

Information for Parents

Secondary Schools



**Deadline for
applications
Monday
31 October
2011**

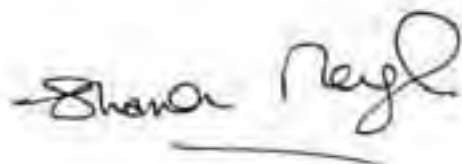
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Introduction

Applying for a place at secondary school is a big step in a child's life. This booklet sets out options for pupils transferring to secondary school in September 2012. It is designed to help you to support your child in making this important decision.

These are exciting times for secondary education in Stoke-on-Trent. We are able to set out the offers of Stoke-on-Trent's family of fourteen secondary schools which are working together to improve standards and provide increased opportunities for pupils studying in the city. We offer a variety of school types. Each has its own identity and ethos and it is important to read the information relating to each school before stating your preferences.

Applications 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



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at Secondary School

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

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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 secondary school in
Stoke-on-Trent for 2012 is

**Monday
31 October
2011**

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 secondary school

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

If your child is in Year 6 and you live in the city, you should register your preference on-line at:

stoke.gov.uk/admissions

You should have received a letter with this booklet detailing a Unique Identifier (UID) to use with this application.

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 1 March 2012.
- You may edit your preferences on-line anytime before the closing date of 31 October 2011.

If you prefer to complete a paper copy of the application form, this can be downloaded from the above website or obtained from your child's primary school. 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.

It is also possible to apply by telephone. During October, you will be able to ring the Admissions Team on 01782 236867/236885. We will log your preferences on our database and you will then receive a letter or e-mail confirming your preferences.

If you are applying for a Church Aided School or Faith-Based Academy, additional information such as baptism certificate/faith reference will be required. This can be forwarded separately. Please refer to the individual admissions policies for faith schools to confirm which additional information is 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 31 October 2011 by telephoning the Admissions Team (Tel: 01782 236867/236885) by writing to:
Admissions and Family Services,
Children and Young People's Directorate,
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 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.

Decision letters on the outcome of your application will be sent out on 1 March 2012.



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

Your child will transfer from a primary to a secondary school in the September after his/her eleventh birthday. Stoke-on-Trent secondary schools are comprehensive and cater for both boys and girls. This means that they accept children of all abilities and no child is offered or refused a place on the basis of general level of ability. The only exception to this is St. Joseph's College, which is a selective school, details of which are given later in the booklet.

Currently, there are five types of secondary school within the city:

Community schools

These are run by the city council as the local authority.

- Holden Lane High School and Specialist Sports College
- Thistley Hough High School

Foundation schools

This is a non-denominational school where the governing body has the same power as the governing body of an Aided school.

- Haywood Engineering College (likely to become an Academy from September 2011)

Foundation Trust schools

These are foundation schools supported by a charitable trust.

- Birches Head High School
- Sandon High School
- Trentham High School



Voluntary Aided schools

These "Church" schools are run with the support of the Anglican or Roman Catholic Church or their Trustees. They have a legal duty to preserve and develop their denominational religious character and will strongly emphasise religious education. These schools are run in close partnership with the local authority. Please refer to the separate section for Church schools contained in this booklet.

- St. Margaret Ward Catholic School and Arts College
- St. Thomas More Catholic College

Academies

These are state-funded independent schools.

- Ormiston Horizon Academy
- Ormiston Sir Stanley Matthews Academy
- St Joseph's College
- St Peter's Academy
- The Co-operative Academy at Brownhills
- The Discovery Academy

Applications made for schools which have closed will be processed as an application for the relevant academy.



Transferring from primary to secondary school

This section of the booklet applies to all secondary schools, including those outside the city. If your preference is for a Church school or Faith Academy, please read carefully the admissions policies which will inform you of any supplementary information which is required. Please see pages 33-54 for the admissions policies.

The legislation does not give you the right to choose the school to which your child should be admitted. However, the city council must make arrangements to enable you, as parents, to express a preference for the secondary school(s) which you would like your 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 full and it is not possible to meet all parental preferences, your second preference will be very important. It is, therefore, vital that you give careful consideration to which schools to nominate on the enclosed application form and in which order you name them. Please note that if your child has a Statement of Special Educational Needs then we must allocate a place at the school named on the Statement.

Schools hold open evenings for parents during the first half of the Autumn Term, and these provide an opportunity for you to visit those in which you are interested. You may also consult schools' inspection reports at www.ofsted.gov.uk and schools' examination results at www.education.gov.uk

All applications for secondary schools are managed by Stoke-on-Trent City Council on behalf of community, Foundation, Voluntary Aided schools and Academies. This is known as the co-ordinated admission scheme.

We will pass to the governing bodies of Foundation (trust), Academies and Voluntary Aided schools the preferences for their schools and will ask the governors to list the children in priority order according to their admissions policy. These lists will be returned to us. Admissions authorities cannot take into account the position of a school on the parent's preference form.

We will pass preferences for schools in other local authority areas to the council for that area and ask that council which children it will be able to allocate places in its schools.

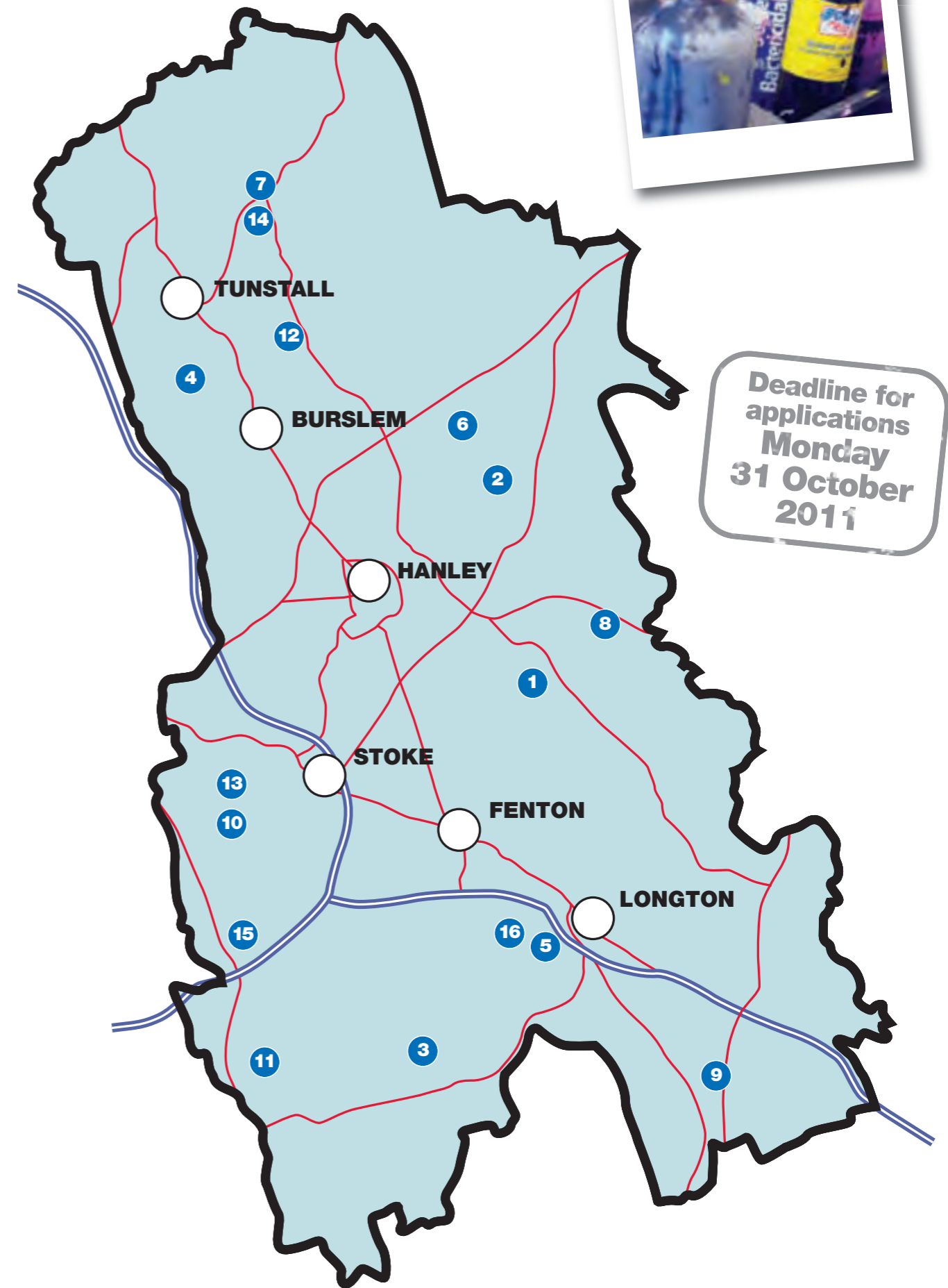
We will consider preferences for the community schools in the city in accordance with their own criteria which are set out on page 8. We will draw up a list for each school of children in priority order.

Once all the lists have been completed, the council will allocate places up to each school's Admission Number. If a child is eligible for a place at more than one school the child will be offered a place at the school which is highest on the parent's preference list. In the event that a child is not eligible for any of the schools that their parent has named, s/he will be offered a place at the nearest school where there is a place. Each child will be offered one place.

The advantage of this coordinated system is that a child is more likely to gain a place at one of the schools which is a preference even if it is not a first preference. It must be recognised that this could be at the expense of a child who lives further away and whose parents put the school as a first preference.

1	St Peter's Academy (Bucknall site)*
2	Birches Head High School
3	Ormiston Sir Stanley Matthews Academy
4	The Co-operative Academy at Brownhills
5	Discovery Academy (South site)*
6	Holden Lane High School
7	Ormiston Horizon Academy
8	Discovery Academy (North site)*
9	Sandon Business and Enterprise College
10	Thistley Hough High School, Media and Visual Arts College
11	Trentham High School
12	Haywood Engineering College
13	St. Peter's Academy (Penkhull site)*
14	St. Margaret Ward Catholic College
15	St. Joseph's College
16	St. Thomas More Catholic College

* St Peter's Academy and Discovery Academy are due to move to new sites in December 2013 on completion of new buildings under the Building Schools for the Future programme.



Admissions Policies

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For applications to Community schools, for each school we will draw up a list of all the children whose parents have named the school as a preference. At this stage, we will not take any account of whether it is a first, second or third preference. We will use the following criteria to draw up the list. We will list the children in descending order of priority.

1. Children who are in public care (children in public care includes children provided with accommodation under Section 22 of the Children Act 1989);
2. Children who have older brothers or sisters at the school at the time that they will start; and
3. Children who live nearest to the school as determined by 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, 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 the last eligible child is a twin,

triplet or child of any other multiple birth, we will allocate places to the siblings even if that means exceeding the admission number.

The local authority does not use catchment areas for the allocation of secondary school places to Community schools.

All applicants are considered against these criteria, with no priority given for early application. Late applications will receive individual consideration. Normally we will accept applications received late for genuine reasons, for example, a single parent who has been ill or a family that has recently returned from abroad.

If a place is offered on the basis of 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 offer of a place will be withdrawn.

For some schools, not all preferences can be accommodated. In a few cases, it may not be possible to meet any of your three preferences because all places are filled by candidates with a higher priority. In that case a place will be offered at the school which is nearest to your home address with a place available.

We operate waiting lists until the end of the Autumn Term

(i.e. 31 December 2012). If places do become available, due to pupil movements in the area, we then fill the places in line with the criteria listed on page 8.

If you are not offered one of your preferences, there are three options available to you:

- you can appeal against the decision to an Independent Appeals Panel which is convened by Member Services at the city council. The Appeals Panel normally consists of three people, none of whom work for the council or the school and will not have dealt with your case before. The Panel's decision is final. Normally, parents are allowed one appeal per school. You are however, entitled to appeal for as many schools as you wish and, if we are unable to offer you a place, you will be offered an appeal for each school. Repeat appeals for the same school are only considered where there has been a material change in the circumstances of the child or family since the previous appeal, for example, a change of home address;
- you can ask to go on a school's waiting list; or
- you can apply for a place at other schools with vacant places.

The Admissions and Family Services Team will be happy to advise you. Whichever school your child transfers to, the aim is to provide a happy and challenging education, with

the emphasis on hard work and achievement – and on staying on in education and training after 16.

For applications to Academies, Church and Foundation schools, these schools have their own admissions criteria and the governing body of each school will decide on admissions. If you wish to apply for any of these schools, you must include them in your preferences and complete the relevant sections of the form. Details of how these schools will give priority to pupils seeking admission are given on pages 33-54. If the governors at one of these schools are unable to offer your child a place, you are still entitled to an appeal. You will need to approach each school for information regarding their independent appeals process.

For applications to schools in other local authorities' areas, you should name the school as one of your preferences on the Stoke-on-Trent application form and submit this as set out on page 4. We will then send information on the application to the other local authority or school for their attention. There is no need to fill in a second form, but you are strongly advised to name three preferences.

If you are unsure of your chances of gaining a place at any school, please telephone the helpline (details on page 4), or the school, for advice before filling in the form. Data on recent applications are set out in the table below.

Stoke-on-Trent Secondary Schools Admission Breakdown Sept 2010

Secondary School	Pupil Admission Number (PAN)	1st Prefs	2nd Prefs	3rd Prefs	Total Prefs	Allocated	Refused	Allocations Breakdown Community Schools				
								LAC	SEN	Sibling	Distance	Furthest Distance to be Offered
Birches Head High School	150	156	72	92	320	151	7	0	0	34	117	N/A
Co-operative Academy at Brownhills	210	117	50	48	215	128	0					
The Discovery Academy	240	193	161	74	428	227	0					
Haywood Engineering College	210	214	190	117	521	220	8					
Holden Lane High School	220	147	162	53	362	158	0	2	0	42	114	N/A
Ormiston Horizon Academy	180	103	60	76	239	112	0					
Ormiston Sir Stanley Matthews Academy	210	114	37	36	187	132	0					
Sandon Business and Enterprise College	180	185	69	57	311	180	11	1	0	55	124	1.682miles
St Joseph's College	120	240	88	51	379	124	117					
St Margaret Ward Catholic College	200	211	119	68	398	203	21					
St Peter's Academy	240	141	155	121	417	175	0					
St Thomas More Catholic College	187	265	182	92	539	194	92					
Thistley Hough High School, Media and Visual Arts College	186	164	52	46	262	181	0	1	0	45	135	N/A
Trentham High School	150	164	129	101	394	166	20	1	0	42	123	1.87miles

Over subscribed school

Transferring from one secondary school to another

For applications taking place outside the normal admissions round, for example, if you are moving into the area or from one area of the city to another and you wish to change your secondary school, you should first discuss the matter with the Headteacher at your child's current school before contacting the admissions team to enquire about making a transfer.

If your child is experiencing difficulties at his/her current school, we strongly advise that the best course of action, initially, is to try to resolve matters by speaking to your child's Headteacher. If, after discussion and careful consideration, it is considered that a transfer may be beneficial to your child, Admissions and Family Services will advise you. Before making any final decision in favour of transferring your child, however, you should first consider how s/he will travel, as an alternative school could be some distance from your home. You should also note that pupils begin their GCSE course in Year 10 and it will almost certainly be harmful to your child's education to change schools once this important stage is reached.

Any parent living 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.

Stoke-on-Trent does not provide funding for pupils to be educated at private day or boarding schools (except where such access is deemed to be necessary for children with a Statement of Special Educational Needs). Similarly, Stoke-on-Trent does not run any secondary school which offers boarding facilities and does not normally provide funding for pupils to attend boarding schools in other areas.

Further Admissions Breakdown 2011

Haywood Engineering College

School Admission Number	210
Number of Applications	521
Number of Children Admitted (including appeals)	220

Note: Please refer to booklet for criterion explanations

Criterion	No. Admitted
SEN	4
No 1	0
No 2	30
No 3	67
No 4	21
No 5	18
No 6	24
No 7	46

Under criterion 7 the 210th place went to child who lived 3.89 miles away using straight line measurement

Appeals/ Other	10
TOTAL	220



St. Joseph's College

Examination Breakdown

Number of Children Registered to sit exam	357
Number of Children who withdrew	18
Number of Children who passed	(272) 80.2%
Number of Children who failed	(67) 19.8%

School Admission Number	120
Number of Applications	
Number of Children Admitted (includes 4 appeals)	124

Catholic Applicants

Catholic applications	130
Catholics admitted	100
Catholics admitted with siblings	44
Other Catholics admitted	56

Last Catholic child to be admitted scored 36pts and lived 0.303 miles away

Christian Applicants

Christian applications	61
Christians admitted	15
Christians admitted with siblings	8
Other Christians admitted	7

Last Christian child to be admitted scored 36pts and lived 1.02 miles away

Non-Catholic/Christian and Non Classified Applicants

Non-Catholic/Christian applications	41
Non-Classified applications	142
Non-Catholic/Christian admitted with siblings	5
Other Non-Catholic/Christians admitted	n/a

Last Non-Christian child to be admitted scored 33pts, had a sibling in attendance and lived 2.112 miles away

Distances are measured by straight line measurement from the Brother's house to the home address of the applicant

St. Margaret Ward Catholic College

School Admission Number	200
Number of Applications	398
Number of Children Admitted (including appeals)	203

Note: Please refer to booklet for criterion explanations

Criterion	No. Admitted
SEN	5
No 1	0
No 2	108
No 3	9
No 4	1
No 5	2
No 6	17
No 7	44
No 8	14

Under criterion 8 the 200th place went to child who lived 0.653 miles away using straight line measurement

Appeals/ Other	3
TOTAL	203

St Thomas More Catholic College

School Admission Number	187
Number of Applications	539
Number of Children Admitted (including appeals)	194

Note: Please refer to booklet for criterion explanations

Criterion	No. Admitted
SEN	6
No 1	0
No 2	81
	26 of which were siblings
No 3	8
	1 sibling
No 4	0
No 5	51
	14 siblings
No 6	39
	20 siblings

Under criterion 6 the 187th place went to child who lived 0.648 miles away

Appeals	9
TOTAL	194

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



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- 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 secondary 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.

Caring for your child in school

Your child will be allocated a form tutor or head of year who will look after the general welfare of your child whilst in school. This person provides another invaluable contact point for you if you are worried about any aspect of your child's schooling.

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.

**Deadline for applications
Monday
31 October
2011**

Holden Lane High School

Holden Lane is a mixed secondary school in Stoke-on-Trent with Specialist Sports College status.

Milton Road, Stoke-on-Trent, ST1 6LG

Phone number 01782 234 449
Email enquiries@holdenlanehighschool.co.uk
Headteacher Mr J Patino

holdenlane.co.uk



Open Evening
Thursday
13
October
6.30pm

Ethos

The core purpose of Holden Lane High School is to raise aspirations and attainment for all, through an engaging environment that challenges, motivates and rewards; to encourage students to excel personally, emotionally and creatively in preparation for their future career and wider personal success. Our students enjoy a personalised and stimulating curriculum delivered in a flexible and inclusive manner. From early entry GCSE to additional support with literacy and numeracy, we are able to adjust and design the pathways that best suit each student, including targeted provision to allow students to achieve the English Baccalaureate benchmark.

Curriculum

At Key Stage 3 students focus on developing key skills and their competence in learning. At Key Stage 4 we are almost unique in offering not only the most extensive range of academic and vocational subjects, but giving students completely free choice. Only then do we construct the timetable to deliver what they have chosen.

Our commitment to broadening the learning environment has involved local colleges, over night stays in university, participation in local and national competitions, performances, field trips, visits to historical sites and wider still to "Connecting Classrooms" in Ghana and our Dreams and Teams Project with Kenya. The projects with African schools have promoted exchange of ideas, understanding of other cultures and the building of relationships with students from other countries who have similar aspirations as themselves.

Facilities

As a Specialist Sports College, we are at the centre of the development of sport and PE in Stoke North schools and students enjoy the wide variety of sports clubs on offer. In addition to encouraging sporting talents, offering a variety of



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 the office below.

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
31 October
2011**

Thistley Hough

High School, Media and Visual Arts College

We provide a safe, stimulating and supportive environment ensuring that every student has the opportunity to achieve their very best.

Newcastle Lane, Penkhull,
Stoke-on-Trent, ST4 5JJ

Phone number 01782 418500
Email thhs@sgfl.org.uk
Headteacher Rob Haines

thistleyhough.stoke.sch.uk

Ethos

Thistley Hough High School is in the top 100 most improved schools in the country; results have continued to improve here for five years in succession. We are a Specialist Arts College where children are safe, happy and successful.

We serve a pleasant and varied area of the city with a strong community feeling and parents who are supportive of the school, and interested in their children's education.

The students are pleasant, friendly and well behaved. We are a uniform school, and expect parents to support this. All our students have the right to learn and our code of conduct reflects this.

The atmosphere in the school is warm and friendly and is commented on by all visitors. We are a multi-cultural community school, welcoming people of all faiths and from all backgrounds. There is very little bullying and a lack of vandalism and graffiti.

Curriculum

Thistley Hough High School is a school committed to continuous improvement.

We aim to be the best and only the best will be good enough.

There are chances to join in a wide range of activities in school. These include:

- Sports and also Sport Leadership Programme
- Dance clubs and educational visits
- Art, Technology and Media clubs
- Computer clubs
- Duke of Edinburgh Award
- Music and Drama groups

We work closely with our feeder primary schools, where staff are welcoming and have joined us to deliver French, dance and other activities. This is part of our mentoring programme, every child has interviews with senior staff to review their progress and liaise closely with parents so that they are fully involved.

Standards and Achievement

All our staff are able, keen and totally committed to school improvement.

Students are involved in all the decisions we make through their school council. We were the first Stoke-on-Trent school to win a Leading Aspect Award for the way our pupils lead others in improving our school. It is to support the students and with the help of governors, that we have a 'zero tolerance' policy towards antisocial behaviour.

Her Majesty's Inspector of Education wrote in her last report:

- "Pupils behave in a calm and orderly manner"
- "Pupils feel they play their part in running the school and speak positively of their time in school"
- "Pupils feel safe - there is little bullying and relationships between all students are good".



Artist's impression of new buildings

Deadline for applications
Monday
31 October
2011

Open Evening
Thursday
29
September
6pm

Open Day
Wednesday
5
October
8.45 - 9.45am
11.20am - 12.20pm
2 - 2.50pm
7pm

Ethos

We are a warm, enthusiastic school with outstanding pastoral care guidance and support that believes education is about exploring ideas, meeting challenges and aiming higher. We ensure that all our students have the opportunity to fulfil their potential and achieve their goals. As well as leaving Haywood academically and vocationally well qualified, students will aspire to be responsible and confident global citizens, who care about the world in which they live and the people who surround them.

Curriculum

We believe that if students are to reach their true and full potential, they must be taught in ways that suit their personal learning style. Lessons are designed to encourage students to develop their thinking skills. They include a wide variety of stimulating activities to enable students to engage with the subject matter and progress effectively. As an Engineering College, we aim to promote the values of creativity, ingenuity and enterprise. Through outreach work we also inject these values and skills into our local community to fuel the social and cultural regeneration and renewal of the area. We also continue to offer successful arts and sports to all students. 'Able and Talented' students are identified early and departments provide a wide range of activities to ensure that these students have every opportunity to make the most of their particular strengths. We have excellent college and university links (including Oxbridge) to ensure smooth transition. We have an extensive and wide ranging number of school committees and students apply to take part. These committees consider such things as cultural awareness, the quality of teaching and the learning environment of the school. The committees meet regularly to report to the school senior leadership team and governors.



Haywood

Engineering College

We are a very popular Comprehensive Foundation School committed to providing a caring and stimulating learning environment for young people aged between 11 and 16 years.

High Lane, Burslem, Stoke-on-Trent, ST6 7AB

Phone Number 01782 853535
Email haywood@sgfl.org.uk
Headteacher David Dickinson

haywood.stoke.sch.uk

Facilities

As one of the first schools in the city to benefit from Building Schools for the Future investment we will shortly have new and remodelled facilities including a new science area, a redesigned engineering building and remodelled music and drama areas (Sept 2011). We will also benefit from a new sports hall and a visionary learning tower designed by our students (2012). The BSF programme will further enhance our already extensive ICT resources and our school funded parent support advisors are always on hand to encourage family learning.

Students and the community are encouraged to use our public library which also facilitates a number of adult courses. As a popular and well established extended school, in the heart of its community, we offer a very extensive range of free before and after school activities including Judo, Drama Club and Dodgeball. A term time breakfast/after school club ensures that students are looked after from 7.30am to 6pm.

Standards and Achievement

Ofsted continues to grade the school as good with outstanding features. We work with local primary schools, the local community and businesses to raise our standards of achievement and to help re-vitalise the local economy by producing more young people wishing to pursue careers as varied as law, teaching, construction, the caring services and of course engineering. We are also proud of our Artsmark Gold and Sportsmark Awards which recognise the quality and variety of our work in PE, art, music, dance and drama. We run our own orchestra and perform our own musicals and concerts annually. We will continue our improving trend in results while maintaining a wide varied curriculum choice, which is predominately GCSE, including the separate sciences for the 'Able and Talented', and also includes Diplomas and BTECs. This offers students the optimum choice Post-16 and clear pathways to university.

Birches Head

High School

We are a popular Co-operative Trust Foundation School located close to the city centre with modern well-equipped buildings and pleasant surroundings. "Birches Head has steadily and consistently improved to become a good school", Ofsted May 2011.

Birches Head Road, Birches Head,
Stoke-on-Trent, ST2 8DD

Phone number 01782 233595
Email info@bircheshead.org.uk
Headteacher Ms Karen Healey

bircheshead.org.uk

Ethos

The ethos of our school is based on the values of respect, inspire, challenge and honesty. We expect all our students to commit to these values and to pursue excellence in all that they undertake. This commitment was recognised by Ofsted in their recent report which stated "Students demonstrate good awareness of the value of diverse cultures and of moral and social issues as a result of their involvement in a wide range of community action projects and a strong curriculum focus on these themes. Students have well-developed spiritual awareness gained through various opportunities for reflection and the ability to empathise with others, inspired by their studies through the creative curriculum. Overall, students collaborate well, and demonstrate a range of skills, attitudes and competences that prepare them well for their future working lives".

Curriculum

As a school we have been nationally recognised for the creativity and innovation of the curriculum we offer students at Birches Head High School. In May 2011, Ofsted said "The innovative curriculum and good quality of care, guidance and support ensure that the needs of all students are well met. Consequently, students enjoy their learning, respond positively to their teachers and feel they are well cared for and encouraged to achieve their best". This recognises that in Year 7 we aim to develop our students as effective learners, so we teach our students how to become effective thinkers, good communicators and have the skills to be emotional and socially effective, as well as teaching the traditional subjects. We ensure that all students experience external partners in their learning experiences. We start students on GCSE or equivalent courses as soon as they are ready to take them, for some this means that they may take GCSEs in Year 9, or they may wait until they are in Year 11. Our Key Stage 4 students have the opportunity to study courses at other schools if we don't offer them, they can study for Diplomas and they get to decide which courses are on offer for options. The curriculum at Birches Head High School is designed to be personalised in



Open Evening
Wednesday
28
September
6.30 - 8.30pm



order to meet the needs of all our students, to ensure that they have the best opportunities to succeed and fulfil their potential wherever their gifts and talents lie.

Facilities

Which school days stand out in your memory? Maybe it was a trip, the day your sports team won a cup, a special lesson where you created something wonderful (which you have kept, proudly) or the assembly where invited guests inspired you? We call these memorable moments "enhanced learning" and we aim to provide as many of them as we can, for each and every student. Our curriculum is supported by specialist agencies which offer all sorts of interactive learning; our students can be Sports Leaders in primary schools, Young Chamber Entrepreneurs, Lego Engineers, Health Advocates, Junior Firefighters, Film makers, Website Designers, Music Producers, Stars of our stage and TV screen! Our out-of-hours programme has a wide range of clubs for students to enjoy at lunchtime, after school, and during the holidays: angling, art, athletics, boxing, baseball, cooking, cricket and dance are just some of the activities on offer.

"Students are proud of their school and take pleasure in participating in a variety of activities beyond the school day. They are effective members of their community", Ofsted May 2011.

Standards and Achievement

At Birches Head High School we believe in ensuring that we provide a personalised experience to ensure high standards and achievement in relation to academic standards, attendance and behaviour. Each of our students is expected to be their "best self" and we offer a wide range of opportunities to enable students to achieve this. These include curriculum courses, booster and intervention activities as well as opportunities for students to be involved in leading student action and conferences. We are an improving school, proud of the progress our community has made in creating a school that is "growing brighter futures" for all our students. We believe that high standards and achievement are not achieved in isolation but in partnership. The strong partnership between parents, students and the school as well as those with the wider community means that our students are provided with an extended family that is willing to create opportunities, support, challenge and inspire our students to achieve excellence. Our most recent Ofsted report recognises that "Exemplary partnership working is promoting highly positive outcomes for students".

Open Evening
Thursday
6
October
7pm

Sandon Business and Enterprise is a co-educational Foundation Trust School, situated on the South Eastern outskirts of Stoke-on-Trent. It caters for students aged 11-16 and serves the communities of Meir, Meir Park, Rough Close, Lightwood, Weston Coyney, Meir Hay, Parkhall, Longton, Fenton and Florence.

Ethos

Our primary aim is to continually improve our educational standards and deliver high quality enrichment opportunities for all our youngsters. We put teaching and learning at the heart of everything we do.

This is a very exciting time to come to Sandon; as a Trust school, we are working very closely with our Trust partners (Stoke-on-Trent College; City of Stoke-on-Trent Sixth Form College, Keele University and Staffordshire University) to ensure the very best pathways for all our youngsters and a seamless transition into Further Education and Higher Education.

Our students tell us that they feel safe, happy and enjoy their time in this exciting environment. Pastoral care of all our students is of paramount importance and our team of Zone Leaders ensure that high standards are maintained throughout a student's five years with us.



Curriculum

We offer an exciting and inspirational personalised curriculum, ranging from the more 'traditional' courses to BTECs, Diplomas and Level One qualifications, including not only specialist business related courses, but also exciting accreditation in the performing and visual arts. We have just introduced a contracted Key Stage 3 programme for Years 7 and 8, so that from Year 9 students can follow a more personalised curriculum. We have a fully inclusive, broad and balanced curriculum with an innovative options programme. The college is also keen to allow students to gain accreditation when they are ready; not always having to wait until they are in Key Stage 4. Therefore, we adopt a 'stage not age' approach, recognising that all students are not the same and are deserving of a 'tailor-made' curriculum, personalised to meet their individual needs. We are preparing our students for the English Baccalaureate, by offering all the opportunity to study the five subjects (English, Maths, Science, Modern Foreign Languages and Humanities).

Our excellent extra-curriculum programme gives all our students a chance to thrive and excel in areas other than the academic curriculum, regardless of age or ability. There are various committees in which our students are actively involved, which help shape everything that happens at Sandon. The college now has a Junior Leadership Team that shadow our Senior Leadership Team and have an input in the strategic direction of the college. The Eco Committee has recently helped the college to receive a prestigious award for the sixth year in succession, making us the only school in the entire country to gain the accreditation six times.

Sandon Road, Meir, Stoke-on-Trent, ST3 7DF

Phone number 01782 312782
Email office@sandonmail.com
Headteacher Miss K Castrey

sandonbec.com



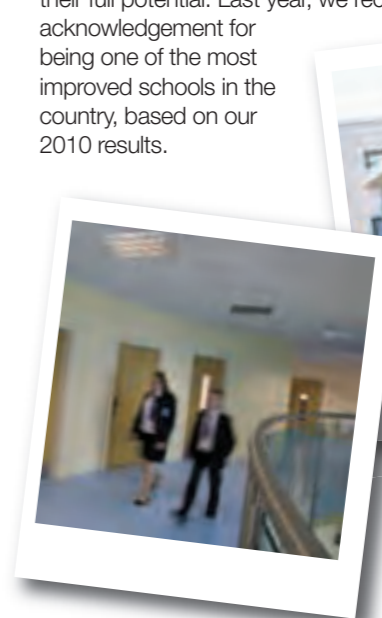
We also offer an enriched programme of International Links for all our students and have established links with China, Italy, Slovenia, USA, France, Germany, Poland, Turkey and Czechoslovakia.

Facilities

We enjoy excellent facilities and are able to offer a vast array of sporting, musical, enterprising and artistic activities and our out-of-hours provision within the community is ever increasing. We benefit from 21st Century facilities in our brand new buildings and make the most of new technologies.

Standards and Achievement

Our students gain outstanding results and these are rapidly improving. A recent Ofsted Inspection noted "the amount of progress students make has been improving year on year". Our 'Sandon Journey' ensures that all our students achieve their full potential. Last year, we received acknowledgement for being one of the most improved schools in the country, based on our 2010 results.



Trentham High School

Trentham High School is a Co-operative Trust with trustees from the Co-operative College, Newcastle College, Stoke-on-Trent Sixth Form College and the Community.

Allerton Road, Trentham,
Stoke-on-Trent, ST4 8PQ

Phone number 01782 234534
Email trentham@sgfl.org.uk
Headteacher Anne Martin

trentham.stoke.sch.uk

Ethos

At Trentham High School, we regard our school as a partnership between students, staff, governors, parents and the wider community. We strive to raise the aspirations and opportunities of the local community by their participation in the school and its culture. The vision for the school is to create a dynamic, co-operative learning community which harnesses the energy, enthusiasm and expertise of its staff, students, parents and partners. We aim for excellence in all that we do. We encourage considerate behaviour, respect for self and others, smart correct uniform and always working to the best of their ability. We aim to provide the widest possible educational opportunities for all our students from extending the most able, to challenging and stretching the less able with appropriate support. We recognise that every student needs individual care, which is best achieved through strong partnership between teachers and parents.

Curriculum

The school was delighted to be awarded Science College status in September 2009. This has allowed further investment to be made in science and maths with increased resources available to the school. All our students follow a broad, balanced and rich curriculum which is extended by numerous opportunities for extracurricular activity. These range from study and revision classes to sporting and arts activities. Numerous educational visits, both at home and abroad, are regular features of school life. These include the opportunity for all Year 8 students to visit France and the annual European skiing trip, as well as many visits to more local areas. In February 2010, students visited a school in Cape Town in order to establish an international link. Year 10 students are already planning and raising funds for their visit in February 2012. This is a life changing experience for our students. We have strong links with our feeder primary schools and a very well established programme to help students transfer to Trentham High School.



Facilities

Trentham High School benefits from a large, pleasant site with good facilities. As part of the Building Schools for the Future Programme the school is currently undergoing refurbishment. The work is due for completion by September 2012 and the school will benefit from the following:

- Six specialist science rooms including three state of the art laboratories
- Three technology workshops
- A computer aided design room, incorporating the latest technology
- Two purpose built art rooms
- Refurbished swimming pool changing rooms
- A social courtyard encompassing an amphitheatre with 3D projection facilities
- Extensively improved facilities allowing access for all

Standards and Achievement

At Trentham High School we are committed to raising achievement for all our students. 96% of our students go on to further and higher education or training.

We have a well developed careers and work experience programme and have established excellent partnerships with local colleges and businesses, which help us to ensure that our students are well prepared for life after leaving school.



**Open Mornings
Mon - Wed
3-5
October**
Tours of school available at 9am, 10am and 11.30am

**Open Evening
Wednesday
5
October**
commencing at 6pm for students and their parents pre-booked on activity and 7pm for all other prospective students and parents

**Open Evening
Wednesday
21
September
7pm**

St Margaret Ward Catholic College

St Margaret Ward Catholic College serves the Catholic community of northern Stoke-on-Trent. We offer an all round education in a Christian setting. The school has an excellent reputation and is oversubscribed, appealing to parents who share values of love, justice and forgiveness. We celebrate that each person is unique and we strive to see God in everyone.

Ethos

As a Catholic school we teach the values and beliefs of the Church. Our distinct Catholic ethos follows the guiding principles of St Jean Baptiste de la Salle. We nurture children on their faith journey, providing daily opportunities for prayer and reflection. We celebrate special occasions through assemblies and liturgies and our chaplain leads us in the celebration of mass, including our outdoor mass to honour St Margaret Ward.

Our aim is to develop an awareness of God's presence:

- in ourselves, so we do our best and try to be as good as we can
- in others, so we treat everyone with respect
- all around us, so we look after the environment

Curriculum

We pride ourselves on our innovative approach to curriculum planning. The curriculum is flexible and responsive to the needs of individuals and our older students have a wide variety of qualifications from which to choose. Further information is available in our prospectus.

Facilities

Students participate in a variety of extra-curricular activities. We provide many music, dance, drama and art based opportunities in our specialist arts suite and the local community. Our sporting activities include swimming, athletics, football, netball, cricket, rugby and cycling. These are played in two specialist gyms and on our sports grounds. Integral to school life is educational visits as these enrich students' learning experiences. Students have the opportunity to go on retreats where they can reflect on their faith. Visits to local and national theatres are a regular feature of our school, as are visits to major historical and geographical landmarks and to sites of scientific interest. A major highlight is the overseas outward bound trip that combines a European language with sporting activities. As a recognised international school, we participate in a French exchange programme and have strong links with several schools overseas.



Little Chell Lane, Tunstall,
Stoke-on-Trent, ST6 6LZ

Phone number 01782 234477
Email smwadmin@sgfl.org.uk
Headteacher Mr C Smith

st-margaretward.stoke.sch.uk

Standards and Achievement

We strive for our school to shine brightly, where God's presence is evident in the happiness of the young people, the care and compassion shown to others, the love of learning and the outstanding achievement of the whole school community. Positive relationships thrive, everyone is committed to the same goals and success is ripe and celebrated. Standards are high in all areas of school life, in appearance, in behaviour, in performance and in achievement. Teaching facilitates effective learning and there is clear enjoyment in our learners' work. The arts college status affords a wide range of high quality opportunities in the arts, in which there is consistently outstanding performance.

There is a shared desire for continuous improvement and high expectations are intrinsic to all aspects of the school's work. Students are valued and their views are actively sought.

Parents are treated as partners and consultation with them is ongoing, honest, positive and productive. As a community we are consistent in the message we give. Adults are role models, setting the example for young people by their professionalism, high standards, commonality of purpose and loyalty to the school. There is a clear commitment to the development of the whole child and the success of the school above all other goals.

St Thomas More Catholic College

Open Evening
Wednesday
28
September
7pm

We believe that all children are created in the image of God and that Christ's teachings inform our approach to education. Love, justice and forgiveness are the qualities that we consider to be the basis of the development of the whole child.

Longton Hall Road, Longton,
Stoke-on-Trent, ST3 2NJ

Phone number 01782 234734
Email office@stmcc.net
Headteacher Mr M Nugent

stmcc.co.uk

Ethos

St Thomas More Catholic College is a Catholic Christian Community with a mission to promote the truths and moral values taught by the Roman Catholic Church.

In fulfilling our mission, we will all do our best to ensure that:

- Christ is at the centre of our daily lives through prayer, work and worship
- The Gospel values of love, justice, peace and forgiveness are seen in all that we do
- Each member of our community is known and loved
- Everyone in the college has the opportunity to develop his or her talents to the full
- All students achieve their academic potential
- We carry out our duty of service to others, both within, and outside our community



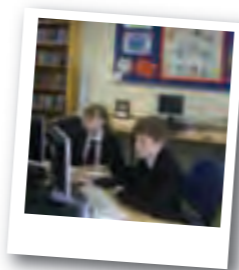
Curriculum

The aim of our 11-16 curriculum is to offer a wide range of opportunities in a way which encourages a child to achieve his or her full potential. A child can build upon these opportunities in our Sixth Form where they will be closely guided towards higher education or employment. At the end of Year 7 the most able students are invited to join an express class which receives an enhanced curriculum. This takes place after college on one evening per fortnight across the college year. Each member of the express class must commit themselves to attend these classes on a full-time basis.

There is a full range of subjects offered in the lower college curriculum, these include: Religious Education, Mathematics, English, French, Spanish, Information Technology, Physical Education, Music, History, Art, Geography, Science and Design and Technology. A combined science course is used in Years 7 and 8. At the end of Year 8 students select option subjects to be taken in addition to certain core subjects.

Facilities

The college occupies a pleasant 20 acre site with its own extensive playing fields, tennis courts and all-weather pitch. The college has its own Chapel with Chaplain's room. We have first class specialist facilities for IT, Science, Technology, Art, Music and PE. Sixth Form students have their own Common Room and facilities including computer facilities and separate study area.



In recent years the following were added to the college facilities:

- Extra computer suites and new network
- Library resource area with computing facilities
- Sixth Form facilities
- Music and Performing Arts building
- New 12 classroom block
- New toilet block
- 50 electronic whiteboards
- New resource room with video conferencing facilities
- Angels' Walkway
- Refurbished PE block
- Conference facilities
- Sensory garden known as 'Sam's Garden'
- Fitness suite



In September 2001 the college extended its computer facilities as part of the Excellence in Cities programme. St Thomas More is one of eight mini City Learning Centres. In September 2002 a £1 million building programme was completed to replace the temporary mobile classrooms which have been on site for 28 years. Also in September 2002 two of the science laboratories, were refurbished.

Standards and Achievement

At St Thomas More Catholic College, examination performance is comfortably above national averages with over 90% of pupils regularly achieving five A* to C. Analysis of results shows that all groups of pupils achieve at levels beyond national expectations. 'A' level results are also good with pass rates close to 100% and 66% of students achieving the higher grades.



**Deadline for applications
Monday
31 October
2011**

Open Evening
Tuesday
4
October
6 - 9pm

Ormiston Horizon Academy

The academy is at the centre of some very exciting plans, providing a bright future for students. Students will benefit from a personalised curriculum with guidance towards the most suitable courses for their ability and onward progression.



Artist's impression of the new building

The new Ormiston Horizon Academy will open its doors for the first time in September 2011 and boasts the specialisms of Health and Science, enabling the Academy to provide a caring and stimulating future for all students. The Academy is at the beginning of its journey and at the centre of some very exciting plans, with a £23 million state of the art new building ready for September 2013.

Ethos

As part of the Ormiston Academies Trust family, we are totally committed to raising aspirations and shaping the future of learning for our young people, ensuring they become valuable and active members of the communities in which they live. Our core values are based upon the Olympic values of Respect, Excellence and Friendship and we are firmly dedicated to creating an inclusive environment where every child can feel safe, enjoy and achieve.

We will work tirelessly to:

- Raise aspirations and transform the lives of our children and the local community
- Ensure our students want to learn and enable them to achieve their best
- Nurture students to have high self esteem and high self respect
- Be innovative, but have 'old fashioned' traditional values

At Ormiston Horizon Academy, we believe in valuing tradition and embracing innovation, and believe through nurture and hard work that every child has the potential to succeed.

Facilities

Dramatic improvements have already been made to the existing buildings, including extensive ICT facilities, an external dining area and refurbishment of science laboratories. The Academy will benefit from further improvements and enhancements as we strive to create the ideal conditions for learning.

In September 2013, the Academy will move into a £23 million state of the art new building, which will provide the students and the community with a spectacular resource to be proud of.

St. Michael's Road, Tunstall,
Stoke-on-Trent, ST6 6JT

Phone Number 01782 235785
Email info@ormistonhorizonacademy.co.uk
Principal Rod Hughes

ormistonhorizonacademy.co.uk

Curriculum

As an Academy, we have the flexibility to develop innovative and exciting ways of learning and teaching. Health and Science are our specialisms, and will be embedded in everything we do. Our curriculum offers a wide range of academic and vocational options, with a focus on quality in the core subjects. Our Year 7 foundation year will provide a flying start to secondary education by using a team of teachers who only work with Year 7 students. A focused and shared approach enables the team to address individual student needs in a consistent and informed way. This in turn allows optimum learning and teaching to take place.

The Academy will operate an accelerated Key Stage 3 for Year 7 and 8 students, enabling students to begin specialising for Key Stage 4 courses in Year 9. The Academy will provide an extended day with extra sessions for support lessons.

Curriculum Enrichment

At the heart of the Academy is a curriculum enrichment programme that encourages all young people to engage in learning both inside and outside the classroom.

Students will be able to take advantage of:

- Outdoor residential experiences
- Curriculum Enrichment days each term with visits, trips, competitions and industry experts.
- Promotion of health related fitness and well-being

Academy Life - A Personalised Approach

At Ormiston Horizon Academy, we believe that every child does matter, and has unique talents, gifts and needs. Therefore, we take a personalised approach to everything we do. All young people in the Academy will meet with their Personal Tutors each day, to ensure that that they are being supported in every way to exceed their expectations. Students will be supported, guided and nurtured in one of four houses: Each house is staffed with both educational and support specialists, to ensure that all students have access to the resources they need, and are part of a smaller family within our larger Academy community.

Ormiston Sir Stanley Matthews Academy

The Ormiston Sir Stanley Matthews Academy opened in September 2010 and caters for students in Blurton and the surrounding area. The Academy boasts a new specialism in mathematics which will complement the existing business and enterprise specialism. For Year 7 entrants, the Academy will introduce a dedicated 'homebase' and an adventure learning strand to the curriculum.

Beaconsfield Drive, Blurton
Stoke-on-Trent, ST3 3JD

Email info@sirstanleymatthewsacademy.co.uk
Phone Number 01782 234004
Principal Mark Stanyer

ormistonsirstanleymatthewsacademy.co.uk

Ethos

Ormiston Sir Stanley Matthews will develop a learning environment which will constantly challenge standards of achievement through its commitment to improving performance. This will be achieved by:

- Establishing close links with local primary schools to ensure that a child's education and progress continues seamlessly
- Carefully identifying and putting in place support for individual students and families to ensure every child has the best opportunity for success
- Working with Keele University to provide quality academic learning
- Providing enriching extra curricular activities.
- Supporting independent learning
- Providing the local community with access to a high quality learning environment

Facilities

By 2013 the Academy's new building is due to be complete and the design of this will incorporate all aspects of new technology in order to provide an engaging and innovative learning experience.

Curriculum

As an Academy, there will be more freedom to develop exciting ways of teaching and learning, and a curriculum designed around the student.

The focus on mathematics will ensure that our young people are well equipped to meet the rigours of modern day society and provide them with the option to take both academic and/or vocational pathways into the adult world.

The curriculum will support the drive to ensure that each student achieves the highest academic standards and will incorporate the idea of "Adventure Learning" as advocated by Professor David Hopkins who was a Government Advisor on education.

In Adventure Learning schools, students take part in practical and investigative learning, helping them to develop new skills. Students learn how to take initiative, work with others to carry out cooperative tasks, build theories and use evidence to test them through adventure and enquiry.

This will include a thematic approach to very practical learning, and will see Year 7 involved in outward bounds activities whilst being taught in a "homebase" where students will initially have over 50% of their lessons taught by their tutor. This will give students the opportunity to have longer blocks of time with the same tutor to focus on literacy and numeracy.

In Year 9, students will be given the opportunity to begin their GCSE courses early and focus on English and mathematics whilst still receiving a broad and balanced educational experience.

At Key Stage 4 both academic and vocational routes will be available to students with a range of GCSE, BTEC, Diploma and applied learning courses on offer.

The Academy will also provide an Extended School Day where students will experience both extra curricular and extension activities including homework clubs and active links with Stoke City Football Club. All facilities will run support clinics and clubs to broaden the experience of our young people. This will include on-line programmes and courses that can be accessed through the Virtual Learning Environment website.

Standards and Achievement

Ormiston Sir Stanley Matthews Academy will aim to raise students' aspirations, achievement and attainment by developing and improving the following areas:

- Teaching and Learning
- Assessment for Learning
- Mathematics specialism
- Business and Enterprise specialism
- Curriculum Development including Adventure Learning
- 14-19 initiatives
- Public Examination Preparation
- Core Subjects performance
- E-learning
- Cross curricular literacy and numeracy
- Functional skills in English, mathematics and ICT
- Gifted and Talented provision
- Special Educational Needs provision
- Liaison with parents/carers

Open Evening
Thursday
22
September
6.30pm

Open Evening
Wednesday
14
September
7pm

Ethos

St Joseph's College is a Voluntary Aided, co-educational Catholic Academy which provides places for Catholic and non-Catholic pupils. St Joseph's College is inspired by the Good News of Jesus Christ, the teaching of the Church, Blessed Edmund Rice and the traditions of the Christian Brothers. Our values are deeply rooted in everything we do and form the foundation of our mission statement:

- To encourage, support and inspire young people and the wider school community in their journey of faith
- To create a well-ordered community where everyone is valued and respected
- To develop the intellectual, creative, physical, spiritual and religious potential of every pupil and encourage involvement in extra-curricular activities such as sport, music, drama and community service
- To work in partnership with parents, parishes, local industry and commerce and the wider community in a spirit of mutual service for the benefit of all
- To prepare our young people for the life beyond school and in particular to develop personal integrity, moral values and a sense of justice so that they 'act justly, love tenderly and walk humbly with God'

Curriculum

St Joseph's College has a broad and balanced curriculum which enables all pupils to develop specialist expertise in their preferences while ensuring a wide knowledge base at GCSE and beyond. Our core curriculum includes Maths, English, Science, Religious Studies and a Modern Foreign Language. Pupils also study History, Geography, ICT, Music, DT Product Design, Textiles, Food and Nutrition at Key Stage 3 before making informed choices at Key Stage 4.

Key features of our learning and teaching style include:

- Aspirational targets which challenge all pupils to reach their potential
- Meticulous and rigorous monitoring of progress
- The encouragement of a positive parental contribution
- Using 21st Century technology for contemporary learning and teaching
- Fostering independent learning skills both in school and at home
- Offering extended facilities after school, at weekends and during the holidays



St Joseph's College

We are a highly successful, over-subscribed mixed Catholic school with outstanding examination results. Students must pass an entrance test to be offered a place.

London Road, Trent Vale,
Stoke-on-Trent, ST4 5NT

Phone number 01782 848008
Email sjcollege@stjosephsmail.com
Headteacher Roisin Maguire

stjosephstrentvale.com

Facilities

Staff appreciate the tremendous benefit of working with pupils inside and outside the classroom and dedicate time, energy and expertise to developing passions that will last a lifetime.

Though we have a region wide, indeed national reputation, for sporting excellence, above all, we encourage participation and sport for all. Our main sports are rugby, netball, hockey, cricket, athletics, swimming, basketball, badminton, rowing and tennis.

Music is at the heart of this happy school, with our orchestras, choirs and various ensembles performing inside the school, across the local community and, indeed, internationally.

Our dramatic productions win plaudits for their flair and ambition and we aim to instil confidence as well as cultural awareness in our young performers.

If an individual shows a particular talent we will do our utmost to foster, encourage and promote that talent in whatever field. We are proud of the many award winning performances of our pupils, but always encourage fair play and perseverance in addition to a winning mentality.

Standards and Achievement

We have a long tradition of achievement and have high expectations. We are consistently in the top 5% of schools nationally for academic performance across all key stages. All pupils have the opportunity to study both French and Spanish. Separate Science GCSEs in Physics, Chemistry and Biology are offered.

Emphasis is placed on homework, developing independent learning skills and challenging the most able.

Entrance Tests

The entrance test will take place on Friday 23 September and Saturday 24 September. Further details can be found through our website: www.stjosephstrentvale.com or by contacting the school office on 01782 848008.

St Peter's Academy

The St Peter's Academy is a Church of England Faith Designated Academy operated by Woodard Schools in partnership with the Diocese of Lichfield's Board of Education. For 2012/13 the Academy operates from two sites, at Arbourfield Drive, Bucknall and at Queens Road, Penkhull. In September 2013 the Academy will move to a new purpose built facility at Fenton.

Bucknall site

Arbourfield Drive, Bucknall, ST2 9LR

Penkhull site

Queens Road, Penkhull, ST4 7LG

Phone Number 01782 233600

Email office@spa.woodard.co.uk

Principal Elizabeth Haddock

spa.woodard.co.uk

Ethos

The Academy is a CoE faith designated independent all ability school with a distinctive Christian character, serving students from all backgrounds and faiths.

As a CoE Academy, we encourage development of our students' moral and spiritual well-being as much as their academic success. We support unity between different religions, cultures and beliefs. All our students are valued as individuals for the unique skills and aptitudes they bring to the Academy.

The Academy has a commitment to and an expectation of personal responsibility and self-discipline, excellent behaviour, and positive respect.

The Academy is based on our "school within a school" ethos that enables each learner to be part of a smaller learning community called a chapter. Each chapter is overseen by a senior leader called a Head of Chapter, and supported by a deputy and team of tutors. Through our chapter model, we ensure that each student is supported to achieve their personal best at each stage of their progress within the Academy.

Key Features of the Academy:

- A distinctive Christian character
- A broad and innovative curriculum, accessible to students of all aptitudes and abilities and including a full range of academic and vocational subjects
- Individualised learning pathways designed to equip students for the demands of life in the 21st Century
- Inspiring and exciting extra-curricular activities that motivate and encourage higher achievement and a strong sense of community
- A multi-million pound purpose-built facility from September 2013

Facilities

Students entering the Academy are placed into the Chapter 7, this chapter offers a distinct approach to curriculum that supports the transition from primary to secondary education. The curriculum is project and enquiry based, delivered by a selected team of specialist teachers, who will get to know and support each student.

**Open Day
Saturday
1
October
9.30am - 12 noon
Bucknall Site, Arbourfield Drive**

**Tours of the
Academy
can also be arranged by
appointment only, on
27-29
September
from 10am-12noon and
4pm-6pm. Please contact
the Academy Office**

**Open Day
Thursday
6
October
10.30am-12noon
and 1.30-3pm
Evening 7pm**

The Co-operative Academy at Brownhills

The Co-operative Academy at Brownhills opened its doors to students in September 2010. The Academy offers a broad and balanced curriculum, specialising in Business, Maths and ICT.

Ethos

The Academy is sponsored by The Co-operative Group. We have worked to develop a co-operative culture and curriculum based upon the values and principles of the co-operative movement. We have created an inclusive and supportive community in which our students can achieve their best. At the Academy, we believe every student will become a well-rounded individual with the very best possible qualifications they are capable of achieving. We will ensure that every student will leave our Academy community ready to succeed in further studies or the workplace.

Facilities

In September 2012, the Academy will transfer into a new building which will provide students with a positive and inspirational learning environment and an opportunity to develop their potential at Key Stage 3, 4 and Post-16, enabling the Academy to support life long learning, putting it at the heart of the community.

Curriculum

We offer a modern curriculum to engage and enthuse our students.

Our specialisms of Business, Maths and ICT, bring learning to life. We take great care to ensure students develop employability skills that are relevant to the workplace of the 21st Century.

Our students learn at a pace which suits their learning styles to maximise attainment. Therefore, where a student is ready we promote early entry for GCSEs and other qualifications, which allows students to study additional qualifications or pursue different interests.

How we support your child

It is our priority to ensure that students receive the right support at the right time whilst studying at the Academy. Equality of opportunity for all is a key value. Our community system brings students from all five year groups together each day to allow students to provide support and guidance to one another. A Primary Liaison programme to introduce Year 5 and 6 students to the Academy, a qualified team of Learning Support Assistants to support students

Brownhills Road, Tunstall,
Stoke-on-Trent, ST6 4LD

Email co-operativeacademy@sgfl.org.uk

Phone Number 01782 837508

Principal Andy Stanier

co-operativeacademy.org.uk

Year 7 students are located in dedicated accommodation within the Bucknall site and organised to provide students with a gradual transition to secondary school life. Most learning is carried out in the chapter but with encouragement and opportunities to embrace the whole academy community during lunch, in sports and for particular specialist learning and in the extra-curricular activities.

From Year 8 students move to one of four vertical chapters and stay in that chapter through to Year 11. These chapters offer students opportunities to take on leadership roles within the Academy.

To help form friendships and a common academy identity ready for the move to the new site in Fenton in September 2013 students from both sites are brought together for some curriculum subjects, for project based work, for visits and outings and for sports.

Transport to the Academy is provided from a number of sites in the city, including City Centre Bus Station, to the Bucknall site at a reasonable cost. For further details please contact the Academy Office.

Curriculum

The Academy recognises that each person has a unique set of skills and talents and that it is the Academy's duty to enable everyone to fulfil their potential. The Academy therefore offers a personalised curriculum for each student based upon clear progression pathways which build upon each individual's strengths and an appropriately tailored broad curriculum of both vocational and academic study.

The Academy's specialism is Communications with an emphasis of the key areas of Literacy, Modern Foreign Languages, Community Languages and IT skills. Overseas study and visits are a feature of the Academy to provide opportunities for students to broaden their experiences in the specialism and wider curriculum.

Partnerships

The St Peter's Academy operates in partnership with primary and other schools in Stoke-on-Trent and with the neighbouring Sixth Form College. These partnerships provide students a seamless transition to the Academy, opportunities to work with secondary schools to share courses and academic resources, and links to the Sixth Form College to provide students paths to higher education.

On national and international levels, the Academy links with the growing network of academies and schools, especially those with a Church of England or faith affiliation and takes advantage of links to the wider family of Diocesan and Woodard Families of Schools which share its Christian ethos.

with Special Educational Needs, a team of mentors and language support teachers ensures all students receive the support they need. Specialist initiatives are also in place for Gifted and Talented students.

We believe each student has a duty to take responsibility for their own development and achievement. Therefore every student has their own co-operative development plan and is encouraged to take up responsible positions such as prefects, community group captains, pupil voice representatives and sports leaders.

We offer a number of programmes to encourage learning outside the school day. Our Early Bird Club starts at 8am with breakfast available. We have an after school programme that offers activities until 4.30pm every day, including sports, music, drama, gardening and subject support clubs. A community programme is offered during the evenings and weekends.

As part of the Academy, we want our students to take their next steps in life as confident individuals who have self-discipline, respect and tolerance of others and a caring attitude towards the community in which we live.



The Discovery Academy

Open Evening
Thursday
29
September

Discovery aims to raise students' aspirations and promote their ambition of employability for life. It will secure this through a progressive and personalised curriculum designed to develop their employability skills and encourage students to apply their learning to new contexts.

Discovery North

Corneville Road, Bucknall, ST2 9EY

Tel: 01782 233633

Discovery South

Greendock Street, Longton, ST3 2NA

Tel: 01782 233933

Email info@thediscoveryacademy.co.uk

Principal Mr Robert Ridout

thediscoveryacademy.co.uk

Ethos

Equality, mutual respect and fairness are core parts of normal life at the Discovery Academy. Students will be encouraged to **discover**:

- themselves as confident, motivated, resilient individuals with positive attitudes, respecting and caring for others
- their interests and become responsible and effective learners
- a love of learning through challenge, creativity and fun
- their potential in an inclusive environment which supports everybody to be the best they can be
- success through high expectations, hard work and achievement

What makes us special?

Our community and the people within it make us special. The young people, their families and the fantastic staff who support learning at the Academy make the Discovery experience a rich one.

- Discovery is about people coming together to learn, work and socialise together
- A fantastic, state of the art new building on a new site will meet the needs of its learners and the local community at the Discovery Academy
- A safe and inspiring learning environment will support positive flexible learning and social spaces to promote high quality learning at Discovery. A healthy and creative approach to life will be advanced through the rich arts, sports and technology facilities accessible to students both day and night
- Integrated technology will be found throughout Discovery and will be at the centre of learning to support, inspire and engage all learners to research and explore their wider horizons
- Students will be able to personalise their learning to reflect their interests, abilities and goals. Approaches to teaching and learning will be built around the concept of Discovery whereby strategies of exploration, problem solving, investigation, projects

and out-of-school experiences to extend and expose students to new and relevant experiences that widen and deepen self-knowledge

- Discovery students will gain from the strong partnership enjoyed with Stoke-on-Trent College. They will enjoy unique opportunities for workplace, vocational education and training and access to the large range of partnerships the college has developed throughout the city and beyond



Curriculum, Standards and Achievement

The Academy will specialise in Technology, Enterprise and Innovation. Building on the successes of the primary schools, students will be engaged through a relevant and innovative curriculum. At the core of our business will be the determination to boost performance in English and mathematics and secure progression into employment or future training. Discovery will work with its partners offering new ways of learning and providing courses that meet all needs, abilities and interests so that learning is exciting, fun and relevant.

We want students to make a successful transfer to the Discovery Academy. Every student will have a tutor to support them at every step to success. They will be supported at times of choice, difficulty and change so that they can make confident and well informed decisions. A happy start and the continued good progress of our young people will be clear evidence that we have been successful and Discovery was the right choice for you.



Admissions policies

Community Schools

Holden Lane High School and Specialist Sports College

Follows the Stoke-on-Trent City Council Admissions Policy

Thistley Hough High School, Media and Visual Arts College

Follows the Stoke-on-Trent City Council Admissions Policy

Foundation Schools

Haywood Engineering College

Rationale

The governors of Haywood Engineering College are required by law to agree and publish their admission criteria.

Purpose

The Admission Policy is to enable the governing body to have criteria to determine admission in the event of applications exceeding the governors' planned admission limit.

Guidelines:

Section 1 - General Principles

Haywood Engineering College is an 11-16 mixed comprehensive and a Foundation School. We are a specialist Engineering College but do not have any requirements for aptitude from prospective students. We are a fully extended school. We believe that as a Foundation school we will be able to develop a unique confident culture, a caring community of individuals working in a purposeful atmosphere.

The main principle of admission to Haywood Engineering College is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-16 age range, who live in Burslem/Tunstall and the surrounding areas. We have strong links with local primary schools with which we collaborate on both curriculum initiatives and staff training. We also work with other schools and colleges in relation to 14-19 provision including Diplomas and we wish to maintain this collaboration through our admission policy.

We are an 'inclusive' school and welcome all applications. School dress is intended to encourage a professional appearance and a pride in the school. We have tried to keep this at a reasonable cost while maintaining a level of conformity and are pleased to discuss any concerns you may have about school dress items. Admission to our school is not dependent on any voluntary contribution and we have a full range of extra curricular activities available to all students. We also have a full program of visits for which a charge may be made but again are pleased to discuss any concerns anyone may have.

The school will endeavor to provide places for students who live outside our priority admissions area whose parents wish them to attend Haywood Engineering College provided that they can be accommodated within the admission limits.

Students will be admitted at the age of 11+ without reference to ability or aptitude in line with the agreed admission number. The admission number for September 2012 is

Year 7: 210
Year 8: 210
Year 9: 210
Year 10: 210
Year 11: 180

Admission figures will be subject to annual review. At any point mid year or in year admissions should be admitted in accordance with the policy.

Deadline for applications
Monday
31 October
2011

The school participates in the local authority coordinated scheme and all deadlines within that should be adhered to by applicants.

Children with Statements of Special Educational Needs naming the school will also be admitted.

As required by the Regulations of 2005 the school will give top priority to applications on behalf of children in public care (Children in Care).

'Children in Care' who are in the care of/or accommodation of the local authority as defined in the Children Act 1989.

Section 2 – Procedures. Oversubscription

In the event of over subscription, admissions will be determined using the following criteria:

- Relevant 'Children in Care' for whom the school is deemed to be appropriate
- Children with a sibling (See section 3 Definitions) who will be on our school roll at the start of the new academic year and who live within the priority admission area
- Children on roll at a partnership primary school and who live within the priority admission area
- Proximity of the child's home to Haywood Engineering College using a straight line distance from the centre of the school with those living nearest to the school being given priority and who live within the priority admission area
- Children with a sibling (See section 3 Definitions) who will be on our roll at the start of the academic year and who live outside the priority admission area
- Partner primary school attendance and who live outside the priority admission area
- Proximity of the child's home to Haywood Engineering College using a straight-line from the centre of the school with those living nearest to Haywood Engineering College being given priority

Proof of residence may be required.

Exceptional medical circumstances supported by written medical evidence may override the above criteria. Any such applications will be considered by the Admissions Committee of the school. The evidence should come from at least two registered health professionals and should set out the particular reasons why Haywood Engineering College is the most suitable school and what difficulties would occur if the child had to go elsewhere. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. The admission number (AN) will be exceeded in such cases.

Waiting Lists

The school intends to hold waiting lists for any oversubscribed year group until 30 September 2012.

Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above.

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 The Clerk to the Admissions Committee, who will then make the necessary administrative arrangements for you to appeal to the Independent Schools Appeals Panel.

All appeals should be heard by the same panel and it is difficult to slot in late applications. We try to arrange appeals before the end of May. The decisions of the Schools Appeal Panel are binding on the school governing body and parents.

Section 3 – Definitions and Details

- Our priority admission area recognizes the traditional catchment area of the school
- Our partner primary schools are: Mill Hill Primary School; Moorpark Junior School; New Ford Primary School; Smallthorne Primary School
- For admission purposes a brother or sister 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 a parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same address under the terms of a Residence Order

The Children Act 1989

General duty of local authority in relation to children looked after by them

(1) In this Act, any reference to a child who is looked after by a local authority is a reference to a child who is:

- (a) in their care; or
- (b) provided with accommodation by the authority in the exercise of any functions (in particular those under this Act) which stand referred to their social services committee under the [1970 c. 42.] Local Authority Social Services Act 1970.

(2) In subsection (1) "accommodation" means accommodation which is provided for a continuous period of more than 24 hours.



Foundation Trust Schools

Birches Head High School

General Principles

Birches Head High School is an 11-16 mixed comprehensive Foundation/Trust school based close to the city centre (Hanley). As a Foundation/Trust school the governing body is the admission authority. The main principle of admission to Birches Head High School is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-16 age range who live within Birches Head and the surrounding area.

The school will endeavour to provide places for pupils who live outside the Birches Head and surrounding area whose parents wish them to attend Birches Head High School, provided that they can be accommodated within the admission limits.

Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below.

The school participates in the local authority Co-ordinated Scheme operated by Stoke-on-Trent City Council and all deadlines within that scheme should be adhered to by applicants. Details of the Coordinated Scheme can be found below.

This policy is written having due regard to the Schools Admissions Code 2010 ("the Code") and in accordance with the Code, gives top priority to applications on behalf of children in public care and prohibits the use of unfair selection criteria.

Application Procedures

Applications must be made using the Common Application Form (CAF) which will be made available by the local authority. Applications must be made direct to the council by the deadline specified by them (normally the end of October of the year preceding admission).

All places will be offered by the council, on behalf of the governing body, within the secondary Co-ordinated Admissions Scheme operational in Stoke-on-Trent. Allocations will be notified by the council in accordance with their procedures.

Stoke-on-Trent City Council Co-ordinated Scheme

Stoke-on-Trent City Council manages admissions to secondary schools for all the children who live in the city and it uses an equal preference system. Parents are asked to name three schools as preferences. Their preferences may include Community Schools, Voluntary Aided Schools, Foundation Schools, Trust Schools or Maintained Schools in other local authority areas. Parents may not name Independent Schools.

The council is the admissions authority for the community schools in the city. The admissions authorities for the Aided and Foundation and Trust Schools are the governing bodies of those schools. The admissions authority for community schools in other areas is the local authority for that area.

Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. They will not take account of the order of preferences made by the parent.

This means that it will not matter whether Birches Head High School has been named as a first, second or third preference. When it has received all applications for places for the schools in Stoke-on-Trent the council will forward all applications which name Birches Head High School as one of the preferred schools to the school governors. The governors will then categorise the applications into four groups as determined by the oversubscription criteria described below.

The council will then offer each child a place at their highest preference school for which they are eligible. If the child is eligible for a place at all three schools which the parents have named as a preference, the child will be offered a place at their first preference. If the child is eligible for a place at their second and third preference, the child will be offered a place at their second preference.

If children are not eligible for a place at any school which their parents have named as a preference, the council will allocate to the child a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.

PAN

The determined Published Admission Number (PAN) for 2012 is 210 and is based on the 2012 net capacity of the school on completion of BSF phase 3 works.

Special Educational Needs

Under the code, the school must admit a child with a Statement of Special Education Needs that names the school. This requirement is not part of the oversubscription criteria below. The school must admit such children whether it has places or not.

Oversubscription Criteria

Where the number of applications exceeds the number of places available (the Published Admission Number) the governing body will use the following oversubscription criteria to determine those applicants to be offered a place (these are similar oversubscription criteria used by Stoke-on-Trent City Council for Community Secondary Schools):

Birches Head High School governors will prioritise places in the following order:

1. children who are in public care (children in public care includes children provided with accommodation under Section 22 of the Children Act 1989);
2. children who have older brothers or sisters/siblings* at the school at the time that they will start; and
3. children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

The governors 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 the governors consider that the reasons for a place at a particular school are sufficiently strong based on the protocol as described in appendix 1, it will place the child on the

school list above those whose position is based upon the distance criterion.

If the last eligible child is a twin, triplet or child of any other multiple births, the governors will allocate places to the siblings even if that means exceeding the admission number.

***Definition of older brothers or sisters**

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

- have one or both natural parents in common or
- are related by a parent's marriage or related by parents living as partners at this address
- are adopted or fostered by a common parent

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

We do not include 'cousins' within our definition of sibling

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least four nights of the week each week.

Having considered all the preferences for the school, the governing body will provide to the council a list of children in each of the three categories as defined above. The council will then apply the distance criteria to the children in category 3 and produce a list in descending priority order for the school, taking account of the criteria for admission to this school set out above.

Tie Breaker

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Birches Head High School using a straight-line distance from the main entrance of the school in Birches Head Road, to the main door of the residence, with those living nearest to the school being given priority.

Apartments in the same block will be treated equally with the measurement taken to the main entrance to the block. If after applying the distance tie-breaker there are more applications than places available from the apartment block furthest away, a further tie-breaker of random allocation will be used for the applications from this block.

Home Address

Proof of residence may be required under the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Ethos

The ethos of our school is based on the values of Respect, Inspire, Challenge, Honesty. We expect all our students to commit to these values and to pursue excellence in all that they undertake. All students and their parents/carers are required to sign the school's home-school agreement and all students are required to wear the school uniform.

Waiting Lists

Under the co-ordinated scheme the council will maintain a waiting list until the end of the Autumn term. The school will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. Before being offered a place at the school parents will be invited to engage in a discussion to ensure that the ethos of the school is understood and accepted and sign an agreement to uphold the school values. We have to admit any pupil who is the subject of a 'direction' by the council or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over the waiting list.

We also maintain waiting lists for all 'full' year groups.

In Year Admissions

Admissions for all year groups will be dealt with in accordance with this policy. The council will administer a co-ordinated scheme and applications should be made direct to the council on the their Transfer Request Form. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher.

Appeals

If you are not offered a place at our school you have the right to appeal to an independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Birches Head High School. Please ensure that these are headed with the school name and address and are returned to the Clerk of the Appeal Panel at the school. The closing date on the appeal application form must be adhered to. If you are in any doubt please contact the school and we will send you appeal forms.

All appeals should be heard by the same panel and it is difficult to slot in late applications. Appeals will be heard before 6 July or the first working day afterwards if the 6th is a weekend.

This policy will be reviewed on an annual basis during the period of school reorganisation taking place across the city.

Appendix 1

Medical Need

The evidence should come from at least one registered health professional and should set out the particular reasons why Birches Head High School is the most suitable school. Evidence pertaining to the need of the child to attend Birches Head High School because of an aptitude or interest in a specialism will not be considered under these criteria. The evidence must be included with the application form.

Sandon Business and Enterprise College

At Sandon we are committed to providing an outstanding education which prepares our students to become global citizens of the 21st Century. We aim to fulfil individual potential through providing high quality teaching, rich opportunities for learning and encouragement and support for each student.

'The school is focused on raising attainment, accelerating the progress students make and improving the quality of teaching' Ofsted March 2010.

Situated on the southern outskirts of the City of Stoke-on-Trent, the college provides a comprehensive education for boys and girls between the ages of 11 and 16. As one of the first schools to be rebuilt under the Government's Building Schools for the Future programme, we are able to offer young people some of the finest facilities in the country.

Sandon Business and Enterprise College, now The Sandon Learning Partnership Trust, is its own Admissions authority. Stoke-on-Trent City Council will pass details of preferences to Sandon's governing body and, having considered all such preferences, the governing body will provide to the council a list of children in descending priority order. For 2012 our PAN (Planned Admission Number) is 180.

In addition the Trust will pay particular attention to those children who have a Statutory Statement of Special Educational Needs and where this names a particular school as being the most appropriate to meet the child's needs.

Admission will normally be given to students resident within the catchment area of the college. When those students have been accommodated and places still remain vacant, consideration will be given to other students. If the number of applications for admission exceed the college's planned admission number, then the following order of priority will be used to allocate the available places.

Relevant Looked After Children

Students living within the catchment area of the college.

i) Students who (at the time of application) have an older brother or sister in attendance at the college and who will still be attending at the proposed admission date.

Definition of older brothers or sisters:
siblings (brothers or sisters) are considered to be those children who live at the same address and either:
Have one or both natural parents in common
or
Are related by a parent's marriage or related by parents living as partners at this address
or
Are adopted or fostered by a common parent
Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. We do not include cousins within our definition of siblings.

Where a child lives part of the week with one parent and part with another family member, the 'home address' will be considered to be the residence where the child spends at least four nights of the week, every week. Proof of residence will be required and, the offer of a place may be withdrawn if proof of residency is not met.

ii) Students who have elected to pursue their primary education in one of the local feeder primary schools – main feeder schools are Sandon Primary and Crescent Primary School.

Students who have a particular need to attend this college on medical grounds.

Medical grounds must be supported by a medical report (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend the preferred school rather than any other school. Exceptional circumstances must relate to the choice of the school, i.e. the circumstances of the child and not the economic or social circumstances of the parent and be supported by a professional report e.g. a medical practitioner or other social care professional, justifying why it is better for the child to attend the preferred school rather than any other school and they would suffer hardship if they were unable to attend the college.

Other students arranged in order of priority according to how near their home addresses are to the college.

Distance is measured by the nearest practical walking route as measured by Geographical Information Systems.

Where it is not possible to accommodate all students within a particular group, the Sandon Learning Partnership Trust will, via its own Admissions Panel, assess each individual case.

Process for Application/Appeals

The closing date for applications this year is 31 October 2011; a spreadsheet showing students who have placed Sandon Business and Enterprise College as a preference will be sent from the council to school by 21 November. [Information received will include: surname and forename of child, DoB, home address, current primary school, SEN status (if applicable) and distance measurement from home address to school]. Having considered all the preferences for the school, the governing body will rank all the applications and provide to the council a list of children in each of the categories as defined above. [Those children who are Statemented and have requested Sandon Business and Enterprise College will be placed at the top of the list]. The council must receive this list by 20 December 2011. The allocations list for Sandon Business and Enterprise College will be sent by the council and received by the school by 10 February 2012.

All applications are considered against The Sandon Learning Partnership Trust's criteria, with no priority awarded for early applications. Admissions for all year groups will be dealt with in accordance with this policy. Stoke-on-Trent City Council will administer a co-ordinated scheme and applications should be made directly to the council on the their Transfer Request Form. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. If a year is over-subscribed, governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others. (This criteria applies to those students 'directed' by the local authority apart from those students who have a Statement of Special Educational Needs which is in line with The Admission Code).

Waiting List

The school will maintain a waiting list for subsequent terms and applications for inclusion on this waiting list must be made directly to the college and these will be ranked according to our oversubscription criteria. Before being offered a place at Sandon High School, parents will be invited to engage in a discussion to ensure that the ethos of the college is understood and accepted, and sign an agreement to uphold our values.

**Deadline for applications
Monday
31 October
2011**

Trentham High School

General Principles and Ethos

Putting students at the heart of everything it does (Ofsted January 2010), every young person in our care is known as an individual. Trentham High School is a mixed, 11-16 non-denominational school situated on the outskirts of Stoke-on-Trent. The school was awarded Specialist Science Status and Healthy School Awards (September 2009); becoming a Foundation School and then a Co-operative Trust on 1 April 2010. Overcoming many recent challenges has raised our profile and placed Trentham High School firmly at the heart of the community it serves.

The school will also endeavour to provide places for students who live outside the Trentham and surrounding area whose parents wish them to attend Trentham High School.

Students will be admitted at the age of 11+ without reference to ability or aptitude where possible.

The school participates in the Local Authority Co-ordinated Scheme operated by Stoke-on-Trent City Council and all deadlines within that scheme should be adhered to by applicants. Details of the Co-ordinated Scheme can be found below.

This policy is written having due regard to the Schools Admissions Code 2010 ("the Code") and in accordance with the Code, gives top priority to applications on behalf of children in public care and prohibits the use of unfair selection criteria.

Application Procedures

Applications must be made using the Common Application Form (CAF) which will be made available by the local authority. Applications must be made direct to the council by the deadline specified by them (normally the end of October of the year preceding admission).

All places will be offered by the council, on behalf of the governing body, within the secondary Co-ordinated Admissions Scheme operational in Stoke-on-Trent. Allocations will be notified by the council in accordance with their procedures.

Stoke-on-Trent City Council Co-ordinated Scheme

Stoke-on-Trent City Council manages admissions to secondary schools for all the children who live in Stoke-on-Trent and it uses an equal preference system. Parents are asked to name three schools as preferences. Their preferences may include Community Schools, Voluntary Aided Schools, Foundation Schools, Trust Schools or Maintained Schools in other local authority areas. Parents may not name independent schools.

The council is the admissions authority for the community schools in the city. The admissions authorities for the Aided and Foundation and Trust Schools are the governing bodies of those schools. The admissions authority for community schools in other areas is the local authority for that area.

Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. When it has received all applications for places for the schools in Stoke-on-Trent, the council will forward all applications which

name Trentham High School as one of the preferred schools to the school governors. The governors will then categorise the applications into groups as determined by the over-subscription criteria described below.

The council will then offer each child a place at their highest preference school for which they are eligible. If the child is eligible for a place at all three schools which the parents have named as a preference, the child will be offered a place at their first preference. If the child is eligible for a place at their second and third preferences, the child will be offered a place at their second preference.

If the children are not eligible for a place at any school which their parents have named as a preference, the council will allocate to the child a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.

PAN

The determined Published Admission Number (PAN) for 2012/13 is 150 and is based on the current net capacity of the school. (Governors will admit up to 162 students into the Year 7 group 2012/13).

Admission figures will be subject to Annual Review.

Special Educational Needs

Under the Code, the school must admit children with a Statement of Special Educational Needs that names the school. This requirement is not part of the over-subscription criteria below. The school must admit such children whether it has places or not.

Over-Subscription Criteria

Where the number of applications exceeds the number of places available (the Published Admission Number), the governing body will use the following over-subscription criteria to determine those applicants to be offered a place (these are similar over-subscription criteria used by Stoke-on-Trent City Council for Community Secondary Schools);

Trentham High School governors will prioritise places in the following order:

- 1) Children who are in public care (children in public care includes children provided with accommodation under Section 22 of the Children Act 1989).
- 2) Children who have older brothers or sisters/siblings* at the school at the time that they will start.
- 3) Children who attend one of the following designated partner primary schools:
 - a) Ash Green Primary School
 - b) Priory Church of England Primary School
- 4) Children who satisfy the following:
 - a) They are distinguished from the great majority of applicants either by medical or by other exceptional circumstances which relate to the choice of school i.e. the circumstances of the child.
 - b) They would suffer hardship if they were unable to attend the preferred school (hardship meaning suffering of any kind) see Appendix 1 - Medical Need.
- 5) Children who live nearest to the school as determined by a straight line electronic measured route from the front door of the

child's address to the closest school entrance. This is also the tie breaker in the event of oversubscription in any category above.

If the last eligible child is a twin, triplet or child of any other multiple births, the governors will allocate places to the siblings even if that means exceeding the admission number.

*Definition of older brothers or sisters

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
Have one or both natural parents in common, or
Are related by a parent's marriage or related by parents living as partners at this address, or
Are adopted or fostered by a common parent.

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. We do not include cousins within our definition of sibling

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least four nights of the week, each week.

The closing date for applications this year is 1 November 2011; a spreadsheet showing students who have placed Trentham High School as a preference will be sent from the council to school by 22 November. [Information received will include: surname and forename of child, DoB, home address, current primary school, SEN status (if applicable) and distance measurement from home address to school].

Having considered all the preferences for the school, the governing body will rank all the applications and provide to the council a list of children in each of the categories as defined above. [Those children who are Statemented and have requested Trentham High School will be placed at the top of the list]. The council must receive this list by 17 December 2011. The allocations list for Trentham High School will be sent by the council and received by the school by 18 February 2012.

Home Address

Proof of residence may be required under the Co-ordinated Scheme. The offer of a place may be withdrawn if proof of residency is not met.

Waiting Lists

Under the Co-ordinated Scheme, the school and local authority will maintain a waiting list until the end of the Autumn term. The school will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our over-subscription criteria as described above. Before being offered a place at the school, parents will be invited to engage in a discussion to ensure that the ethos of the school is understood and accepted, and sign an agreement to uphold the school values.

We also maintain waiting lists for all 'full' year groups.

In Year Admissions

Admissions for all year groups will be dealt with in accordance with this policy. The council will administer a co-ordinated scheme and applications should be made direct to the council on their Transfer Request Form. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

Appeals

If you are not offered a place at our school, you have the right to appeal to our independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Trentham High School. Please ensure that these are headed with the school name and address and are returned to the Clerk of the Appeal Panel at the school. The closing date on the appeal application form must be adhered to. If you are in any doubt, please contact the school and we will send you appeal forms.

All appeals should be heard by the same panel and it is difficult to slot in late applications. Appeals will be heard before 6 July or the first working day afterwards if the 6th is a weekend.

This policy will be reviewed on an annual basis by the governors of the school.

Medical Need

The evidence must come from at least one registered health professional: a medical practitioner or other social care professional, and should set out the particular reasons why Trentham High School is the most suitable school and the difficulties that would be caused if the child had to attend another school. Evidence pertaining to the need of the child to attend Trentham High School because of an aptitude or interest in a specialism will not be considered under these criteria. The evidence must be included with the application form; higher priority will not be given to children under this criterion if required documents have not been produced. The governors will consider each such case on individual merit and make objective and consistent decisions.

Voluntary Aided Schools

St Margaret Ward Catholic College

The admissions process is part of the Stoke-on-Trent local authority co-ordinated scheme.

The admissions policy of the governors of St Margaret Ward Catholic College is as follows:

The ethos of the school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The school's Admission Number for the school year 2012/2013 is 200.

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 those applications before decisions on admissions are made (see Note 1 below).

In all criteria, priority will be given to those who have a brother or sister (see Note 3 below) attending St Margaret Ward Catholic College at the time of admission.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) 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) who currently attend a Catholic partner school (see Note 4 below).
3. Baptised Catholic children (see Note 2 below) who live in a partner school parish area (see Note 4 below).
4. Other Baptised Catholic children (see Note 2 below).
5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989).
6. Non-Catholic children who have an aptitude for the arts (see note 6).
7. Non-Catholic children who currently attend a Catholic partner school.
8. Other Non-Catholic children.

The last date for applications is 30 October 2011.

Over-Subscription

If there is over subscription within a criterion, the governors will give priority first to brothers and sisters and then to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front door of the school. 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 applications of those pupils who are the final 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 applications according to the admission 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.

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 applicants.

Note 2.

In all categories, 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 Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence should contact their parish priest.

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 designated partner schools and appropriate parishes for St Margaret Ward Catholic College are:
English Martyrs, Biddulph
St John's, Kidsgrove
St Joseph's, Goldenhill
St George and St Martin's, Birches Head
St Wilfrid's, Tunstall
St Mary's, Norton
St Peter's, Cobridge
Our Lady and St Benedict's, Abbey Hulton
(Shared with St Thomas More College)

Maps of the parish areas are available to view at the school and parish or by post on request.

Note 5.

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. Documentary evidence may be required. Where care is equally split between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

Note 6.

Up to 20 places (10% of the school's admission number) will be allocated to pupils who have an aptitude for the arts (i.e. dance or drama or music or visual arts).

Where a pupil seeks admission to the school on the basis of their aptitude in the arts, applicants will be invited to the school for an audition. The audition will comprise of aptitude tests in the pupil's chosen discipline i.e. dance or drama or music or visual arts. During the audition a pupil will demonstrate a particular capacity to learn or demonstrate a particular capacity to develop skills in dance or drama or music or visual arts and the capacity to benefit from the particular expertise and facilities at St Margaret Ward Catholic College.

Under no circumstances are pupils to bring with them a portfolio of evidence showing prior learning or experience in the chosen discipline as the purpose of the audition is to assess for aptitude, not ability.

Further details regarding the aptitude for the arts auditions are explained on our Arts Supplementary Information form that should be completed and returned to the school no later than 30 October 2011. Please note that forms are available upon request from the 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 the Clerk to the Admissions Committee. 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 local authority co-ordinated scheme.

Applications Other Than The Normal Intake To Year 7

An application should be made directly to the local authority who will then liaise with the governors of the school.

Waiting Lists

Waiting lists for admission will remain open until the end of the Autumn term and will then be discarded. Parents may apply to the governing body for their child's name to be reinstated. The waiting list will be kept in admission criteria order. A child's name may move up or down the list. Children who are 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.

In Year Fair Access Policy

Refer to the agreed policy with the local authority for admission of previously excluded or hard to place children.

The governors will inform Stoke-on-Trent City Council which pupils have been offered places and they will write to you on 1 March 2012.

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).

St Thomas More Catholic College

The admissions process is part of the Stoke-on-Trent local authority co-ordinated scheme.

The Admission Policy of the Governors of St Thomas More Catholic College is as follows:

The ethos of this college is Catholic. The college was founded by the Catholic Church to provide education for children of Catholic families. The college 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. We ask all parents applying for a place here to respect this ethos and its importance to the college community.

This does not affect the right of parents who are not of the faith of this college to apply for and be considered for a place here.

Admission Number of the school 2012 – 2013 is 187.

Governors will consider applications in late November/early December and parents will be informed on 1 March 2012 if their child has been allocated a place at the college.

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).

In all categories, priority will be given to those who have a brother or sister (see Note 3 below) attending St Thomas More Catholic College at the time of admission.

1 Baptised Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (eg, children with foster parents) (Section 22 of the Children Act 1989).

2 Baptised Catholic children (see Note 2 below) who currently attend a Catholic feeder school (See Note 4 below).

3 Other Baptised Catholic children.

4 Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (eg children with foster parents) (Section 22 of the Children Act 1989).

5 Non-Catholic children who currently attend a Catholic feeder school.

6 Other Non-Catholic children.

Over Subscription

If there is over-subscription within a criterion, the governors will give priority first to brothers and sisters and then to children living closest to the college determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front door of the school. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies 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.

Note 1

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

Note 2

In all categories, 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 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 designated feeder schools for St Thomas More Catholic College are:

1 St Augustine's School, Meir

2 St Gregory's School, Longton

3 St Maria Goretti School, Bucknall

4 Our Lady's School, Fenton

5 Our Lady & St Benedict School, Abbey Hulton (Shared with St Margaret Ward)

6 St Teresa's School, Trent Vale (Shared with St John Fisher)

7 St Thomas's School, Stoke (Shared with St John Fisher)

Note 5

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. 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 college place.

Appeals

Parents who wish to appeal against the decision of the governors to refuse their child a place in the college may apply in writing to the 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 college, the governors will not consider a repeat application in the same academic year.

Late Applications

Late applications will be dealt with according to the local authority co-ordinated scheme.

Applications other than the normal intake to Year 7 (subject to changes in regulations)

An application should be made directly to the local authority Admissions and Family Services in accordance with the local authority Admissions Procedure for In Year Admissions.

Waiting lists

Waiting lists for admission will remain open until the end of 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. The waiting list will be kept in admission criteria order. A child's name may move up or down the list. Inclusion of a child's name on a waiting list does not mean that a place will eventually become available. 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.

In Year Fair Access Policy

Refer to the agreed policy with the local authority for admission of previously excluded or hard to place children.

There is no cost related to the admission of a child to St Thomas More Catholic College.

Appendix

Definition of a "Baptised Catholic"
(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a "Baptised Catholic" for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

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 the communion with the See of Rome (ie, Latin Rite, Byzantine Rite, Coptic, Syriac, etc, of 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.)

**Deadline for applications
Monday
31 October
2011**

**Deadline for applications
Monday
31 October
2011**

Academies

Ormiston Horizon Academy

Follows the Stoke-on-Trent City Council Admissions Policy

Ormiston Sir Stanley Matthews Academy

Follows the Stoke-on-Trent City Council Admissions Policy

St Joseph's College

Admission Arrangements For Entry into Year 7 September 2012

St Joseph's College Edmund Rice Academy Trust is a voluntary aided, selective Catholic School for girls and boys.

To be considered for a place parents must:

a) apply to the school by 16 September 2011 for their child to take the entrance test. The application form for the entrance test will be available from the school from 4 July 2011 and at the open evening to be held at the school on 14 September 2011.

b) complete and return their local education authority secondary school application form by 31 October 2011. The appropriate form will be available from your primary school or local education authority and should be returned directly to them as appropriate. Forms are not available from St Joseph's College and should not be returned to us.

St Joseph's College has no designated catchment area and will consider applications from any local authority. All applications should be forwarded to Stoke-on-Trent local authority who will then send parents a Religious Practice Form after 31 October 2011 requesting further information that is relevant to our admission criteria. This form must be returned directly to St Joseph's College by 5 December 2011. The request for further information is very important as it contains the family's self-assessment to the practice of faith.

The entrance test will take place on 23 and 24 September 2011. Parents will be informed of the arrangements for the test and be given samples of questions. Results of the test will be forwarded to parents by 3 October 2011 so parents will know whether their child has passed the entrance test before the local education authority secondary school application form has to be submitted on 31 October 2011. Parents will also be told how many pupils have passed the test so that an assessment can be made of your child's chances of being allocated a place using the admission criteria set out in these arrangements.

Special Needs

If your son/daughter has been assessed as having a special need, he/she may qualify for additional time in the entrance examination and you should therefore enclose a copy of the relevant section of the report. Reports will only be accepted if they have been produced by a Chartered Educational Psychologist or Medical Practitioner. Reports should be sent to St Joseph's College as soon as possible and by 16 September 2011 at the latest.

Late Applications

Applications to sit the entrance test received after the date for the test but before the date for the submission of the school application form to the local authority will be accepted subject to passing an entrance test.

Applications to sit the entrance test received after the date for the test and the date for the submission of the school application form to the local authority, but before the allocation of places, will be accepted subject to passing an entrance test and acceptance by the local authority into its co-ordinated admissions scheme.

Applications received outside the normal admissions round

Consideration of applications outside the normal admissions round is subject to places available and passing an entrance test.

To pass the test your son or daughter must achieve an age adjusted score of 105, based on the average of the tests taken. To help clarify the standard required to pass the entrance test, 95% of pupils who pass the entrance test will expect to achieve at least an average level 4 in their Key Stage 2 SATs. All entrance test papers will be marked anonymously (i.e. the identity of the child will not be known to the markers)

Pupils who do not achieve the average score of 105 by not more than 2 (i.e. those with average scores of 103 and 104) will have their test papers remarked.

Parents and pupils will not be called for interview and, in the event of oversubscription, places will be allocated, according to the criteria, on the basis of the information contained in the Religious Practice Form. Parents should note that only pupils who have passed the entrance test will be considered and that once the test has been passed no further reference will be made to academic performance.

The admission committee of the governing body will allocate places on the basis of our admission criteria. This information will then be forwarded to the local authority who will write to you on 1 March 2012.

Admission Criteria Year 7

The college will admit up to 120 pupils into Year 7.

To be considered for a place, all pupils must pass the Governors' Entrance Test.

Oversubscription Criteria

The purpose of oversubscription criteria is to prioritise the allocation of places. Consideration of the declaration to practice of faith is included within each criterion except criteria 1, 5 and 7.

Practice of Faith

The evidence for assessing practice of faith will be gathered from the religious practice form which includes a declaration of the pattern of religious practice to be completed by the parent(s). A robust audit of these declarations will be carried out by the school who will contact the applicant family's priest or minister of religion to confirm the pattern of religious practice.

The most simple and common understanding of practice for a Catholic is to observe the Church's precept of attending Mass on Sundays. The Catholic Church defines a practising family as one which attends Sunday Mass every or most weeks. The religious practice form sets out a simple points system which gives highest priority to pupils from families who attend Sunday Mass every or most weeks over a substantial period of time.

For the purposes of the Religious Practice Form a family is normally to be regarded as a practising Catholic family where at least one parent is a practising Catholic and is doing his or her

best to hand on the faith to his or her child. Sometimes a different pattern of practice may be judged to be equivalent e.g. a grandparent or other appropriate extended family member may take on the responsibility to hand on the faith to the child.

For applicants from other faiths, practice will also be assessed according to frequency of attendance at their place of worship.

Practice of faith, therefore, will be judged by reference to:

- frequency of attendance at Parish Mass for Catholics
- frequency of attendance at their place of worship for non Catholics

For Catholics, an additional point will be available for each of the following:

- commitment to Catholic education for a substantial period of time
- family involvement in church or religious related activity

The points system is designed so that these additional points will not give higher priority to families who do not satisfy the Catholic Church's definition of 'practising' (attendance at Sunday Mass every or most weeks for 3 years) over families who do meet that obligation.

Parents are asked to sign a declaration that:

- the information given on the religious practice form is a true reflection of the family's religious practice
- they agree that the school may contact their priest or minister of religion to confirm the pattern of religious practice declared on the form

False or misleading declarations will result in the application being disqualified.

In the event of oversubscription, places will be allocated according to the following criteria, in order of priority:

- Baptised Catholic children in care
- Pupils who have an elder sibling in attendance at the school in Years 7-11, or if in Year 12 and 13 has attended the school for a minimum of 4 years, who will still be attending the school at the proposed admission date and who record a minimum of 7 points in their declaration to practice of faith. This criterion applies to all denominations - Catholic, Non-Catholic Christian and Non-Christian
- Seven Pastoral places for Baptised Catholic children who are unable, with good reason, to satisfy the requirements of criterion 4 in full.
- A minimum of 100 places for Baptised Catholic children allocated on practice of faith using the points system approved by the governing body.
- Non-Catholic Christian children in care
- A maximum of 15 places for Non-Catholic Christian children allocated on practice of faith using the points system approved by the governing body.
- Non-Christian children in care
- A maximum of 5 places for Non-Christian children allocated on practice of faith using the points system approved by the governing body.

Tie Break

In the event of a tie after all the above criteria have been applied the allocation of places will be decided by:

Equal division of whoever lives closest within an inner catchment area and outer catchment area (if an odd number of places are available in the tie break, one place is awarded from the inner catchment area first followed by equal division).

In the event of under-subscription within any of criteria 4, 6 and 8, the governors reserve the right to allocate places to pupils from another criterion from 4, 6 and 8.

Waiting Lists

All pupils who apply will be ranked and placed on a waiting list until 30 December 2012

1 The obligation to attend Sunday Mass also includes Saturday evening Mass

2 A substantial period of time means at least three years

3 The governors can only consider family involvement in activities which are faith based (i.e. organised by, for or on behalf of the church/religious community). The following is not an exhaustive list but such activities for parents and/or children might include: Long term (at least 2 years) altar server, member of a church youth group, choir or folk group, reader at church, extraordinary minister of the Eucharist, catechist.

4 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).

5 For admission purposes, a sibling is a child who lives at the same address and who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted and foster children living at the same address.

6 Pastoral places are only available when there is a compelling reason why compliance with the requirements under criterion 4 cannot be fulfilled. An application for a pastoral place should be made with supporting evidence. An example might be a child who spends weekends at different addresses and as a result is unable to attend the same place of worship each week. It also includes the inability to be allocated the additional points due, for

example, the non availability of a place at a Catholic primary school or the lack of opportunity to be involved in church related activities. Pupils who are unsuccessful in applying for a pastoral place will automatically be included in criterion 4.

7 The number of places (min. 100) includes children in care from (1) and siblings from (2)

8 For a child to be considered a non Catholic Christian they must be baptised into full communion with a Christian Church, recognised by the Catholic Church

9 The number of places (max. 15) includes children in care from (5) and siblings from (2)

10 The number of places (max. 5) includes children in care from (7) and siblings from (2)

11 Distance will be measured as the crow flies using the UK Postcode mapping system

12 Inner catchment area is defined as any address with an ST4 or ST5 postcode

13 Outer catchment area is defined as any address outside the ST4 and ST5 postcodes

St Peter's Academy

St Peter's Academy welcomes children from all backgrounds, faiths and no faith. The Sponsors of the Academy are committed to developing an inclusive school that reflects the diversity of the whole community in Stoke-on-Trent.

The Academy has a distinctive character and ethos, which reflect the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here for their children to respect this ethos and its importance to the Academy community. We hope that all students who come to St Peter's will be able to participate (as appropriate) in the religious life of the Academy (including collective worship and religious education). This does not affect the right of parents to withdraw their children from collective worship and religious education and for those who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The governing body is responsible for the admission of students to St Peter's and admits 240 students to Year 7 each September. Out of the 240 places, the governing body intends to allocate up to 120 "Foundation Places" (for practising Christians); up to 25 "Governors' Places" (for practising members of other faith communities) and at least 95 "Open Places" for the whole community (with precedence given within this category to students who might normally have attended Berry Hill Community High School).

Foundation Places

The governing body has designated up to 120 places to be offered to pupils whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or the Evangelical Alliance. Written evidence of applicants' commitment

to their place of worship (in the form of the St Peter's Academy Supplementary Information Form) will be required at the time of application. If there are more than 120 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

(i) children in public care (looked after children) who are of Christian faith;

(ii) children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4);

(iii) children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church and who have attended one of the designated "feeder" Church of England primary schools, as set out in Appendix A;

(iv) children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church;

(v) children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);

(vi) the nearness of the home to the [proposed] Fenton site of the Academy, measured in a straight line from the front door of the home to the main entrance for students of the Academy (Fenton site) (see Note 3).

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

If there are fewer than 120 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

Governors' Places

The governing body has designated up to 25 places each year as Governors' places, to be offered to pupils whose families are practising members of another faith community. Written evidence of applicants' commitment to their place of worship (in the form of the St Peter's Academy Supplementary Information Form) will be required at the time of application. If there are more than 25 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

(i) children in public care (looked after children) who are of another faith;

(ii) children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4);

(iii) children whose families are faithful and regular worshippers within another faith community;

(iv) children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);

(v) the nearness of the home to the [proposed] Fenton site of the Academy, measured in a straight line from the front door of the home to the main entrance for students of the Academy (Fenton site) (see Note 3).

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

If there are fewer than 25 qualified applicants for Governors' places, any unfilled places will become additional Open places. All applicants for Governors' places will also be considered for

Open places, and if they are successful in gaining a Governors' place, their name will be removed from the list of Open candidates.

Open Places

The governing body has designated at least 95 places each year as Open places, to be offered to pupils who do not qualify for a Foundation or Governors' place, but whose parents have chosen the Academy.

If there are more applicants than the available number of Open places, places will be allocated according to the following criteria. These are stated in order of priority:

(i) children in public care (looked after children);

(ii) children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4);

(iii) children who have attended one of the following designated "feeder" Community primary schools:

- Eaton Park Primary School
- Maple Court Primary School
- Waterside Primary School

(iv) children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);

(v) the nearness of the home to the [proposed] Fenton site of the Academy, measured in a straight line from the front door of the home to the main entrance for students of the Academy (Fenton site) (see Note 3).

In the event that two or more applicants have equal right to a place under criteria (ii)-(v) above, the governing body will use the distance criterion (v) as a tie-break.

Casual Admissions/In Year Applications

Subject to any provisions in the local authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received that there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal. Families will be notified of the decision within 3 weeks of receipt of application.

Further information may be obtained from:

Up to 31 August 2011: Lichfield Diocesan Board of Education, St Mary's House, The Close, Lichfield, WS13 7LD.

From 1 September 2011: The Admissions Secretary, St. Peter's Academy, Queen's Road, Penkhull, Stoke-on-Trent, ST4 7LG.

Notes

1. Applications on faith grounds

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

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from The St Peter's Academy Admissions Officer, c/o St Peter's CE (A) High School, Queens Road, Penkhull, Stoke-on-Trent, ST4 7LG Phone: 01782 233 600. Email: sphslc@sgfl.org.uk, or from the local authority) and return this form direct to the Academy

Admissions Officer at St Peter's, signed by an appropriate faith leader.

In the context of faith-based applications, "family" includes parents (or carers) and siblings. It does not include grandparents or other members of the extended family.

Children in public care (looked after children) who apply for a Foundation or Governors' Place will have absolute priority within these categories and (because they often move from place to place) will not be required to meet the criterion of being a "faithful and regular worshipper".

2. Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step 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.

3. Distance

Distance will be measured using a straight line using the local authority's computerised measuring system.

Whilst the Academy operates on a split-site in 2011-2013 (until the new buildings at Fenton are occupied in September 2013, or as soon as possible thereafter), the "main entrance for pupils of the Academy (Fenton) site" will be construed as the main entrance to the Stoke on Trent Sixth Form College on its Fenton site (i.e. before the College's move to the University site).

4. Medical or social or pastoral needs

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s), e.g. doctor, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why St Peter's Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

5. Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are places available. Waiting lists will be held for each of the three admission categories (Foundation, Governors' and Open places). The waiting list will operate until 31 December in the year of admission. 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. Priority will be given first to Foundation place applicants, then to Governors' place applicants, and finally to Open place applicants (except that any children in public care will always be given absolute priority for a place).

6. 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 Academy and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, c/o St Peter's Academy, 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.

7. 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 number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the Academy will exceed its admission number so that same family twins, triplets etc do not have to attend separate schools.

8. General

Admissions to the Academy will be co-ordinated through the Local Authority's Co-ordinated Scheme and its timetable. Applicants for Foundation or Governors' places will be required to complete the St Peter's Academy Supplementary Application Form.

This Policy will be reviewed on a regular basis in line with the timetable in the Academy admissions annex, the School Admissions Code and statutory requirements.

Appendix A

Designated "feeder" Church of England Primary Schools relevant for 'Foundation' Places.

1. Stoke-on-Trent

Belgrave St Bartholomew's Academy, Longton
Christ Church CE (C) Primary School, Fenton
John Baskeyfield CE (C) Primary School, Burslem
Kingsland CE (C) Primary School, Bucknall
Priory CE (C) Primary School, Trentham
St John's CE (A) Primary School, Trent Vale
St Luke's CE (A) Primary School, Hanley
St Mark's CE (A) Primary School, Shelton
St Matthew's CE (A) Primary School, Rough Close
St Mary's CE (A) Primary School, Tunstall
St Paul's CE (C) Primary School, Longton
Stoke Minster CE (A) Primary School, Boothon

2. Staffordshire

St Chad's CE (C) Primary School, Chesterton
St Giles' & St George's CE (C) Primary School, Newcastle
St John's CE (C) Primary School, Keele
St Luke's CE (C) Primary School, Silverdale
St Mary's CE (C) Primary School, Knutton
St Saviour's CE (C) Primary School, Talke
St Peter's CE (A) Primary School, Caverswall
St Thomas CE (A) Primary School, Kidsgrove

The Co-operative Academy at Brownhills

Follows the Stoke-on-Trent City Council Admissions Policy

The Discovery Academy

This is an extract of the full policy document which relates specifically to the process of application and oversubscription criteria. The full document can be found on the Discovery Academy website or on the city council's website stoke.gov.uk/admissions

D. Procedure For Admitting Students To The Academy

Admissions number

5.1 The Academy Trust has the following agreed admissions number for the Discovery Academy for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

a) 240 in Year 7.

5.2 For admissions to Year 7 in September 2011/12 the Academy will admit all students offered a place in Year 7 through the local co-ordination of admissions at the predecessor schools, Mitchell High School and Edensor Technology College.

5.3 In any specific year, the Academy Trust may set a higher admission number than the Discovery Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult those listed at paragraph 3.1. Students will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

5.4 If the Academy admits a total of 26 students in excess of its admission number in any three-year period it will determine a higher admission number, after consulting those bodies listed at paragraph 3.1.

Process of application

5.5 Arrangements for applications for places at the Discovery Academy will be made in accordance with the local authority's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.

5.6 The Academy Trust will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the timetable for co-ordination of admissions arrangements within the Stoke-on-Trent local authority as agreed by its Admissions Forum, neighbouring local authority admissions authorities, and local schools and Academies.

5.6.1 By 1 September - The Academy Trust will publish, in the Discovery Academy's prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2011 for admission in September 2012). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Academy Trust will also provide information in relation to the Discovery Academy to the local authority for inclusion in the composite prospectus, as required;

5.6.2 September/October - The Academy Trust will provide opportunities for parents/carers to visit the Academy;

5.6.3 By 31 October - Secondary Common Application Form will be completed and returned to the student's home local authority to administer;

5.6.4 By 30 November - Stoke-on-Trent City Council will send Discovery Academy applications to the Academy Trust;

5.6.5 By 10 January - the Academy Trust will send a list of students to be offered places at the Academy to Stoke-on-Trent local authority;

5.6.6 By 10 February - the local authority will apply the agreed scheme for its own schools, informing other local authorities of offers to be made to their residents;

5.6.7 1 March - offers will be made to parents/carers.

5.7 From 2011-12 there will be a national closing date of 31 October for secondary applications and the Discovery Academy will ensure its application processes enable parents/carers to apply before these deadlines.

Consideration of applications

5.8 The Academy Trust will consider all applications for places at the Discovery Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Discovery Academy to all those who have applied.

Procedures where the Academy is oversubscribed

5.9 Where the number of applications for admission is greater than the published admission number, the Academy Trust will first accept all students with a Statement of Special Educational Needs where the Discovery Academy is named on the statement. After the admission of students with Statements of Special Educational Needs, the criteria below will be applied for the remaining places for this age group in the order in which they are set out:

5.9.1 children in public care (including children provided with accommodation under Section 22 of the Children Act 1989);

5.9.2 children with compelling medical or exceptional social reasons for attending the Discovery Academy (robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant, GP or health visitor at the time of the application, and must set out why the Academy is the only school that can meet the young person's needs);

5.9.3 siblings of students attending the Academy at the time of entry

5.9.4 children who live nearest to the Academy by straight-line distance.

5.10 In the case of applications from twins and other multiple births (or two or more siblings in one year group), they will be treated as a single application and, within each oversubscription criterion in paragraph 5.9 above, will be considered before other applications to avoid the admission number being exceeded. In the rare case where a multiple application would cause the Academy to exceed its admission number, the Academy Trust will admit all the applicants under a multiple application rather than cause the applicants to be admitted to different schools.

5.11 Once the above criteria (5.9.1-5.9.4 in paragraph 5.9) have been applied to other applicants and offers have been made subsequent to the offer date for secondary admissions, the Academy may offer places to the children of newly appointed teachers where there is a demonstrable skills shortage for the vacant post in question. This is in accordance with paragraph 2.18 of the School Admissions Code. The Academy is able to exceed its admission number in offering such places.

Operation of waiting lists

5.12 Subject to any provisions regarding waiting lists in the local authority's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the Discovery Academy receives more applications for places than there are places available, a waiting list will operate until one term after the start of the school year. This will be maintained by the Academy Trust and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

5.13 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5.9. Where places become vacant they will be allocated to students on the waiting list, in accordance with the oversubscription criteria.

Arrangements for admitting students to other year groups, including to replace any students who have left the Academy

5.14 From 2011-2012 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academics' right to determine which applicants have priority for admission.

5.15 Subject to any provisions in the local authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the student unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 5.9 shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

Arrangements for admission of students as the Academy builds to its full capacity

5.16 The Academy will open on 1 September 2011 with a Published Admission Number relating solely to students in Year 7. Students in subsequent Years will have been transferred automatically from the predecessor schools, Mitchell High School and Edensor Technology College, which will close on 31 August 2011. Students offered a place in the predecessor schools Year 7 for September 2011 will be admitted to the Academy.

5.17 Admission to year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Discovery Academy and the efficient use of resources.

5.18 There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

E. Definitions

6.1 Definition of siblings

A sibling is defined as:

6.1.1 a brother or sister who share one or both parents, whether or not resident in the same household;

6.1.2 a half brother or half sister who share one common parent

6.1.3 a step brother or step sister where two children are related by a parent's marriage

6.1.4 an adopted or fostered child living in the same household under the terms of a residence order

6.1.5 another child normally in residence for the majority of term time in the household for whom the adult in the household has parental responsibility and also has parental responsibility for the child currently attending the Academy.

6.2 Definition of the distance to the Academy from an intending student's home

6.2.1 The distance used is the straight-line distance from home to the academy and is measured electronically by Stoke-on-Trent City Council on behalf of the Academy Trust. It will be measured using Ordnance Survey address point data which takes a straight-line measurement from the front door of the child's home address to the main entrance of the Academy.

6.2.2 If two distances are identical (for example where more than one child lives in the same block of apartments) and there is no other way of separating the applications according to the admission criteria, and to admit both or all of the children would cause published admission number to be exceeded, the Academy Trust will draw lots to randomly select the child to be offered the final place(s).

6.3 Admissions to The Discovery Academy, Stoke-on-Trent

Interim measures for home-school distance while the Academy is on two sites

6.3.1 The distance used in the oversubscription criteria for admissions to the Academy is the distance from the applicant's home to the main entrance of the Academy. In the period before the Academy opens on the Willfield site, distances from home to school will be measured from the applicant's home to the main entrance of the building currently on the Willfield site. In this way the Academy will ensure that it serves its eventual local area. This building currently houses Willfield Neighbourhood College and other local services. The address to be used for measuring distance is until the Academy occupies the Willfield site is, therefore:

Willfield Neighbourhood College, Lauder Place North, Bentilee, Stoke-on-Trent, ST2 0QL

Schools in neighbouring local authorities

Painsley Catholic College

The admissions process is part of the Staffordshire County Council local authority co-ordinated scheme.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Painsley Catholic College serves the rural Staffordshire Moorlands and parts of Stoke-on-Trent. Painsley combines traditional values with a commitment to growth. The college's motto "Know Yourself", and the Mission Statement stress our Christian ethos and climate, the uniqueness of the individual child, our belief in Gospel values, a commitment to excellence, a concentration on strengths and the quality of relationships. Daily prayer, meditation and regular invitations to the celebration of the Eucharist are fundamental to the life of the college.

The governors of the college have a responsibility to maintain the Catholic character of the college and their admissions will be controlled with this in mind.

The school's admission number for the school year beginning in September 2011 is 170.

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).

In all categories, priority will be given to those who have a brother or sister (see Note 3 below) attending Painsley Catholic College at the time of admission and then distance.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (eg children with foster parents) (Section 22 of the Children Act 1989).

2. Baptised Catholic children who currently attend a Catholic feeder school (see Note 4 below).

3. Baptised Catholic children who live in a feeder school parish area (see Note 4 below).

4. Other Baptised Catholic children.

5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (eg children with foster parents) (Section 22 of the Children Act 1989).

6. Non-Catholic children who currently attend a Catholic feeder school.

7. Other Non-Catholic children.

Over-subscription

1. If there is over-subscription within Category 6, priority will be given in accordance with those having the earliest date of admission to a feeder school.
2. If there is over-subscription within any other category, the governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the school. 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 5 below).
3. Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins/triplets and will offer places on behalf of the governing body.

Notes

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 applicants.

Note 2

In all categories, 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 Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest. 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.

Note 4

The designated feeder schools and appropriate parishes for Painsley Catholic College are:

- St Giles' Catholic Primary School, Cheadle, and the Parish of St Giles', Cheadle
- St Thomas's Catholic Primary School, Tean, and the Parishes of St Thomas's, Tean and St Mary's, Cresswell
- St Mary's Catholic Primary School, Leek, and the Parish of St Mary's, Leek
- St Filumena's Catholic Primary School, Caverswall, and the Parish of St Filumena's, Caverswall
- St Joseph's Catholic Primary School, Uttoxeter, and the Parishes of St Mary's, Uttoxeter and Sacred Heart, Abbots Bromley
- The Faber Catholic Primary School, Cotton, and the Parishes of St Wilfred's, Cotton and St John's, Alton

Maps of the parish areas are available to view at the school and parishes or by post on request.

Note 5

The home address of a student is considered to be the permanent residence of a child. The address must be the child's only or main residence. 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.

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 the 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

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms

Or

- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

Applications other than the normal intake to Year 7

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

Waiting lists

Waiting lists for admission will remain open until the end of the Autumn term and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

In year Fair Access Policy

Refer to the agreed policy with the local authority for admission of previously excluded or hard to place children.

Year 12 Admissions Policy

Painsley Catholic College operates a collaborative Sixth Form arrangement called "The Moorlands Sixth Form College". A prospectus can be obtained from the school or The Moorlands College.

We operate an open access policy of admissions to Year 12 but students wishing to study courses at Advanced Level are normally required to have achieved at least five A*-C grades at GCSE level.

External applications to Year 12 at The Moorlands College are always welcome.

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

Appendix Definition of a “Baptised Catholic”

(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

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 (ie 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 who 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, (ie 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.)

St John Fisher Catholic College

The admissions process is part of the Staffordshire local authority co-ordinated scheme. The Admission Policy of the Governors of St John Fisher Catholic College is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here. The School's Admission Number for the school year beginning in September 2011 is 165. 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).

In all categories, priority will be given to those who have a brother or sister (see Note 3 below) attending St John Fisher Catholic College at the time of admission.

1. Baptised Catholic children (see Note 2 below) 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 who currently attend a Catholic feeder school (see Note 4 below).
3. Baptised Catholic children who live in a feeder school parish area (see Note 4 below)
4. Other Baptised Catholic children
5. 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).
6. Non-Catholic children who currently attend a Catholic feeder school
7. Other Non-Catholic children

Over Subscription

If there is over-subscription within the category, the governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the school. 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 randomly select the child to be offered the final place by drawing lots.

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 categories, 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 Baptised Catholic see the Appendix (1) those who face difficulties in producing written evidence of baptism should contact their Parish Priest. 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.

Note 4

The designated feeder schools and appropriate parishes for St John Fisher Catholic College are:

- St Mary's Catholic Primary School, Newcastle-under-Lyme
- St Wulstan's Catholic Primary School, Wolstanton, Newcastle
- Our Lady & St Werburgh's Catholic Primary School, Clayton, Newcastle
- *St Thomas Aquinas Catholic Primary School, Stoke-on-Trent
- *St Teresa's Catholic Primary School, Trent Vale, Stoke-on-Trent (*Shared with St Thomas More Catholic College, Longton, Stoke-on-Trent)

Parishes of:

- Holy Trinity, Newcastle-under-Lyme
 - Sacred Heart, Silverdale and Madeley
 - St Wulstan, Wolstanton
 - Our Lady of Sorrows, Knutton
 - St John the Evangelist, Chesterton
 - Our Lady & St Werburgh, Clayton
 - Our Blessed Lady & St John the Baptist, Ashley
 - Our Lady of the Angels and St Peter in Chains, Stoke-on-Trent
 - St Teresa of the Child Jesus, Trent Vale
- Maps of the parish areas are available to view at the school and parishes or by post on request.

Note 5

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. 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.

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

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms

Or

- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time - the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order.

Applications other than Year 7

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

Waiting lists

Waiting lists for admission will remain open until the end of the autumn term and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

In year Fair Access Policy

Refer to the agreed policy with the local authority for admission of previously excluded or hard to place children

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).

**Deadline for applications
Monday
31 October
2011**

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).

Admission policies should state the requirement of written evidence of Baptism or Reception for the category of "Baptised Catholic". The policy should also state that those who face difficulties in producing written evidence of baptism should contact their Parish Priest.



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	01782 235100
School Transport	01782 233232 / 236868

**Deadline for
applications
Monday
31 October
2011**



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

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