**Pupils Starting Primary Education**

**Co-ordinated Admission Arrangements**
All local authorities are required by regulations in the School Standards and Framework Act 1988 to have co-ordinated admissions for all schools within its area for each academic year.
Co-ordination establishes a mechanism that ensures that, as far as practical, every child living in a local authority area who has applied in the normal admissions round receives one and only one offer of a school place on the same day.
The Local Authority co-ordinates the admission arrangements for all schools within its area in the normal admissions round.
The Local Authority receives all application forms for all community, voluntary aided and academy schools, then writes to parents/carers informing them which school place has been allocated.

**Applications for Reception Places 2018/2019**
Children born between 1st September 2013 and 31st August 2014 are eligible to start school in Reception on 1st September 2018. Parents/carers have a right to express a preference for a primary school(s) but there is no guarantee that a place can be allocated at one of them.

**Do you live in the Borough of Darlington?**
**YES** - Then you must apply on the Darlington Primary Application Form (PSA). No matter which primary schools you are interested in, whether located in the Borough of Darlington or in another local authority area.
**NO** - If you don't live in Darlington then you must apply on the application form supplied by the local authority area that you live in.

**How to Apply**
The easiest way to apply is by completing the online application form. If you do not have access to the internet, then an application form can be obtained from the School Admissions Team. Forms should be returned to the School Admissions Team no later than 12th January 2018. Forms received after this date (late applications) will only be considered in exceptional circumstances (for example: families who have moved into the area after the closing date). These late applications will be considered up to and including 26th January 2018 (around the original deadline).
Where a family intends to move into the Borough, a request for a school place based on the new address cannot be considered until a letter is provided from a licensed conveyancer or solicitor confirming exchange of contracts.
All other applications will only be considered once the process for allocating places has been applied to those applications received by the deadline. When a PSA has not been received, then a place will be allocated at the nearest school to the home address that has available places.
The PSA should also be completed even if your child is currently undergoing a Statutory Assessment. Before completing and returning the PSA, you are strongly advised to read the Authority’s primary admissions brochure ‘Guide for Parents 2018/19’. The PSA is enclosed within the guide which is available to download from the website or on request from the Local Authority from September 2017. You may also wish to obtain a
copy of the school’s prospectus from the Headteacher of the school you are considering. You can find reports about schools [external link] on the website of the Office for Standards in Education (Ofsted) and annual school performance tables [external link].

Each local authority co-ordinates the admission arrangements for children starting education for schools within their area. Darlington local authority will make a single offer of a school place for the academic year 2017/2018 to parents/carers resident in Darlington.

Expressing Your Preference of School

Parents/carers are entitled to apply for any school in any Local Authority but must do so on the application form for their local ‘home’ authority. All Local Authorities liaise with each other for applications received for schools in their authority area. Although all applications for Darlington schools will be considered on an equal weighting basis, should a child be eligible for a place at more than one school parents/carers are requested to rank their order of preference on the PSA in order that only one offer will be made. Most children attend the nearest appropriate school from their home address. However, some parents/carers may wish their children to attend a different school. The Local Authority will comply with parental requests where a place is available in the requested school. It is, however, a good idea to list more than one school. If you only give one preference and the Local Authority cannot offer your child a place at that school, there may be few schools left with places available, should you choose to go through the appeals process and are not successful.

Oversubscription Criteria

The relevant admissions criteria will be applied to all schools that are oversubscribed either by the Local Authority or by the Governing Body of the school requested.

For further information regarding Darlington Local Authority’s Oversubscription Criteria, please visit:

Offer Date

Darlington Local Authority will issue decision letters on 16th April 2018. You are required to reply to the offer within 14 working days of receipt of the letter, otherwise Darlington Local Authority will look to withdraw the offer of the place. Should your child be unsuccessful in gaining a place at your preferred school, parent/carers will receive a single offer of a school place at the nearest school to the parental address with available places. The Headteacher cannot offer your child a place or guarantee that a place will be available.

Any enquiries regarding the process contact the School Admissions Team on 01325 405907 or email school.admissions@darlington.gov.uk