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Dear Parents,

The purpose of this booklet is to provide you with sufficient information about our school so that you can make an informed decision about which school you would like your child to attend. Brougham Primary School is an academy and is part of the Ad Astra academy chain.

At Brougham Primary School, we aim to develop each pupil's abilities in a positive, caring environment where children are given every encouragement and support. The emphasis is very much on a broad and balanced curriculum but rigour is given to each area of the curriculum to ensure that each child progresses towards his or her potential.

We believe in promoting an open atmosphere with a sense of community where children are polite, behave in an appropriate manner and have a healthy respect for everyone with whom they come into contact. Our Behaviour Policy, which rewards acceptable behaviour, is designed to promote this, but the help of parents to support this policy is vital if we are to achieve our aims. Therefore, parents are asked to sign a Home School Agreement, which sets out the responsibility of the School, parents and pupils.

Educational visits are encouraged in order to compliment what is taught in the classroom so that work becomes meaningful and interesting. We believe that extending pupil experiences beyond the classroom helps to drive our curriculum.

Parental involvement is of paramount importance to the success of our school and is strongly encouraged. We enjoy and welcome the help and support we receive from parents.

We are very proud of our relationships with the faith communities in our area and seek to further develop these.

Please feel free to come and look around our school and take the opportunity to talk to myself or members of staff. We pride ourselves in the care and support we give to both pupils and parents. We look forward to seeing you and working with your children and hope they have many happy and rewarding years with us. Please check out our website that is updated regularly [www.brougham-school.org.uk](http://www.brougham-school.org.uk)

Yours sincerely,



Mrs J Thomas (Headteacher)

## Mission Statement

Brougham Primary School is committed to ensuring that children acquire the necessary educational and social skills to prepare them for the next stage of their development. Our School badge was designed by pupils and encapsulates our moral purpose in "We care, We Share, We Learn".

We aim to: -

- ❖ provide the full educational entitlement which meets the individual needs of every child
- ❖ provide quality learning experiences and activities which are differentiated for individual needs
- ❖ give high priority to literacy, numeracy and speaking and listening
- ❖ provide encouragement and support
- ❖ celebrate success and achievement to promote positive self-esteem and aspirations
- ❖ have high expectations of children's achievements and behaviour
- ❖ involve each child in active participation in the planning and assessment of his/her work
- ❖ enrich the curriculum through contacts with organisations, agencies, individuals and experiences outside school
- ❖ develop an environment and curriculum in school which promotes a sense of community and belonging and where children can exercise personal and social skills of independence, team work, self-awareness, self-respect, respect for others and the promotion of British Values
- ❖ enhance the skills and experiences of staff
- ❖ encourage and develop greater parental involvement and support

For our school to accomplish these aims we need to work closely with the family. The education of young children should be promoted through a partnership in which both the home and the school play their parts to the full in order to raise standards of achievement and develop the child as a successful individual.

## The School

Brougham Primary School is a community school and covers the age range three to eleven years. The number of children on the school roll is presently 287 with a further 41 nursery children attending part time. The school is modern in design and has a variety of teaching areas and includes a large multi-purpose hall, enclosed spaces and practical areas.

School offers inviting and interesting surroundings, providing a sense of purpose and security where children can feel comfortable and secure and are able to develop together. We endeavour to provide plenty of practical work and hands on experiences, as we believe that children learn much more quickly when activities are real and consolidated by personal actions.

## Staff

|   |                    |
|---|--------------------|
| <b>Headteacher</b>                        | Mrs J Thomas       |
| <b>Deputy Headteacher</b>                 | Mrs S Greenan      |
| <b>Teachers</b>                           |                    |
| Miss Tyerman                              | Miss K Mussard     |
| Mrs T Trethowan                           | Mrs M Bestford     |
| Mrs T Henderson                           | Mrs S Leight       |
| Mrs N Bentley                             | Miss K Vincent     |
| Miss R Carroll                            | Mrs G Kelly        |
| Mrs N Calvert                             | Miss C Reilly      |
| Miss Z Rogers                             | Miss K Garratt     |
| Mrs H Moore                               | Miss L Armstrong   |
| Miss H Grocott                            |                    |
| <b>Teaching and One to One Assistants</b> |                    |
| Mrs R Biggins                             | Miss H Barclay     |
| Miss L Gorton                             | Miss V Bamford     |
| Mrs C Measor                              | Mrs N Sullivan     |
| Mrs N Magee                               | Mrs A Auton        |
| Mrs J Whitehead                           | Mrs B Nodding      |
| Mrs J Wrigley                             | Mrs J Voss         |
| Miss M Allison                            | Mrs L Naylor       |
| Mrs K Hutchinson                          | Mrs J Hopkins      |
| Mrs S Noble                               | Miss S Orley       |
| Mrs J Ward                                | Mrs K Binks        |
| Mrs S Dickson                             | Miss O Peek        |
| Miss S Coulson                            |                    |
| <b>Support Staff</b>                      |                    |
| Social Inclusion Officer/PSA              | Miss S Illingworth |
| Business Manager                          | Mrs S Blake        |
| Secretary                                 | Miss R Price       |
| Caretaker                                 | Mr P Jennings      |

## The Governing Body

The Governing Body consists of 4 Community Governors, 2 Local Authority Governors, 5 Parent Governors, 3 staff Governors and Associate members.

### **Head Teacher**

Mrs J. Thomas

17/04/15

### **Parent Governors**

Rev Fr G Buttery

Mrs G Buttery

2 parent governor vacancies

### **Period of Office**

04/10/15 to 03/10/19

04/02/15 to 03/02/19

### **LA Governor**

Mrs S Marshall

16/03/17 to 15/03/21

### **Staff Governors**

Miss S Illingworth

27/02/17 to 26/02/21

### **Co-opted Members**

Mrs S Greenan

Mrs Gillian Sild

Mrs Leanne Todd

Mrs Barara Waters

17/04/15 to 16/04/19

07/05/15 to 09/16/19

30/11/16 to 29/11/20

### **Associate Members**

### **Chair**

Fr G Buttery.

Fr Graeme is also the governor responsible for SEND

### **Vice chair**

### **Pupil Premium**

As well as our designated budget, school receives a Pupil Premium payment. The details are on our website.

## School Terms

### **Autumn Term 2018**

|               |                                   |
|---------------|-----------------------------------|
| School opens  | Tuesday 4 <sup>th</sup> September |
| School closes | Friday 26 <sup>th</sup> October   |
| School opens  | Monday 5 <sup>th</sup> November   |
| School closes | Friday 21 <sup>st</sup> December  |

### **Spring Term 2019**

|               |                                  |
|---------------|----------------------------------|
| School opens  | Monday 7 <sup>th</sup> January   |
| School closes | Friday 15 <sup>th</sup> February |
| School opens  | Monday 25 <sup>th</sup> February |
| School closes | Thursday 5 <sup>th</sup> April   |

### **Summer Term 2019**

|               |                               |
|---------------|-------------------------------|
| School opens  | Monday 23 <sup>rd</sup> April |
| School closes | Friday 24 <sup>th</sup> May   |
| School opens  | Monday 3 <sup>rd</sup> June   |
| School closes | Friday 19 <sup>th</sup> July  |

As well as the above dates school is required to meet for 190 days in each school year and the teaching staff to meet for 195 days. These dates are 3<sup>rd</sup> September, 30<sup>th</sup> November, 14<sup>th</sup> June, 22<sup>nd</sup> and 23<sup>rd</sup> July.

## School Hours of Attendance

Nursery                      8.45 am - 11.15 am  
   12.25 pm - 2.55 pm

Lower school                8.50 am - 11.55pm  
   1.00 pm - 3.00 pm

Upper school                8.50 am - 12.05 pm  
   12.50 pm - 3.05 pm

### **Hours taught (per week)**

### **Assembly/Registration (per week)**

|              |                  |                 |
|--------------|------------------|-----------------|
| Lower School | 21 hours 40 mins | 3 hours 20 mins |
| Upper School | 23 hours 20 mins | 4 hours 10 mins |

## School Organisation

The school is organised into three stages:

|                      |                               |
|----------------------|-------------------------------|
| The Foundation Stage | Nursery and Reception classes |
| Key Stage 1          | Years 1 and 2                 |
| Key Stage 2          | Years 3, 4, 5 and 6.          |

The children are taught individually, as members of small and large groups, as well as in a whole class. The work they undertake caters for the individual needs of each child.

We have a 78 place Nursery where 39 children attend the morning session and 39 children attend the afternoon session. The nursery teacher is Miss Armstrong. The rest of the school is presently organised into 14 classes.

|                         |   |
|-------------------------|---|
| <b>Foundation Stage</b> | Miss L Armstrong<br>Miss K Garratt<br>Mrs Moore |
|-------------------------|---|

|                    |                 |
|--------------------|-----------------|
| <b>Key Stage 1</b> |                 |
| Year 1             | Miss C Reilly   |
| Year 1             | Miss Z Rogers   |
| Year 2             | Mrs T Henderson |
| Year 2             | Miss R Carroll  |

|                    |   |
|--------------------|---|
| <b>Key Stage 2</b> | □   |
| Year 3             | Mrs N Calvert<br>Miss K Vincent<br>Miss H Grocott |
| Year 4             | Mrs G Kelly<br>Miss C Tyerman                     |
| Year 5             | Mrs N Bentley<br>Mrs T Trethowan/ Mrs S Leight    |
| Year 6             | Miss K Mussard<br>Mrs M Bestford                  |

### **Admissions policy**

Children are usually admitted to nursery at the beginning of the term after their third birthday. However, when demand for places is high children may have to wait one or two terms until a place becomes available. Places are, however, available for all four year olds. We have a fixed capacity and the exact date of admission may vary from year to year depending on the pressure for places. As places become available in the nursery, children will be admitted with priority being given to children living within the school's admission zone with places offered to the oldest child first.

If your child was born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014 he or she will be due to start Reception class in September 2018. Parents of children starting school are invited to visit beforehand. In the event of the school being oversubscribed we have to adhere to certain rules when deciding if there is a place for your child. The criteria can be found on page 15. Parents can contact the Admissions Team on 523768 or 523765 if there is a problem.

### **Foundation Stage**

Parents can put their children's names down for the Foundation Stage at two years of age. Forms can be obtained from the School Office. The Foundation Stage provides education for children between three and five years and consists of the child's nursery and reception years.

The early years in children's lives are important in establishing children's dispositions and attitudes towards learning. We place a great emphasis on encouraging children's social and emotional development and confidence in their own abilities.

By providing a stimulating, child centred and holistic environment we aim to develop the whole child and encourage children to become creative thinkers and independent learners.

Experiences include: sand, home corner, music and movement, water, creative, games, art, books, computers, construction, mark making, sensory and role play. There is also an outdoor play area and the children have use of the large hall for larger movement activity.

Parents are invited to attend an open afternoon prior to children starting nursery and reception. We also encourage parents to come into nursery on the first session to help children to settle in and help them to discover the new environment. Children enter their reception year of the Foundation Stage in the year that they become five.



**It is expected, that unless there is a medical need, all children will be able to use the toilet independently when they start nursery at the age of 3.**

We have stringent safeguarding procedures to ensure that visitors have been adequately vetted. The security of the buildings and grounds are of paramount importance to everyone connected with the school. There are push pads on all inside doors and the doors to the main entrance are covered by cameras and are operated electronically. There is a barrier to the school grounds which is lowered during school hours to minimise traffic on the premises.

We have limited provision for 2 year olds and places are allocated by the Local Authority. If there are vacancies the sessions are available to but on a first come basis.

### **National Curriculum**

We endeavour to deliver a broad, balanced and relevant curriculum which caters for the needs and abilities of all children. Through our delivery of the National Curriculum we encourage children to become confident, skilful and disciplined, both academically and socially. Due recognition is given to the importance of first-hand experience and practical tasks in the acquisition and application of knowledge and skills. Regular opportunities will be provided to extend and enrich their experiences through educational visits, industrial links and visiting speakers.

In this school the Curriculum Guidance for the Foundation Stage is followed by children aged 3 years to 5 years. The National Curriculum is followed by children aged 5 years to 11 years;

Key Stage 1 - from 5 to 7 years

Key Stage 2 - from 7 to 11 years

All children have full entitlement to the National Curriculum and Religious Education. The National Curriculum consists of nine subjects:

|                            |                    |
|----------------------------|--------------------|
| <b>Core subjects</b>       | English            |
|                            | Mathematics        |
|                            | Science            |
|                            | Computing          |
| <b>Foundation Subjects</b> | Technology         |
|                            | Geography          |
|                            | History            |
|                            | Art                |
|                            | Music              |
|                            | Physical Education |

Religious Education is provided in the school within the framework of the Hartlepool Agreed Syllabus for Religious Education.

## **Arts**

Our school is keen to promote the Arts and we endeavour to support the National Curriculum with regular visits to the museum and art gallery. We have fostered strong links with the Community Arts Service and children from this school are regularly involved in dance and arts projects.

## **Parent Evenings**

Parents are invited to come into school each term to discuss their child's progress with the class teacher. It is very important that parents understand their child's progress and attendance is encouraged.

## **Reports**

At the end of the school year a report, detailing the academic and social progress of each child, is given to parents at the end of the Summer Term. At the end of the autumn and spring Term a simple report on children's effort and progress against national expectation is given out.

## **Assessment and Record Keeping**

Children are assessed as soon as they enter school using a Baseline Assessment Scheme. The purpose of this assessment is to determine which skills, interests and experiences children have acquired in order to inform the planning of future learning needs.

There is continuous assessment and recording of individual pupil progress throughout the year by class teachers to ensure that children are being supported and extended according to their needs.

## **SATS**

Standard Assessment Tests (SATS) are administered at the end of Years 2 and 6. Pupils in Key Stage 1 and 2 take periodic assessments to inform teachers of their progress and educational needs. The results of these are published on our website [www.brougham-school.org.uk](http://www.brougham-school.org.uk)

## **Special Needs**

There are some children in every school who may need extra help for a period of time in some area of their work. In this school, children with special needs are given the full entitlement of the National Curriculum and their progress is monitored and reviewed on a regular basis. Once their needs have been diagnosed, a planned programme of work designed to help them takes place between the class teacher and the special needs coordinator (SENCO). The SENCO works closely with class teachers and with a variety of outside agencies. Mrs Greenan is our SENCO.

## **Sex Education**

The view of Hartlepool L.A. is that the Governing Body of a school should give its approval to the development of a sex education policy and our Governing Body has complied with this. The Act gives parents the right to withdraw their children from any part of the school's programme of sex education except those elements taught as part of the science curriculum.

The programmes will be delivered through the children's work in science and topic work. Questions arising from the sessions will be dealt with by the teacher concerned, bearing in mind the age and maturity of the child. Parents will be informed if a child asks questions which give cause for concern. Y6 pupils take part in a puberty education programme involving the school nurse. This includes the use of videos which parents can view beforehand.

Health, hygiene, drugs, smoking and relationships are covered in science and health education and in personal and social education throughout the school. The content of these lessons is matched to the needs of the children and takes into consideration their emotional, physical, intellectual and social development.

## **Equal Opportunities**

The school has a very strong commitment to equality in education. All children, regardless of race, sex, religion, physical disability or educational ability, have full entitlement to the National Curriculum and are given opportunities to develop their talents to the full.

## **Library Bus**

The bus visits school every fortnight and children are strongly encouraged to join the library service.

## **Behaviour**

We aim to establish good relationships between adults and children and amongst children to promote a caring ethos. We expect all pupils to behave sensibly and in a disciplined manner and we are positive in our approach to discipline. There is a series of consequences for those pupils displaying inappropriate behaviour. However, numerous incentives are given and appropriate behaviour is recognised and rewarded.

## **Attendance**

We endeavour to do all we can to ensure that all pupils achieve the maximum possible attendance and any problems which impede full attendance will be addressed as soon as possible. We expect children to attend regularly and punctually. We also expect parents to encourage their children to attend on a regular basis. Miss Illingworth is our Social Inclusion Assistant and she works closely with parents and children to encourage regular attendance.

Parents must inform the school either by telephone or letter if their child is unable to attend school. We conduct First Day Response to ensure the safety of our pupils. Failure to provide a reason for absence will result in the absence being recorded as unauthorised.

The school doors close at 8.50 am. Pupils who arrive after this time enter school via the school office and are recorded as late until the registers close. The registers are closed at 9 am. If pupils arrive after this time then it is recorded as an unauthorised absence.

Persistent unauthorised absence caused by lateness after 9 am can result in children's attendance falling. If pupil attendance falls to 90% a meeting will be arranged with the attendance officer and a plan to improve attendance will be implemented, requiring 15 consecutive days of punctual attendance. Failure to comply with the attendance plan will result in the Local Authority issuing a £60 fine.

### **Holidays in Term Time**

Pupils may apply for ONE holiday of up to 10 school days when, in **exceptional circumstances**, parents are unable to secure a holiday in the normal school holidays. Approval must be gained before the holiday because it will not be granted retrospectively.

For the holiday to be approved, pupil attendance must be AT LEAST 95%. Therefore applications will be considered 2 weeks before the start of the holiday. If a holiday is not authorised and the pupil is absent on the dates of the holiday then the Local authority will issue a fine of £60 per pupil rising to £120. Failure to pay the fine could end in prosecution. **Holidays during May, June and September will not be authorised.**

### **Emergency Procedures**

When a child is admitted to school for the first time parents will complete a form which requests home and work telephone numbers. There should also be a nominated person to contact in cases of emergency should parents be unavailable. From this information a filing system is kept which enables the school to make immediate contact. **Parents must keep school informed of any changes so that delays in contacting them are kept to a minimum. This includes informing school of new mobile numbers.**

### **Child Protection**

The school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of suspected abuse, staff will follow the Hartlepool Child Protection Procedures and inform the Social Services of their concern. This may involve a visit to home by a Social Worker.

### End Of School Day

Only children in Year 5 and year 6 are permitted to walk home without adults. It is school policy that anyone collecting a child from other year groups is aged 16. Please contact school if you need to send someone who is not on our contact list.

### Parental Involvement

The assistance of parents in school is most valuable and benefits the school community whilst giving parents opportunities to see at first-hand what the school is striving to achieve. Please discuss with your child's teacher if you can help.

### Fruit

As part of our healthy eating campaign all children are taught the value of a healthy diet and are provided with a piece of fresh fruit every day until Key Stage 2. Fruit is always available to buy for older pupils.

### Health

#### **Medicines**

Teachers cannot accept the responsibility of administering medicines to children. If a prescribed medicine needs to be taken during school time then parents must complete an administration of medicine form which is kept in the school office. Only prescribed medicine that needs to be taken 4 times a day will be administered. If a child has medical needs such as asthma, a care plan will be drawn up with parents on admission to school.

#### **Medical Inspections**

Children are usually medically examined during their first and final years at school and parents are invited to attend.

#### **Dental Inspections**

All children are examined once a year and parents will be notified prior to this inspection.

#### **Hearing and Speech**

The audiometrician attends annually to check children for hearing loss. Children with speech defects are referred to the Speech Therapist.

#### **School Nurse**

The school nurse attends regularly to carry out routine hygiene inspections and to discuss health problems.

### Extra-Curricular Activities

There are a number of activities which take place after school hours. These vary across the year.

### Swimming

Our aim is to ensure that all children learn to swim before they transfer to Secondary school and Key Stage 2 children use Dyke House School swimming

baths. Children need to take a swimming costume or trunks, towel, and both boys and girls need a bathing cap.

### School Uniform

Red sweatshirts are worn by the vast majority of children and these can be ordered from the school office. Children should not come to school dressed in expensive clothing since **the school cannot be held responsible for any thefts, unless negligence can be proved.** All items of clothing should be clearly marked with the child's name.

### Hair

It is better for children with long hair to have it tied back. We do not encourage sculpted hair styles, shaved patterns or coloured hair styles.

### Jewellery

Jewellery in the form of rings, bracelets, earrings and lockets should not be worn because these items can cause injuries, not only to their owners, but to others, especially when children play out in the school playground. Children **cannot be held responsible for loss or damage.** Stud type ear rings are permitted but all jewellery must be removed during P.E. sessions.

### Lunch Time

During lunch time children are supervised by Supervisory Assistants. Because of large numbers it is vital that children act sensibly at all times. Children who frequently misbehave during this time will be sent to the members of staff on duty and may well have to go home for a short period of time. We also operate a reward system for those children who behave appropriately and this is recognised in our Friday assembly. Children who display good table manners are invited to sit on The Golden Table on a Friday.

### School Milk

Children attending the nursery are entitled to free school milk every day.

### School Meals

Payment for school dinners must be sent on Monday mornings in an envelope provided by the school. If there is no payment for 2 weeks then parents/carers will be asked to send a packed lunch until the arrears is paid. Children may bring a healthy packed lunch. We request that no sweets or fizzy drinks are included. Children may switch from school meals to packed lunch and vice versa but only at half terms. The menu can be viewed [http://www.hartlepool.gov.uk/downloads/file/8518/primary\\_school\\_meals](http://www.hartlepool.gov.uk/downloads/file/8518/primary_school_meals)

All pupils in Reception and Key stage one are entitled to a free meal. **However, it is imperative that you still register your child for a free school meal if you are eligible.**

### **Free School Meals**

Free school meals are provided for those children whose parents receive Income Support or Income Based Job Seekers Allowance. Parents are required to contact the Benefits Office on 284188. Every effort is made to ensure that children receiving free school meals cannot be distinguished from other children.

### **Charging Policy**

Neither parents nor pupils will be required to pay for, or supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours. Small contributions may be asked for to subsidise educational visits.

### **Complaints**

If parents have any complaints about the school curriculum or any other related matters it is hoped that parents would raise any concerns they have about such matters with the Head Teacher in the first instance. The Governing Body has established procedures for considering complaints from parents and further information is available from the school office.

### **Pastoral Care**

All children are encouraged to talk to their class teacher or any other member of staff if they have any concerns or are experiencing problems either in school or outside school. Staff are always willing to listen and offer advice and support. We also use a number of outside agencies who also provide support for children. We have Place2Be in school which complements our pastoral care and offers support for parents, pupils and staff. For further information please contact the office or Mrs Bestford.

### **Homework**

Homework is given on a regular basis and we ask all parents to fully support this aspect of schoolwork. We would encourage parents to try and read with their children as often as possible.

### **Sporting Activities**

During their time in school children will be able to experience gymnastics, games, dance, swimming and athletics. Younger children take part in small team games and activities whilst older children take part in a variety of team games and competitions with other schools.

### **Community Facilities**

We are keen to promote our facilities throughout the local community. We can offer a large hall, with a badminton court marked out, which can be used for a number of purposes including stage productions. We also have a kitchen that is available for use. Letting fees are available from the school office.

### **Inspection of Documents**

A copy of the Statutory Instrument and DCSF documents related to the National Curriculum, the curriculum statement of the L.A., Governing Body papers and school policy statements are kept in school. If you wish to inspect any of these documents please contact the school so that the necessary arrangements can be made.

### **Transfer to Secondary School**

A system of parental preference operates in Hartlepool. Parents are required to express three preferences, in priority order, for the secondary school they wish their child to attend. Places are offered on the basis of the L.A.s admission criteria. Not all preferences can be met, however every child will be allocated a place at a secondary school. For more information contact the admissions team on 01429 523768.

### **Fire Drill**

In common with all schools in Hartlepool we hold regular fire drills and lockdown procedures.

### **Admissions Criteria**

Each school must admit pupils up to the school's published admissions number. The admission number for Brougham Primary School is 45. If there is space your child will be offered a place at the school of your preference. If the number of applications exceeds the published admission number the Education Authority will allocate places to applicants in accordance with the following criteria: -

|  |  |
|--|--|
| <p>Those children who have a statement of special educational need where a school is named in the statement.</p> | <p>This criterion only applies to a very small number of children who have a formal statement of special educational need where the LA names a specific mainstream school in the statement because the LA consider that this school is the only school which can meet the needs of the child. It does not apply to children with statements of special need where the LA consider that any mainstream school can meet the needs of the child, or for children who are at School Action or School Action Plus who may be receiving extra help in school.</p> <p>Separate admission criteria apply to children with statements of special educational need admitted to the</p> |
|--|--|



|   |  |
|---|--|
|   | Additionally Resourced Provision at Grange Primary School, Kingsley Primary School and the Support Bases at Golden Flatts Primary and Owton Manor Primary Schools.   |
| Those children who are in the care of the local authority.  | A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority as required by the Education(Admission of Looked After Children) (England) Regulations 2006   |
| Those children who live in the school admission zone  | Each school has an admission zone. If you are unsure whether your house is within the admission zone of your preferred school you should check with the admissions team. You need to be aware that attendance at a nursery school does not reserve a place at a particular primary school. Should it prove necessary to distinguish between children within this category priority will be given to those with siblings attending the school followed by those who live nearest the school.                        |
| Those children who have older brothers and/or sisters who will be attending the school in September 2017.   | If the older sibling is now in Year 6 and will leave at the end of this school year, then the criterion will not apply. An older brother or sister living at the same address must be attending the preferred school at the same time as the child who is applying.  |
| Those children distinguished from the greater majority of other applicants either on medical grounds or other exceptional circumstances and would suffer hardship if they were unable to attend the school. | A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school you must provide supporting evidence from a doctor, physiologist or other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming this criteria for and clearly demonstrate why it is the only school |

|   |   |
|---|---|
|   | <p>that can meet your child's needs in a way that no other school can.</p> <p>Exceptional social reasons do not, in the view of the authority, include domestic inconveniences arising from parents' work patterns, childminding problems and separation from particular school friends. Problems of this kind are widespread and cannot be classed as exceptional. Medical reasons do not include temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the council's medical advisers must be satisfied that the child would suffer to a significant degree if he/she went to any other school.</p> |
| <p>Those children who live closest to the school as determined by the shortest suitable walking distance.</p> | <p>The distance from home to school will be measured by a specialist computer programme using the front entrance of the house and the nearest gate of the school as reference points.</p>   |

If you are not satisfied with the response to your expressed preference then there is an opportunity to make an appeal to an Independent Appeal Panel.

### **OFSTED**

Ofsted reports on our school are available from the OFSTED website  
<http://www.ofsted.gov.uk/inspection-reports>

## Addresses and Telephone Numbers

**The full postal address of the school is:**

Brougham Primary School  
Brougham Terrace  
Hartlepool  
TS24 8EY

Tel: 273663

Fax: 231171

Email: [school.admin@brougham.hartlepool.sch.uk](mailto:school.admin@brougham.hartlepool.sch.uk)

**The Special Needs and Psychological Services are at:**

CETL  
Catcote Rd  
Hartlepool

Tel: 523360

Ad Astra Academy Trust  
Hub 2  
The Innovation Centre  
Queens Meadow Business Park  
Hartlepool  
TS25 5TG