholic, Norton
9									0		St. Mary's CE(A), Tunstall
n/a									4		St. Matthew's CE Academy
n/a	0	0	25	13	7	12	n/a		0		St Nathaniel's Academy
n/a	0	0	6	6	13	12	n/a		2		St. Paul's CE(C)
14									0		St. Peter's Catholic
4									-1		St. Teresa's Catholic
7									0		St. Thomas Aquinas Catholic
17									0		St. Wilfrid's Catholic
n/a	0	0	9	5	5	5	n/a		6		Star Academy
n/a									8		Stoke Minster CE(A)
n/a	0	0	11	13	13	10	n/a		8		Summerbank
n/a	0	0	26	17	5	12	n/a		15		Sutherland Primary Academy
n/a	0	0	41	28	5	6	n/a		9		The Crescent Academy
n/a	1	2	16	24	13	31	n/a		3		The Willows
5	0	0	11	27	12	2	0.554		-7		Waterside
n/a	0	1	6	15	9	33	n/a		6		Weston Heights Infants
1	0	2	27	22	3	2	n/a		0		Whitfield Valley

Deadline for applications
Thursday
15 January
2015



Useful contact details

Admissions and Transport, People Directorate

Civic Centre, Glebe Street,
Stoke-on-Trent,
ST4 1HH

Admissions and Transport Helpline	01782 234598
In Year Admissions	01782 237856
Education Welfare	01782 235355
Parent Partnership	01782 234701
Free School Meals	01782 236813
Vulnerable Children and Corporate Parenting	
Hanley Area Office	01782 235100
Pupil Support for Staffordshire:	
Children and Lifelong Learning, Tipping Street Stafford ST16 2DH	01785 278675
E-mail: admissions@staffordshire.gov.uk	

 [facebook.com/stokeontrent.citycouncil](https://www.facebook.com/stokeontrent.citycouncil)

 twitter.com/sotcitycouncil

People Directorate

Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH

stoke.gov.uk/education

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