

# Essential Guide to North Tyneside Schools School Admission 2016



Apply online at  
[www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)



North Tyneside Council

## Useful Contact Telephone Numbers

<b>Admission to Nursery Education</b>	The school/nursery class direct
<b>Admission to Community and Learning Trust Schools</b> Commissioning and Investment	(0191) 643 8724
<b>Admission to Voluntary Aided Schools</b> Roman Catholic and Church of England	The school direct
<b>Your Catchment Area School</b>	log onto: <a href="http://www.northtyneside.gov.uk">www.northtyneside.gov.uk</a> or ring (0191) 643 8724
<b>Childcare for Children 0 – 14 years</b> The Front Door Service	0345 2000 109
<b>Disability &amp; Additional Needs Service (DANS)</b> The Front Door Service	0345 2000 109
<b>Early Years Service</b> The Front Door Service	0345 2000 109
<b>Education Placement and Welfare Service</b>	(0191) 643 8399
<b>Education Psychology Service</b>	(0191) 643 8739
<b>Exclusions from School</b> Commissioning and Investment	(0191) 643 8725
<b>Parental Partnership</b> The Front Door Service	0345 2000 109
<b>School Governors</b> Law and Governance	(0191) 643 8715
<b>School Meals</b> School Meals Hotline	(0191) 643 8355
<b>Transport (Special Schools)</b> Commissioning and Investment	(0191) 643 8726
<b>Transport (School Bus Passes)</b> Commissioning and Investment	(0191) 643 8725

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## **Foreword by Cllr Ian Grayson, Cabinet Member responsible for Children, Young People and Learning**

Dear Parent/Carer

As a parent, I understand how important it is to choose the right school for your child. You want that school to be a place where your child will be valued and encouraged, challenged and supported, and feel safe and happy.

North Tyneside is a place where we set high standards for all of our children and young people, at every stage of their learning journey.

We encourage high aspiration and work tirelessly to provide the teaching, experiences, opportunities and support our young people need to fulfil their potential.

As a result our borough-wide attainment at GCSE exceeds the national average, year after year.

It's also a place where we value each child as an individual, helping them to flourish personally, socially and spiritually, and develop their understanding of the world around them and their place within it. This guide should provide you with the information you need when considering which school you would like your child to attend next September.

Our Headteachers will be pleased to make an appointment for you to visit their school, and provide you with a copy of their prospectus. I hope this guide helps you to make the right choice for the next step in your child's education.

I wish your child all the very best for their learning journey.

## Ways to apply for your child's school place

From **Friday 11 September 2015** you can apply for your child's school place online. You can only apply online to the authority where you live. Only North Tyneside residents can apply using the North Tyneside online system.

Advantages of applying online:

- Applying online is quicker, as well as safe and secure
- There are clear simple prompts to guide you through making your application
- You will get an email confirmation that we have received your application
- By making a note of your password you can change the details on your application up until the deadline dates
- Your application cannot get lost in the post
- Available 24 hours a day 7 days a week up until our deadline dates
- You do not have to wait for your letter as you will be sent an email informing you which school your child has been offered on the 'offer day'

**\*\*If you apply online you do not need to submit a paper application form**

### To complete your online application

Access the internet on your computer and type in [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

- Click on **Schools and Education**
- Click on **School Admissions**
- Click on **online admissions** and follow the instructions for completing the form
- If you have not used the service before **you will need to register first** once you have done this you will receive an email. Click on the link in your email and this will take you back to the online application where you must enter your email address and password (**please make a note of your password as you will need it to log back into the system on 'Offer Day' to view and accept the school place you have been offered**)

- Check that you have clicked on the correct school(s)
- Press the 'submit application' button
- You will then receive an email confirmation with the schools you have applied for
- If you do not receive an email confirmation this means that you have not submitted your application correctly

If you want to change anything on your application prior to the deadline dates you can do so by accessing your application form by typing in the website address: [northtyneside.gov.uk](http://northtyneside.gov.uk) and click 'online admissions' as before, and making the changes.

Remember you must then click 'submit application' you will get an email confirmation to say that your application form has been re-submitted successfully.

**\*\*If you do make multiple applications i.e. paper and online the last application we receive from you will be the application we process.**

If you have any problems applying contact: the Access Team on telephone number (0191) 643 8724.

## Important dates – what happens when?

### Timetable for Middle and High Schools

Friday 11 September 2015	Information on how to apply issued to parents via First and Primary Schools. <b>We recommend that you apply online.</b>
Friday 11 September 2015	Application process opens.
September - October	Schools hold their open evenings.
Friday 30 October 2015	<b>Application deadline</b> You must apply by this date either online or by returning your paper application to the Access Team. <b>Online system closed after this date.</b>
Tuesday 1 March 2016	<b>'Offer Day'</b> If you apply online you will be notified which school your child has been offered by email on this day. If you completed a paper application this is the day your letter will be sent out informing you which school your child has been offered (sent out by 2nd class post). <b>*We are unable to inform you of the decision over the telephone.</b>
Tuesday 15 March 2016	Deadline for parents to accept the school place.
Tuesday 15 March 2016	Deadline for parents to request to place their child's name on a waiting list.
Tuesday 22 March 2016	Any places that become available will be offered from the waiting list.
May – July 2016	Appeals to be heard.

### Timetable for First and Primary

Friday 11 September 2015	Information on how to apply issued to parents via Nursery Classes/Schools. <b>We recommend that you apply online.</b>
Friday 11 September 2015	Application process opens
Friday 15 January 2016	<b>Application deadline</b> You must apply by this date either online or by returning your paper application to the Access Team. <b>Online system closed after this date.</b>
Monday 18 April 2016	<b>'Offer Day'</b> If you apply online you will be notified which school your child has been offered by email on this day. If you completed a paper application this is the day your letter will be sent out informing you which school your child has been offered (sent out by 2nd class post). <b>*We are unable to inform you of the decision over the telephone.</b>
Friday 29 April 2016	Deadline for parents to accept the school place
Friday 29 April 2016	Deadline for parents to request to place their child's name on a waiting list
Monday 9 May 2016	Any places that become available will be offered from the waiting list
May – July 2016	Appeals to be heard.

### Points to remember before completing your application form

- Do read the information in this booklet very carefully before completing your application form.
- Check your catchment area school by logging onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or by contacting the Access Team on telephone number (0191) 643 8724.
- Look at the statistics from the previous year in this booklet this will show you which schools received more applications than places available and the number of appeals that were heard. These figures should not be taken as a guarantee that your child will automatically transfer to that school; you should also be aware that these figures could change significantly from year to year.
- Sometimes living near to a school is not enough to guarantee admission. You need to consider the oversubscription criteria, consider very carefully about which schools you wish to apply for a place and assess accurately at which school you have the best chance of being offered a place for your child.
- There is no automatic guarantee that your child will be offered a place at your catchment area school.
- It is possible that your child may not be offered a place at any of your preferred schools especially if you apply for very popular schools and don't have a high priority under the oversubscription criteria.
- Once the closing date has passed you cannot change your preferences unless you have moved address.
- Academies, Voluntary Aided and Trust Schools may have different Admissions Policies to Community Schools in North Tyneside, which decide how they will offer their places.
- All Schools in North Tyneside operate an equal preference system for processing parental preferences (please refer to page 10).
- If your child qualifies for a place at more than one school your highest ranked preference will be offered and any lower ranking offers will be disregarded.
- We strongly advise that you name more than one school.
- Putting down more than one school does not affect how your application is dealt with.
- There is no need to put down the same school more than once.
- Your child won't automatically be given a place at your local school, it is essential that you apply.
- If there is anything in this booklet that you do not understand or require any further advice or assistance in completing your application form contact the Access Team on telephone number (0191) 643 8724.
- **Remember it is your responsibility to ensure your application is received by the closing date.**

## Introduction

North Tyneside Local Authority is responsible for admissions to all Community Schools. As a parent or carer you have the right to express a preference for the school you would like your child to attend. Parental preference will be followed as far as possible but this clearly depends on the number of places available. We will admit pupils to each school up to the Published Admission Number (PAN) shown in the schools list included in this booklet. If a school is not oversubscribed all pupils who apply will be given a place. Individual Governing Bodies are responsible for determining admissions to Academies, Learning Trust, Roman Catholic and Church of England Schools. Copies of their admission arrangements are published in this booklet.

## School Organisation

### North Tyneside has two school systems

A **two tier system** consisting of:

- Primary Schools - for children aged from 5 to 11
- High Schools - for children aged from 11 to 16 (18+)

**The two tier system operates in the areas of North Shields, Longbenton, Seaton Burn, Killingworth, Wallsend and Monkseaton.**

There are: -  
48 Primary Schools

Below is a breakdown of the organisation of our schools  
11 Community Schools  
9 Roman Catholic Schools  
3 Church of England Schools  
23 Learning Trust Schools  
2 Academies

There are 10 High Schools  
1 Roman Catholic Academy  
1 Academy  
8 Learning Trust Schools

A **three tier system** consisting of:

- First Schools - for children aged from 5 to 9
- Middle Schools - for children aged from 9 to 13
- High Schools - for children aged from 13 to 16 (18+)

**The three tier system operates in the areas of Monkseaton and Whitley Bay.**

There are: -  
8 First Schools  
4 Middle Schools  
2 High Schools

Below is a breakdown of the organisation of our schools  
2 Learning Trust First School  
6 Community First Schools

There are 4 Learning Trust Middle Schools  
There are 2 Learning Trust High Schools

You can move your child/children between the two systems if you wish, provided there are places available and you meet any admissions criteria.

## Types of Schools

### Learning Trust School

A North Tyneside Learning Trust School is a Local Authority maintained school which is supported by a charitable Trust which appoints some of the Governors. It remains part of the Local Authority family of schools. However, it does mean that the school is its own admission authority and has its own admission policy. The Governing Body becomes the employer and land, building and assets are transferred from the Local Authority and held by the Trust. The North Tyneside Learning Trust was established on 3 September 2010.

### Trust School

A Trust School is a state-funded foundation school supported by a charity, referred to as the Trust. The Trust is made up of partners working together for the benefit of the school. The Governing Body decide their own admissions using their own admission policy, which may be different to Community Schools in North Tyneside.

### Voluntary Aided Schools (VA)

Governing Bodies of Roman Catholic and Church of England Schools decide their own admissions using their own policies and admission criteria, which will be different to Community Schools in North Tyneside. Their admission policies can be found in this booklet or in the individual school prospectus.

### Academy

Some academies, generally those set-up to replace underperforming schools, will have a sponsor. Sponsors come from a wide range of backgrounds including successful schools, businesses, universities, charities and faith bodies. Academies are required to follow the law and guidance on admissions, special educational needs and exclusions as if they were maintained schools. Academies decide on their own admissions using their own policies and admission criteria.

### Community Schools

The Local Authority decides on the admissions and places are allocated using the Council's admission criteria published in this booklet.



### Other Admission Authorities

Additional information about **Roman Catholic Schools** in the Diocese of Hexham and Newcastle can be obtained from:-  
St.Vincent's Diocesan Offices  
St. Cuthbert's House  
West Road, Newcastle Upon Tyne, NE15 7PY  
Tel: (0191) 243 3313  
Email: [education@diocesehn.org.uk](mailto:education@diocesehn.org.uk)

Additional information about **Church of England Schools** in the Diocese of Newcastle can be obtained from:-  
Diocese of Newcastle Education Board  
Church House, St Johns Terrace, North Shields,  
Tyne and Wear: NE29 6HS  
Tel: (0191) 270 4100  
Email: [info@newcastle.anglican.org](mailto:info@newcastle.anglican.org)

The table below sets out the admission authority for each type of school in North Tyneside.

Type of School	Who is the admission authority	Who deals with complaints about arrangements?	Who is responsible for arranging /providing for an appeal against the refusal of a school place?
Academies Community Schools Learning Trust Schools Voluntary Aided Schools	Academy Trust Local Authority Governing Body Governing Body	Schools Adjudicator Schools Adjudicator Schools Adjudicator Schools Adjudicator	Academy Trust Local Authority Governing Body Governing Body

### Early Years Provision for 3 and 4 Year Olds

North Tyneside Local Authority has a responsibility to provide free part-time early years education for all three and four year olds, for a maximum of five school terms before the child reaches compulsory school age. A place can be provided in a nursery class or reception class in a school, in the private sector, in the Voluntary sector (for example a playgroup), or in the Council's childcare facility. A child becomes eligible for a free part-time education place from the term after their third birthday. This does not affect the arrangements for the admission of four year olds to full-time education in a reception class. **Further information can be obtained from the Front Door Service on telephone number: 0345 2000 109.**

### Nursery Schools and Nursery Classes

North Tyneside has one (1) nursery school, which is managed by the Local Authority. Children are admitted from 3 years old, attendance is part-time in school term time only. North Tyneside has fifty one (51) nursery classes, which are attached to First and Primary Schools. Children can be admitted from 3 years old, attendance is part-time in school term time only.

### Private and Voluntary Sector Nurseries

These include a variety of different types of provision, all offering full and part-time care and education for children aged 0-5 years. Charges can vary from full fees to subsidised fees. Most day nurseries and eligible playgroups will offer parents a free nursery education place without having to take up any additional childcare hours. This is subject to availability. **The Front Door Service can assist you in finding a vacant place, please ring 0345 2000 109.**

### Local Authority Childcare Nurseries

North Tyneside is well resourced in terms of full day care provision (nurseries) known as North Tyneside Childcare Nurseries. They offer full and part-time care and education for children aged 0-5 years. All North Tyneside Childcare Nurseries have a mixture of free and fee-paying places. Free places are available to children who meet certain criteria. All North Tyneside Childcare nurseries will offer parents a free nursery education place without additional childcare hours (subject to availability). **Contact: For further information and assistance telephone 0345 2000 109.**

### Admission to Nursery Education

The Local Authority has an extensive system of nursery provision, which helps prepare children for the reception class. As well as a Nursery School, the majority of North Tyneside's First and Primary Schools have Nursery classes attached. You should apply as soon as possible to the Headteacher of your local nursery, First or Primary School who will be able to give you more details about admissions. Children may be admitted to a nursery class the term after they reach their third birthday but this will depend upon the availability of places in particular areas. Part-time attendance allows the maximum number of children to benefit from nursery education. Full-time places may be available in special circumstances. Part-time attendance (usually 5 mornings or 5 afternoon sessions per week) allows the maximum number of children to benefit from nursery education. This will be the maximum amount of funding allocated. One nursery session is based on three hours in length. Full-time places may be available in special circumstances. If you live in North Tyneside, admission to a nursery class is not dependent on the area you live in. Pre-school children with special educational needs may receive advice and help in their own home from a pre-school teacher. Children with special educational needs have priority for places in nursery schools and nursery classes throughout North Tyneside.



## Admission Arrangements for Nursery Classes attached to Community Schools, Trust Schools, Grasmere Academy and Sir James Knott Nursery School.

Applications for nursery places should be made directly to the school before the end of January preceding admission in September. Offers of a place should be made as soon as possible after this date.

The LA provides nursery education to three year olds and four year olds leading up to their statutory school starting age.

Where demand for places at Sir James Knott Nursery and nursery classes exceeds the number of places available, the following admission arrangements are used to decide which children will be admitted to the nursery.

### Oversubscription Criteria

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. **See Note 1 below.**
2. Pupils who live within the catchment area of the nursery school/class (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2016 will be given priority).
3. Sibling link (an older brother or sister ) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/class in September 2016.
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the nursery school/class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

## Definitions

### A 'Looked After' Child

A 'Looked After' child is a child who is in the care of a Local Authority or provided with accommodation by an Authority (**this does not include Voluntary Care**) see definition in Section 22 (1) of the Children Act. We give 'Looked After' children priority in our oversubscription criteria. This means that when a place becomes available in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school. It is a statutory requirement that Admission

Authorities give top priority to 'Looked After' children or children that were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order in their oversubscription criteria.

An '**adoption order**' is an order made under section 46 of the Adoption and Children Act 2002.

A '**child arrangements order**' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

Section 14A of the Childrens Act 1989 defines a '**special guardianship order**' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

It should be noted that places in a nursery school or nursery class should be on a part- time basis (5 mornings or 5 afternoon sessions per week) and this will be the maximum amount of funding allocated. One nursery session is based on three hours in length.

Full time places can only be agreed in exceptional circumstances and in agreement with the Head of Commissioning and Investment.

### Waiting Lists

Where parents are refused a place schools will keep a waiting list of the names of applicants up to the start of the Autumn Term or ongoing. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If a place becomes available it will be offered to the child at the top of the waiting list. This means a child who is on the waiting list may move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

There is no appeal procedure for parents refused a place in a nursery school/class but if parents feel that they have been unfairly treated then they can go through the Schools Complaints procedure through the Governing Body.

For admission to a Voluntary Aided Nursery Class you should contact the Headteacher direct for a copy of the school's admission policy.

**\*\*Parents should note that attendance at a nursery or co-located children's centre does not guarantee admission to the school.**

**When your child reaches First/Primary school age you **MUST** make an application for your child to attend the reception class.**

## Admission Arrangements Community Schools

In determining admissions, priority will be given to those applications received by the deadline date. All Community Schools operate an equal preference system for processing parental preferences.

Where we receive more applications than places available the following admission criteria are used to decide on admission to Community Schools.

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs (SEN) are required to be admitted to the school named in the statement and with effect from September 2014 those children with an Education Health and Care Plan (EHCP). Thereafter the following oversubscription criteria will apply.

### Oversubscription Criteria

1. A 'Looked after Child' in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order
2. Children living within the catchment area (pupils in this category with a brother or a sister who will be attending the school in September 2016 will be given priority)
3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the school in September 2016.
4. Any remaining places are allocated to children living nearest the school as measured in a straight line from a single fixed central point of the home

address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS/ONE).

**N.B** The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

### How does the Equal Preference System work?

#### Stage 1

All first, second and third preference applications are considered equally against the admission criteria. At this stage there is no distinction between first, second and third preference applications. For example, if a school has 120 places and there are 300 first, second and third preference applications all applications are considered equally against the admission criteria.

#### Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded. For example, the parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another child.

### Explanation of Oversubscription Criteria

#### A 'Looked After' Child

A 'Looked After' child is a child who is in the care of a Local Authority or provided with accommodation by an Authority (**this does not include Voluntary Care**) see definition in Section 22 (1) of the Children Act. We give 'Looked After' children priority in our oversubscription criteria. This means that when a place becomes available

### Example of how places are allocated

The parent applies for the following three schools

1st Preference	2nd Preference	3rd Preference
<b>School A</b> A popular and oversubscribed school some distance away from the child's home address ▼ The child does not qualify high enough under the oversubscription criteria and is not offered a place	<b>School B</b> The catchment area school ▼ The child qualifies for a place under the oversubscription criteria and would be allocated a place ▼ The parent has ranked this school higher so the child is offered a place here	<b>School C</b> Some distance away but the child's brother attends and will still be attending the school in September 2014 ▼ The child qualifies for a place under the oversubscription criteria and would be allocated a place ▼ This place is reallocated to the next child on the list

in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school. It is a statutory requirement that Admission Authorities give top priority to 'Looked After' children or children that were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order in their oversubscription criteria.

An '**adoption order**' is an order made under section 46 of the Adoption and Children Act 2002

A '**child arrangements order**' is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

Section 14A of the Children Act 1989 defines a '**special guardianship order**' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

### Catchment Areas

All Community and Trust Schools in North Tyneside have a defined geographic area called a catchment area. You can find out which particular school's catchment area you live in by logging onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) alternatively you can call the **Access Team on telephone number: (0191) 643 8724.**

### Sibling Link

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children) attending your preferred school in September 2016, we will consider this as a sibling link. **However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.**

### Distance

We will measure in a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS/ONE). Those living closer to the school will receive higher priority. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

### 'Tiebreaker – Distance Measurement

Where there are not enough places to admit all the children falling within a particular criterion a distance measurement will also be used as a tiebreaker using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS/ONE). We will measure in a straight line from the centre of the parental home address (including flats) to the centre of the school and those living closer to the school will receive higher priority. In the case of flats if there is more than one home address

with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

### Geographical Information System (GIS)

We have a specialist Geographical Information System (GIS) to calculate accurate and consistent measurements using unique property reference numbers (UPRNs). Unique property reference numbers are placed on a property at the general centre node point (not on a gate, front door or boundary) which conforms to the National address gazetteer standards this would be the same for any type of property including schools. Parents should note it is not possible to gain accurate measurements from web maps such as Google maps as they use different technology to the Local Authority.

### If you have special reasons for wanting a place at a particular school will they be considered

Your views are very important to us; however, we cannot always comply with your wishes. Where a school is oversubscribed, places are allocated according to the published oversubscription criteria, which **do not take** into account individual reasons (for example school links, childcare arrangements, medical and social reasons).

### Parental Home Residence

It is very important that the address you give on your application is your child's permanent address at the time of application. If you are thinking of moving you must use the address where your child is living when you apply. If you move after submitting your application you must write to the Access Team or email [school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk) with proof of your new address.

### Children living at more than one address

If a child lives at more than one address (for example due to a separation), the address you use should be the one where the parent/carer receives the child benefit or child tax credit for the child, documentary evidence may be requested. Only one address can be used.

### Child arrangements order

If the address on your application form is not your child's normal address; you must provide a child arrangements order issued by a court, if you wish that address to be considered. Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements. Admission Authorities reserve the right to request independent confirmation of a child's place of residence, as felt appropriate.

### Parental Responsibility

Who is a 'parent' in relation to education legislation? Section 576 of the Education Act 1996 defines the term parent as:

- All natural parents married or not
- Any person who has obtained 'parental' responsibility (**we will require documentary evidence**)
- Any person without being a natural parent or having 'parental responsibility' who has care of the pupil (**we will require documentary evidence**)

## Advice for Parents

### Deciding Your Child's School

The most important decision you will make in your child's education will be to decide on the right school. Making the right choice for you and your child will involve a lot of research and planning. The most important thing you can do before deciding on a school for your child is to find as much information as possible about the school you are interested in. Please follow the advice below before completing your application form for your child/ren.

**You do not have a right to choose the school your child will go to, you do however have a right to express a preference. Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.**

### Visit the School

One of the best ways to assess the school is by visiting it in person. You should make an appointment with the Headteacher. Consider the distance and accessibility of the school. When your child is older, will they be able to safely walk to the school? A visit to a school does not mean that your child will be offered a place, nor does it give priority for places. Parents should not assume that an offer of a visit by a school constitutes any obligation on the part of the school or the Local Authority. The school cannot offer your child/ren a place.

### Obtain the School Prospectus

Each year, every school publishes a brochure called a prospectus. The prospectus can tell you more about a particular school than the Local Authority booklet. You can obtain a copy from the school direct. It is an important document, so be sure to receive the prospectus from all the schools you are interested in.

### Schools Finder

A government funded website that provides detailed information about schools, including links to school performance data and the school profile log onto [www.schoolsfinder.direct.gov.uk](http://www.schoolsfinder.direct.gov.uk)

### Research Ofsted Reports

It may also be helpful to read the Office for Standards in Education (OFSTED) reports, which are produced by the Government's School Inspectors. A report is available for every school and copies of the reports are available from the schools direct or by logging onto [www.ofsted.gov.uk](http://www.ofsted.gov.uk) you may also find it useful to visit [www.direct.gov.uk/en/Parents/index.htm](http://www.direct.gov.uk/en/Parents/index.htm)

### Check your Catchment Area School

You should not assume that you live within a particular school catchment area, some streets are split and therefore it is always best to check. You can check which catchment area you live in by logging onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk). You can also contact the Access Team to find out which catchment area school you live **telephone: (0191) 643 8724**.

### Consider the Admission Policy

A school admission policy lays down the method by which a school will allocate its places. Admission Authorities have a legal responsibility to publish a clear admission policy and to implement it rigorously when considering applications. This is to ensure that the process is fair and transparent. You can find the admission policy for all schools in this booklet. **Before completing your application form consider the admission policy for all the school(s) at which you are applying for and estimate your realistic chance of being offered a place at a particular school.** You can assess this by working out how high up in the oversubscription criteria your child will be. You will also need to state on your application form which category you are applying under.

### Check the Published Admission Number (PAN) for the School

All schools have a published admission number largely based on the size of the school buildings and their capacity to accommodate pupils. Once a published admission number has been set, the Admission Authority must respect that number. Pupils should not normally be admitted above the published admission number unless exceptional circumstances apply for example where a child is given a Statement of Special Educational Need or Education Health and Care Plan which names the school which is oversubscribed. Each school's published admission number is on page 66 of this booklet.

### Look at the Statistics from the Previous Year

You can check which schools were oversubscribed from the statistical information (please see page 25), this will tell you the number of applications which were received and the number of appeals that were heard. However, parents should note that these figures could change significantly from year to year and they are no guarantee that your child will be offered a place at your preferred school.

### Use all Three Preferences

In North Tyneside you can apply for up to **three** schools in order of preference. If you only apply for one school, you will not be considered for other schools. Schools do not know the order you have ranked them on your application form or which schools you have applied for. This information is confidential prior to the allocation of school places.

### Be Realistic

The more realistic you are when deciding which schools to apply for, the more likely it is that you will get one of your preferred schools. Try to obtain as much information as possible about how places at your preferred schools are offered. It is recommended that you apply for a place at your catchment area school as one of your preferred schools as this is the school that we are most likely to be able to offer your child a place. **Please note that, a place at your catchment area school cannot be guaranteed.**

### Completing your Application Form

When completing your application form, you need to consider very carefully at which school(s) you wish to apply for a place and assess accurately at which school you have the best chance of being offered a place for your child. You can submit only one application form for consideration and can apply for up to three schools. Therefore if you make multiple applications i.e. online and paper **the last application we receive will be the application we process.** You may include school(s) in other authorities. We strongly recommend that you name more than one school. We do not operate a feeder school system for Community and Learning Trust Schools you **must apply** for your child's school place. If you have a preference for an Academy or Voluntary Aided School you must list it on your application form. There is no need to put the same school down more than once. Putting down more than one preference **does not** affect how your application is dealt with.

**If you would like your child to attend your catchment area school you must specify the school as a preference on your application. Where your catchment area school is oversubscribed, those living in the catchment and not identifying it as a preference will forfeit a place at the school.**

**The Local Authority is not in a position to guarantee a place being offered at any school including your catchment area school in response to your preferences**

### Applying for an Academy or a Voluntary Aided School

If you are applying for an Academy or a Voluntary Aided School you need to include it on your application. Everyone must complete the Local Authority's application form you should also **complete Section B of the form** as well as any other supplementary form which may be required as part of the school's own admission process. You need to be aware that Academies and Voluntary Aided Schools may have different admission policies and oversubscription criteria to Community and Trust Schools which decide how they will offer their places; their Admission Policies can be found on page 43 of this booklet. You will need to consider the admission policy for an Academy or Voluntary Aided School you express a preference for; in order to determine what criteria each individual school will use to consider your application. Requests for Academies and Voluntary Aided Schools will be forwarded to the individual school so the Governing Body can consider your application.

### Twins and Multiple Birth Children

Twins and multiple births will be placed at the same school and in cases where there is only one place left and the next child on the waiting list is one of a twin or other multiple birth they will be offered a place as an 'excepted pupil' for the time they are in an infant class or until the numbers fall back to the current infant class size limit.

### Contacts in Other Authorities

You can seek advice about admission to schools in neighbouring authorities on the following telephone numbers:

Gateshead Local Authority	(0191) 433 2775
Newcastle Local Authority	(0191) 278 7878
Northumberland Local Authority	01670 62 3558

### Returning your Application Form

The preference period is from **11 September 2015 until 15 January 2016** and it is your responsibility to make sure that your application form is received by the closing date. You must include all your information you would like the admission authority to consider when they apply their admission policy to your preference(s) i.e. sibling link, Looked After Child, Statement of Special Education Needs/Education Health and Care Plan. We recommend that you apply online at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) as it is quicker, easier and your application form cannot get lost in the post. **If you decide to complete a paper application you may want to return it by recorded delivery as in the event that we do not receive your application, proof of posting will be required.** Allegations from 'Late' applicants stating that their application form has been lost in the post or lost by the Local Authority will not be considered without proof of receipt from you. **Remember it is your responsibility to ensure your application is received on time. Paper applications should be returned to: The Access Team, Floor 2, North Tyneside Council, Quadrant West, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY. \*If you return your application by hand to the Cobalt Business Park reception please ask for a receipt as proof that you have submitted your application.**

**If you submit a 'Late' application you may not be offered a place at your preferred school.**



### Information for families who are applying from overseas

If you are moving to the UK but do not yet have a confirmed address, we are unable to consider your application until you are able to provide us with the address where the child will be residing. Documentary evidence will be required.

### What happens if someone uses a Fraudulent Address or gives other false information on their application?

Every year we have cases where parents give false information about their home address to get a place at a particular school. This includes cases where parents take out a short term let or buy property solely to use its address on their application form without the intention of taking up permanent residency. We do all we can to make sure that this does not happen because this can prevent genuine applicants from getting a place at a school. In fairness to all parents, the Admission Authority will investigate all allegations of fraudulent addresses brought to their attention and, where appropriate, may seek further proof of residency. If you have any concerns or information about the use of fraudulent addresses, please contact the **Access Team in confidence on telephone number: (0191) 643 8724**.

If a place was obtained for an older child using fraudulent information there will be no sibling link connection available to subsequent children from that family.

**Fraudulent address claims may lead to a school place being withdrawn. Where a place is withdrawn the application will be considered afresh, and a right of appeal offered if a place is refused.**

### Change of Address after the Closing Date (moving into a particular schools catchment area)

It is your responsibility to notify the Local Authority of any change of address in writing or by emailing [school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk) along with proof of your new address i.e. copy of council tax statement. We cannot reserve places for pupils moving into a catchment area. **Therefore if you have not moved into your new address we cannot use that address to allocate a school place.**

### Rented Property

If you move into rented property you must have a rental agreement of **12 months or more** which extends beyond the Autumn Term in 2015 (**16 December 2016**). We will require proof of your new address i.e. **rental agreement and copy of council tax statement.**

**You should note if you move into a particular schools catchment area and do not notify us by 8 January 2016 for Middle and High School applications and 1 March 2016 for First and Primary applications your new address will not be considered before the 'offer day'.**

If you move or send evidence after **8 January and 1 March** it will not be possible to process your child's application using your new address because the allocation process will have already started. However, please let us know because we can send your allocation letter with the offer of a school place to your new address.

### Change of Address after the Closing Date (moving out of a particular schools catchment area)

It is your responsibility to notify the Local Authority of any change of address. If you move out of a particular schools catchment area you must contact us in writing or email us at [school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk) immediately as this may affect the offer of your child's school place.

**Any school place will be on the basis of the address on the application and the assumption that your child will be still living at this address in September 2016.**

### Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, admission authorities must allocate a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date and Unit postal address or quartering area address.

### Children with a Statement of Special Educational Needs or Education Health and Care Plan

The Admission Authority (even when it is the Governing Body) must admit a child with a Statement of Special Educational Needs or an Education Health and Care Plan whether they have places or not. This is not an oversubscription criterion. If your child has a Statement of Special Educational Needs/Education Health and Care Plan you will still need to complete your application form to express your preference(s). Children with Statements and Education Health and Care Plans count towards the published admission number. The admission arrangements for children with a statement of Special Educational Needs and Education Health and Care Plan are specifically excluded from the usual arrangements, including appeal arrangements. The appeal in the case of a child with a statement or Education Health and Care Plan is to the First Tier Tribunal (Special Educational Needs & Disability), which is different from an appeals panel. If your child has special needs but not a statement your application for a school place will be considered on the basis of the published admission arrangements.

### Home to School Transport

It should be noted that eligibility for assistance with home to school transport is in accordance with the Local Authority Home to School/College Transport policy (please see page 62) and will only be considered in relation to the nearest school



## Admission to First and Primary Schools

### At what age is my child admitted?

By law a child must attend school at the beginning of the term following his/her fifth birthday or on the fifth birthday if that is the first day of term. If your child's birthday falls between **1 September 2011** and **31 August 2012** you should complete an application form for admission to Reception Class.

### Do I have a choice of which school I can send my child to?

You do not have a right to choose which school your child will go to, **you only have a right to express a preference**. Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.

### What happens if my child attends the nursery class attached to the school I am applying for?

Attendance at a nursery class **does not** guarantee a place at the reception class of a school. You must make a new application for a place in reception class even if your child is currently attending the school's nursery class. Every year some children who have been allocated a place in the school's nursery class fail to get a place in the reception class. This is because there are more applications for reception places than nursery places. Where the school receives more applications than places available the published oversubscription criteria for the school will be applied to allocate the school place.

### How do I get an Application Form?

From **11 September 2015** you can apply online at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) this is a quick and easy process and will provide you with immediate notification of receipt of your application form, please ensure you apply by the deadline date **15 January 2016**. Alternatively you can complete a paper application; these are available from your child's current nursery class/school. If your child attends a Private Nursery you should contact the Access Team for a paper application or apply online. If your child does not attend a nursery class or school **you should** contact the **Access Team on telephone number: (0191) 643 8724 before the closing date.**

**\*\*You can submit only one application form therefore there is no need to submit both an online and paper application.**

### Number of Preferences to include on your application

You can apply for up to **three** schools we strongly advise that you name more than one school in case your choice of school is oversubscribed. If you do not name more than one school we will not know which other schools you may have been interested in. Assume that you might be offered a place at any of the schools and place them in your preferred order.

### Returning your Application Form

If you have applied online you will have received notification that we have received your application. If you have chosen to complete a paper application we strongly recommend that you return it by recorded delivery as in the event that we do not receive your application proof of posting will be required. You must return it to: **The Access Team, Floor 2, North Tyneside Council, Quadrant West, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY by the deadline date 15 January 2016.**

**\*\* Please ensure that you put the correct postage on your envelope. If you do not, the post office will not deliver your application and it will not be received in time and will therefore be considered 'Late'. Allegations from 'Late' applicants stating that their application has been lost in the post or lost by the Local Authority will not be considered without proof from you. \*\*If you return your application by hand to the Cobalt Business Park reception please ask for a receipt as proof that you have submitted your application.**

**\*\* Do NOT return your application to your child's Nursery Class/School.**

### What happens if you do not reside in North Tyneside?

If you do not reside in North Tyneside and would like your child to attend one of our First or Primary Schools you will need to contact your 'home' Local Authority this is the authority where you pay your council tax and complete their application form. However, if you are not offered the North Tyneside School you applied for, we will not automatically offer you an alternative school in North Tyneside, if no other preferences were expressed. It is up to your 'home' Local Authority to ensure your child has a school place.

**Where we receive more applications than places available at a particular Community School the oversubscription criteria on page 10 will be applied.**

### **Infant Class Size Limit (Reception Class, Year 1 and Year 2)**

Infant classes of 5, 6 and 7 year olds must not contain more than 30 pupils with a single qualified teacher. Class size prejudice will arise if more children are admitted into a particular year group. Class size prejudice means that the admission authority would have to take qualifying measures, such as employing an additional teacher or introducing or increasing mixed age group teaching, to ensure that children are not taught in classes of more than 30 pupils.

### **‘Excepted Pupils’**

Additional children may be admitted under limited exceptional circumstances in reception, year 1 and year 2. These children will remain an ‘excepted pupil’ for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs/education health and care plan specifying a school
- b) looked after children and previously looked after children admitted outside the normal admissions round
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- d) children admitted after an independent appeals panel upholds an appeal
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (a reasonable distance is 2 miles)
- f) children of UK service personnel admitted outside the normal admissions round
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

**Parents should not assume that admission to a particular nursery class or co-located children’s centre gives priority for subsequent admission to the reception class of that school.**

### **Admission of Children below Compulsory School Age and Deferred Entry to School**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday i.e. the summer term (April).

### **For summer born children**

**Where parents want to send their summer born child to school in the September after their 5th birthday, and requests that they enter reception class who is responsible for making the decision?**

Paragraph 2.17 of the School Admission Code requires the admission authority of the school to make the decision, and it is clear that admission authorities must make the decisions on the basis of the circumstances of each case. Parents should discuss this as soon as possible with the school(s) they are interested in applying for and they should make it clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted. Parents who are refused a place at a school have the right to appeal to an independent appeal panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like. Further information on the admission of summer born children is available at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if that falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

## The Procedure

### Co-ordinated Admission Scheme

North Tyneside operates a Co-ordinated Admission Scheme with other Admission Authorities within the borough i.e. Academies, Voluntary Aided and Trust Schools and with our neighbouring Authorities. These Authorities are Gateshead, Newcastle and Northumberland. This means that we compare applications we receive against those submitted to the authorities above to ensure that we have received only one application for each child who is due to transfer into Reception Class. This procedure makes it simpler for parents to apply on one form for schools administered by different Admission Authorities. All parents will be sent an offer of a school place on **18 April 2016**. You can download a full copy of our Co-ordinated Admission Scheme on our website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or a copy can be sent out to you by **contacting the Access Team on telephone number: (0191) 643 8724**.

### Proof of Address

If you have listed a school which is normally oversubscribed on your application form (please see statistics on page 25) you may be asked to provide us with proof of your address to confirm that you are residing at this property. Every year admission authorities have to withdraw offers of places because parents give false information about their child's true residence. **If the address on your application is not your child's normal address, you must provide us with a child arrangements order issued by a court, if you wish that address to be considered.** Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements.

### What happens if I want to change the school I have applied for?

Once you have submitted your application form and the closing date has passed you **cannot** change your preference(s) without a genuine reason i.e. you have moved address you will need to send us a copy of your council tax statement to confirm you are residing at your new address. **Your original application will be cancelled and a new application must be submitted which will be classed as 'Late'.** You should be aware that this will reduce your chance of gaining a place at the school(s) you prefer. **If you change your preference(s) after the 'offer' day any place previously offered at a school in North Tyneside will be withdrawn and you will be notified of the outcome.**

### Late Applications

If you return your application **after 15 January 2016** your application will be considered as 'Late' unless exceptional circumstances exist. You should be aware that this will reduce your chance of gaining a place at your preferred school. Parents returning their application after **15 January 2016** must give a reason why their application was 'Late'. The Local Authority will consider your reasons and if they are exceptional will consider your application along with those received on time. Applications received before **1 March 2016** for a good reason or in exceptional circumstances may be considered. Examples of what may be considered as a good reason or exceptional circumstances include when a family has just moved into the North Tyneside area (proof of ownership or tenancy agreement will be required), other cases may be considered and each case decided on its own merits. Applications which are not deemed to be exceptional will not be processed until after **18 April 2016**. However, parents will receive an offer of a school place on 18 April at their catchment area school if a vacancy exists or at the nearest appropriate school measured by straight line distance.

**Most parents who were refused a place last year were as a result of applying late. We do not keep places back for late applicants who already have an older child/children attending the preferred school.**

### No Application Received

If you decide not to complete your application you will not be sent a reminder letter. On **18 April 2016** your child will be allocated a place at your catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy measured by straight line distance from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's GIS/ONE system.

### 18 April 2016 – 'Offer Day'

If you applied online and supplied us with an email address you will be sent an email on this day informing you which school your child has been allocated and notification on how to accept your school place. If you completed a paper application on 18 April 2016 a letter will be **sent** out to you by **2nd class post** informing you which school your child has been offered (this means you may not receive your letter until 20 April). Parents who have not been allocated a place at any of their preferred schools, will be allocated a place at their catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy measured by direct distance. If parents are dissatisfied with the response to their preferences they have the right to present their case to the Independent Appeals Panel (please see page 22).

If you have not been offered a place at your preferred school(s) and you applied online you will also be sent a letter in the post explaining the reason why your child has been refused a place at the school.

If you have not been offered your preferred school, you are advised to accept the school place you have been offered to ensure that your child has a place for September 2016. Accepting the school place offered will not affect your chances of getting a place at a school you prefer more, either through the waiting list process or through an appeal.

On 18 April 2016 parents should not contact the Access Team as we are unable to inform you by telephone which school your child has been offered. You must wait until you have received your email or letter.

### Acceptance Slip - deadline date 29 April 2016

It is important that you return your acceptance slip by the deadline date **29 April 2016**. Failure to return your acceptance slip will result in the school place being withdrawn and offered to the next child on the waiting list.

### Waiting Lists

If your child has not been allocated a place at any school you ranked higher on your application form than the school you were offered on 18 April you may request to place your child's name on the waiting list by completing and returning the waiting list slip to: **The Access Team, Floor 2, North Tyneside Council, Quadrant West, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.**

**\*\*Please note your child's name will not automatically be placed on the waiting list you must complete and return the waiting list slip by 29 April 2016.**

### How do the Waiting Lists Operate?

The Local Authority holds waiting lists for all schools including Academies, Voluntary Aided and Trust Schools. If you have been refused any of your preferred school(s) you will have the opportunity to place your child's name on the waiting list. You may place your child's name on a waiting list for more than one school. However, you can only place your child's name on a waiting list for three schools. Waiting lists are established after 18 April 2016. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance measured by a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's GIS/ONE system. If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. **This means a child who is on the waiting list may move down the list if another 'Late' application is received that falls within a higher**

**priority under the oversubscription criteria.** Waiting lists for all schools will be held for one term in the academic year i.e. **31 December 2016**; no list will be kept for any individual school thereafter, either by the Local Authority or by any individual school. If the school is an Academy or Voluntary Aided School you should contact the school direct to discuss their admission policy.

### Changing your school preference after 18 April 2016

Parents can have a maximum of **three** preferences including schools within and outside North Tyneside. Therefore if you are not happy with the school you have been offered and want to apply for a school that was not on your original application you must complete a new application. **Amended preferences will overwrite your initial application.** Therefore if you wish to retain any of your original preferences they must be included in your new application. **You are unable to have your child's name on a waiting list for more than three schools.**

### Withdrawing Offers of a School Place

When considering your application only the address of the parent/carer with whom the child normally lives with and who is in receipt of the child benefit or child tax credit will be taken into account. The address of childminders or other relatives or friends who may help you look after your child must not be used on your application form. If the address on your application is not your child's normal address; you must provide a child arrangements order issued by a court, if you wish that address to be considered. Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements. We reserve the right to seek proof of your address and it should be noted that an offer of a school place may be withdrawn if information is supplied by you on your application is intentionally misleading or fraudulent (for example a false claim to a residence within the catchment area). Where a place is withdrawn on the basis of misleading information the application will be considered afresh, and a right of appeal offered if a place is refused.

### Cancelling your School Place

If you move out of North Tyneside or your child will be attending a Private School you should notify the Access Team immediately in writing as you may be holding a place at an oversubscribed school. This will enable the Admission Authority to offer the place to the next child on the waiting list.

### Reserved Places

Places in North Tyneside schools will not be held back or reserved in the expectation of further applications from families moving into the area.

## Admission to Middle and High Schools

### At what age does my child transfer school?

#### First to Middle School

If your child is in the last year of a First School and their date of birth is between **1 September 2006 to 31 August 2007** you will need to complete an application form for admission to year 5 of a Middle School.

#### Primary to High School

If your child is in the last year of a Primary School and their date of birth is between **1 September 2004 to 31 August 2005** you will need to complete an application form for admission to year 7 of a High School.

#### Middle to High School

If your child is in the last year of a Middle School and their date of birth is between **1 September 2002 to 31 August 2003** you will need to complete an application form for admission to year 9 of a High School.

### Do I have a choice of which school I can send my child to?

You do not have a right to choose which school your child will go to, **you only have a right to express a preference**. Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.

### How do I get an Application Form?

From **11 September 2015** you can apply online at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) this is a quick and easy process and will provide you with immediate notification of receipt of your application form, please ensure you apply by the deadline date **30 October 2015**. Alternatively you can complete a paper application; these are available from your child's current school.

**\*\* You can submit only one application form therefore there is no need to submit both an online and paper application.**

### Number of Preferences to include on your application

You can apply for up to three schools we strongly advise that you name more than one school in case your choice of school is oversubscribed. If you do not name more than one school we will not know which other schools you may have been interested in. Assume that you might be offered a place at any of the schools and place them in your preferred order.

### Returning your Application Form

The preference period is from **11 September 2015 to 30 October 2015** and it is your responsibility to ensure that your application form is received on time. You must include all your information you would like the admission authority to consider when they apply their admission policy to your preference(s) i.e. sibling link, Looked After Child, Statement of Special Education Needs/Education Health and Care Plan . If you have applied online you will have received notification that we have received your application. If you have chosen to complete a paper application we strongly recommend that you return it by recorded delivery as in the event that we do not receive your application proof of posting will be required. You must return it to: **The Access Team, Floor 2, North Tyneside Council, Quadrant West, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY** by the deadline date **30 October 2015**.

**\*\* Please ensure that you put the correct postage on your envelope. If you do not, the post office will not deliver your application and it will not be received in time and will therefore be considered 'Late'. Allegations from 'Late' applicants stating that their application has been lost in the post or lost by the Local Authority will not be considered without proof from you. \*\*If you return your application by hand to the Cobalt Business Park reception please ask for a receipt as proof that you have submitted your application.**

**\*\* Do NOT return your application to your child's current school.**

### What happens if you do not reside in North Tyneside?

If you do not reside in North Tyneside and would like your child to attend one of our Middle or High Schools you will need to contact your **'home'** Local Authority this is the authority where you pay your council tax and complete their application form. However, if you are not offered the North Tyneside School you applied for, we will not automatically offer you an alternative school in North Tyneside, if no other preferences were expressed. It is up to your **'home'** Local Authority to ensure your child has a school place.

**Admission to a particular First/Primary School does not guarantee a place at the Middle/High School to which most children from that school normally transfer. Where the admission authority receives more applications than places available the oversubscription criteria will be applied. Please refer to the admission policy for each school you express as a preference.**



## The Procedure

### Co-ordinated Admission Scheme

North Tyneside operates a Co-ordinated Admission Scheme with other Admission Authorities within the borough i.e. Academies, Voluntary Aided and Trust Schools and with our neighbouring Authorities. These Authorities are Gateshead, Newcastle and Northumberland. This means that we compare applications we receive against those submitted to the authorities above to ensure that we have received only one application for each child who is due to transfer into a Middle or High School. This procedure makes it simpler for parents to apply on one form for schools administered by different Admission Authorities. All parents will be sent an offer of a school place on our 'Offer Day' 1 March 2016. You can download a full copy of our Co-ordinated Admission Scheme on our website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or a copy can be sent out to you by contacting the Access Team on telephone number: (0191) 643 8724.

### Proof of Address

If you have listed a school which is normally oversubscribed on your application form (please see statistics on page 25) you may be asked to provide us with proof of your address to confirm that you are residing at this property. Every year admission authorities have to withdraw offers of places because parents give false information about their child's true residence. **If the address on your application is not your child's normal address, you must provide us with a child arrangements order issued by a court, if you wish that address to be considered.** Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements.

### What happens if I want to change the school I have applied for?

Once you have submitted your application form and the closing date has passed you **cannot** change your preference(s) without a genuine reason i.e. you have moved address you will need to send us a copy of your council tax statement to confirm you are residing at your new address. **Your original application will be cancelled and a new application must be submitted which will be classed as 'Late'.** You should be aware that this will reduce your chance of gaining a place at the school(s) you prefer. **If you change your preference(s) after the 'offer' day any place previously offered at a school in North Tyneside will be withdrawn and you will be notified of the outcome.**

### Late Applications

If you return your application after **30 October 2015** your application will be considered as 'Late' unless exceptional circumstances exist. You should be aware that this will reduce your chance of gaining a place at your preferred school. Parents returning their application after **30 October 2015** must give a reason why their application was 'Late'. The Local Authority will consider your reasons and if they are exceptional will consider your application along with those received on time. Applications received before **8 January 2016** for a good reason or in exceptional circumstances may be considered. Examples of what may be considered as a good reason or exceptional circumstances include when a family has just moved into the North Tyneside area (proof of ownership or tenancy agreement will be required), other cases may be considered and each case decided on its own merits. Applications which are not deemed to be exceptional will not be processed until after 1 March 2016. However, parents will receive an offer of a school place on **1 March** at their catchment area school if a vacancy exists or at the nearest appropriate school measured by straight line distance.

**Most parents who were refused a place last year were as a result of applying late. We do not keep places back for late applicants who already have an older child or children attending the preferred school.**

### No Application Received

If you decide not to complete your application you will not be sent a reminder letter. On **1 March 2016** your child will be allocated a place at your catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy measured by straight line distance from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's GIS/ONE system.

### 1 March 2016 – 'Offer Day'

If you applied online and supplied us with an email address you will be sent an email on this day informing you which school your child has been offered and notification on how to accept the place. If you completed a paper application on **1 March 2016** a letter will be **sent out** to you by 2nd class post informing you which school your child has been offered (this means you may not receive your letter until 3 March). Parents who have not been allocated a place at any of their preferred schools, will be allocated a place at their catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy measured by straight line distance. If parents are dissatisfied with the response to their preferences they have the right to present their case to the Independent Appeals Panel (please see page 22).



If you have not been offered a place at your preferred school(s) and you applied online you will also be sent a letter in the post explaining the reason why your child has been refused a place at the school.

**If you have not been offered your preferred school, you are advised to accept the school place you have been offered to ensure that your child has a place for September 2016. Accepting the school place offered will not affect your chances of getting a place at a school you prefer more, either through the waiting list process or through an appeal.**

On 1 March 2016 parents should not contact the Access Team as we are unable to inform you by telephone which school your child has been offered. You must wait until you have received your email or letter.

### **Acceptance Slip - deadline date 15 March 2016**

It is important that you return your acceptance slip by the deadline date **15 March 2016**. **Failure to return your acceptance slip will result in the school place being withdrawn and offered to the next child on the waiting list.**

### **Waiting Lists**

If your child has not been allocated a place at any school you ranked higher on your application form than the school you were offered on 1 March you may request to place your child's name on the waiting list by completing and returning the waiting list slip to: **The Access Team, Floor 2, North Tyneside Council, Quadrant West, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.**

**\*\* Please note your child's name will not automatically be placed on the waiting list you must complete and return the waiting list slip by 15 March 2016.**

### **How do the Waiting Lists Operate?**

The Local Authority holds waiting lists for all schools including Academies, Voluntary Aided and Trust Schools. If you have been refused any of your preferred school(s) you will have the opportunity to place your child's name on the waiting list. You may place your child's name on a waiting list for more than one school. However, you can only place your child's name on a waiting list for three schools. Waiting lists are established after 1 March 2016. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance measured by straight line distance from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's GIS/ONE system. If pupil numbers fall

below the published admission number the place will be offered to the child at the top of the waiting list.

**This means a child who is on the waiting list may move down the list if another 'Late' application is received that falls within a higher priority under the oversubscription criteria.** Waiting lists for all schools will be held for one term in the academic year i.e. **31 December 2016**; no list will be kept for any individual school thereafter, either by the Local Authority or by any individual school. If the school is an Academy or Voluntary Aided School you should contact the school direct to discuss their admission policy.

### **Changing your school preference after 1 March 2016**

Parents can have a maximum of three preferences including schools within and outside North Tyneside. Therefore if you are not happy with the school you have been offered and want to apply for a school that was not on your original application you must complete a new application. **Amended preferences will overwrite your initial application.** Therefore if you wish to retain any of your original preferences they must be included in your new application.

### **Withdrawing Offers of a School Place**

When considering your application only the address of the parent/carer with whom the child normally lives with and who is in receipt of the child benefit or child tax credit will be taken into account. The address of childminders or other relatives or friends who may help you look after your child must not be used on your application form. If the address on your application is not your child's normal address; you must provide a child arrangements order issued by a court, if you wish that address to be considered. Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements. We reserve the right to seek proof of your address and it should be noted that an offer of a school place may be withdrawn if information is supplied by you on your application is intentionally misleading or fraudulent (for example a false claim to a residence within the catchment area. Where a place is withdrawn on the basis of misleading information the application will be considered afresh, and a right of appeal offered if a place is refused.

### **Cancelling your School Place**

If you move out of North Tyneside or your child will be attending a Private School you should notify the Access Team immediately in writing as you may be holding a place at an oversubscribed school. This will enable the Admission Authority to offer the place to the next child on the waiting list.

## Reserved Places

Places in North Tyneside Schools will not be held back or reserved in the expectation of further applications from families moving into the area.

## Open Evenings

It is strongly recommended that parents/carers attend the open evenings for the schools that they are interested in. Open evenings give parents and pupils the opportunity to gain a good overview of the school by meeting staff and pupils and gathering information about the school. Parents should note that these dates were correct at the time of print; however, you are advised to ensure that the dates below have not changed before your visit.

## Middle and High School Open Evenings

SCHOOL	DATE	TIME
Marden Bridge Middle	7 October 2015	6 – 8pm
Monkseaton Middle	5 October 2015	6 – 8pm
Valley Gardens Middle	8 October 2015	6 – 8pm
Wellfield Middle	6 October 2015	6 – 8pm
Burnside Business Enterprise College	24 September 2015	6 – 8pm
Churchill Community College	15 September 2015	6pm – 8pm
George Stephenson High	24 September 2015	5 – 8pm
John Spence Community High	1 October 2015	6- 8pm
Longbenton Community College	29 September 2015	Please contact school
Marden High	24 September 2015	6 – 8pm
Monkseaton High	14 October 2015	6 – 8pm
Norham High	24 September 2015	5 – 6.30pm
Seaton Burn Community College	16 September 2015	10am – 7pm
Whitley Bay High	13 October 2015	6 – 8pm
St Thomas More RC Academy	14 and 15 September 2015 for Catholic Partnerships Schools and 21 September 2015 for parents who have expressed an interest	Tour of the school 6pm (optional) actual meeting 7pm

## Education Appeals

If parents are dissatisfied with the response to their preferences, they have the right to present their case to an Independent Appeal Panel. Before deciding to appeal you may want to think about the admission policy and your reasons for wanting your child to attend the school, your child's view of what school he/she should attend and how strong a case you have.

## Panel Members

The Appeal Panel will be made up of 3 or 5 members, including lay members, who must not have had any personal experience in the management or the provision of education in any school and members with educational experience, as a teacher, parent or governor of another school. The Panel members must not have any connection with the Local Authority or the school in question. A clerk will also be in attendance to organise the meeting, give procedural advice to the Panel and record its decisions.

## Informing appellants of the hearing

You will be given at least ten school days notice in writing of the place and time of the meeting of the Appeals Panel at which the appeal will be heard. If you have any additional documents such as a letter or medical report, which you want to bring to the attention of the Appeal Panel, please send a copy to **Democratic Services, Floor 3L, North Tyneside Council, Quadrant East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY** as soon as possible. If new issues are raised for the first time at the hearing it may be necessary to adjourn the hearing to allow the other party to consider them. However, it may not be possible for the evidence to be considered at all.

## Attendance

You will be given the opportunity to appear before the Appeals Panel to present your case. You may be accompanied by a friend, family member or representative to help you say what you want to say, or speak for you, or to simply give you support. A member of staff or governor from the school in question or a member of the admission authority cannot attend with you. Legal representation is not necessary. It is not necessary for your child to attend. However you do not have to attend and you can elect to allow the appeal to be considered on the basis of the statement contained in your appeal. It is better if you can attend as you are the best person to tell the Panel why you want your child to go to the school. If you choose not to attend, the appeal will be decided upon the information available.

## Before the Hearing

At least five working days before the hearing by the Appeals Panel you will be sent a written statement from the Admission Authority summarising how the admission policy applies to your case in question, and the reasons for the decision. You will also be given the names of the panel members prior to the hearing.

## The Procedure

There are two different procedures that are followed in determining education admission appeals. One applies to admission to Key Stage 1 (reception class and years 1 & 2) where a place has been refused to keep the number of children in the class to 30 pupils per school teacher and the other to all year groups who are refused for a different reason.

### Key Stage 1 Appeals – Reception Class, Year 1 and Year 2

Admission to Key Stage 1 year groups has to be in accordance with the statutory class size limit, which restricts classes of Reception, Year one and Year two to no more than 30 pupils in a class with a single qualified teacher. There are special rules on appeals

where class size limit applies. In these cases the admission authority will submit that class size prejudice will arise if more children are admitted into a particular year group. Class size prejudice means that the admission authority and school would have to take qualifying measures, such as employing an additional teacher and/or introducing or increasing mixed age group teaching, to ensure that children are not taught in classes of more than 30 pupils. In these circumstances, the Panel can only uphold an appeal if:

- the admission of an additional child would not breach the class size limit of 30 pupils;
- that the admission arrangements did not comply with admissions law and the child would have been offered a place if the arrangements had complied with admissions law;
- that the admission arrangements had not been correctly and impartially applied and the child would have been offered a place if the arrangements had been correctly and impartially applied;
- the decision to refuse admission was not one which a reasonable Admission Authority would have made in the circumstances of the case.

## Admission Appeals

### First Stage – examining the decision to refuse admission

The admission authority representative will explain why your child has not been offered a place at the school you preferred. He or she will explain how the admission arrangements were applied and seek to prove that the year group is already full. The technical term is: "That to admit a further pupil to the school year would prejudice the provision of efficient education and/or the efficient use of resources" (prejudice). You will have the opportunity to ask questions and express your views about whether the school year group is full. If there is more than one appeal for the same school, other parents appealing may also be present at this stage. The Panel then considers whether the admission authority has proved its case as described above in private. The Panel will take into account your preference and the published admission arrangements. If the Panel does not find prejudice, your child (and others appealing at the same time for the same school year) will be admitted to the school if the Panel considers that the school can cope with that number before prejudice would be caused. If the Panel does find prejudice (either by admitting one or all the children) then it will move to the second stage of the appeal.

## Second Stage – balancing the arguments

The Panel will consider whether your personal wishes and the individual circumstances of your child outweigh the grounds put forward by the admission authority and school representative(s). You will have the opportunity to explain why you want your child to be admitted to the school you prefer. The Panel and the admission authority representative may also ask questions or make comments.

### Formality

Although the procedure may sound formal, we follow these stages to make sure that appeals are heard efficiently and fairly. The Panel wants you to feel comfortable and have the opportunity to say everything that is relevant to your appeal. When you put your case to the Panel, draw their attention to your reasons for appealing (as stated in your papers) that you feel the Panel should take into account.

The decision of the Panel is binding upon the admission authority and the school. The Panel will not give their decision at the hearing. You will be notified in writing of the Panel's decision, normally within five working days after the hearing. During the Summer Term, when many appeals are held, hearings for a school can extend over several days due to the number of appeals received. The Panel do not make a decision on any appeal until all of the appeals before them have been heard.

Therefore if your appeal is one of the first to be heard at the second stage, it could be longer before you receive the Panel's decision.

### Further Appeals

If your appeal is unsuccessful you cannot appeal again until the next academic year unless there has been a major change in the circumstances of the parent, child or school, since the original application e.g. you have changed address.

### What can I do if I'm unhappy about the Panel's Decision?

There is **no** further right of appeal either to the authority, the appeal panel or the Secretary of State for Education. You are entitled to write to the Secretary of State about any aspect of your child's education. The Local Government Ombudsman can investigate written complaints about maladministration on the part of an admission appeals panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than just the person making the complaint thinks the decision is wrong. The information

you provide as part of the appeals process may be disclosed to the Local Government Ombudsman as part of their investigation into complaints submitted by other appellants. This personal information will not be disclosed to the complainant. Under Section 29 of the Local Government Act 1974 the Local Authority is legally required to provide this information to the Ombudsman if requested.

For further information please call the LGO Advice Team on 0300 061 0614 or visit the website [www.lgo.org.uk](http://www.lgo.org.uk) email [advice@lgo.org.uk](mailto:advice@lgo.org.uk) or write to

**The Local Government Ombudsman**  
PO Box 4771  
Coventry  
CV4 0EH

**The Governing Body manages pupil admissions to Academies, Trust and Voluntary Aided Schools and any appeals should be made directly to the Chair of the Governors at the school address.**

### Complaints about appeal panels for Academies

Complaints about maladministration on the part of an appeal panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. Appellants considering making a complaint can email the Young People's Learning Agency at [academyquestions@ypla.gov.uk](mailto:academyquestions@ypla.gov.uk) or write to

**Young Peoples Learning Agency**  
Cheylesmore Road  
Quinton Road  
Coventry  
CV1 2WT

### 6th Form Appeals

Pupils seeking admission or transfer to the 6th form of a school may be selected on the basis of academic ability usually a requirement to have attained a specified number of GCSEs and/or specified grade. These requirements should be set out in the schools prospectus. However, the fact that a child has been assessed as being suitable for entry to a 6th form does not necessarily guarantee them a place if the school is oversubscribed. For further information on appeals please refer to the individual school 6th Form prospectus

## Statistics

Admission in September 2015

### Community First Schools (numbers as at 17 July 2015)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria						
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Coquet Park	30	40	56	48	1	145	29	1	0	0	30	1	0	16	6	7	0.485	8
Langley	60	56	44	29	2	131	54	5	1	0	60	1	0	38	3	18	1.687	4
Marine Park	75	88	65	47	2	202	83	6	1	0	90**	0	4	59	12	15	2.650	2
Southridge	60	70	70	36	2	178	59	1	0	0	60	0	0	33	10	17	0.615	13
South Wellfield	60	66	43	28	5	142	55	4	1	0	60	0	1	24	20	15	0.956	10
Whitley Lodge	45	48	35	28	0	111	43	2	1	0	46	0	1	37	3	5	1.622	2

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at a particular school.

\*\* With the agreement of the Governors.

### Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Langley First	1	0	1	0	0	0	60
Southridge First	2	0	0	2	0	2	60
South Wellfield First	6	2	1	3	0	3	60
Whitley Lodge First	1	1	0	1	1	0	46

### Learning Trust - First School (numbers as at 17 July 2015)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria						
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Appletree Gardens First	60	53	11	15	20	99	51	0	3	6	60	0	0	33	6	21	3.604	2
Rockcliffe First	41	56	32	20	2	110	45	0	0	0	45**	0	3	37	4	1	0.191	6

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at the school.

\*\* With the agreement of the Governors.

### Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Rockcliffe First	5	0	2	3	0	3	45**

\*\* With the agreement of the Governors.

### Grasmere Academy (numbers as at 17 July 2015)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria							
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused	
Grasmere	30	8	2	2	2	14	8	1	0	2	11	0	0	8	1	2	2.142	0	

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at the school.

### Community Primary Schools (numbers as at 17 July 2015)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria							
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused	
Backworth Park	30	16	11	10	10	47	16	0	1	3	20	0	0	16	0	4	1.196	0	
Bailey Green	60	57	45	27	1	130	57	0	0	0	57	0	0	13	18	26	1,954	0	
Collingwood	60	54	15	11	3	83	54	1	1	1	57	0	0	40	9	8	1.385	0	
Cullercoats	60	72	64	43	2	181	59	1	0	0	60	0	2	36	9	13	0.778	11	
Holystone	60	70	29	19	3	121	58	1	0	1	60	0	0	56	4	0	1.043	13	
New York	44	25	10	2	18	55	25	1	0	9	35	0	0	24	2	9	2.132	0	
Percy Main	30	20	3	9	9	41	20	1	3	5	29	0	1	18	1	9	0.841	0	
Riverside	30	26	21	11	2	60	24	1	2	2	29	0	0	6	10	13	1.012	0	
Shiremoor	60	45	15	9	7	76	45	2	1	1	49	0	0	35	5	9	0.910	0	
Spring Gardens	60	55	31	29	1	116	53	7	1	0	61	0	2	31	14	14	0.947	3	
Waterville	30	35	13	6	0	54	30	0	0	0	30	0	3	11	7	9	0.662	4	

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at a particular school.

### Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Holystone	3	0	0	3	0	3	60
Riverside	1	0	1	0	0	0	29
Spring Gardens	3	0	0	3	1	2	61
Waterville	1	0	0	1	0	1	30



## Learning Trust - Primary Schools (numbers as at 17 July 2015)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria						
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Amberley Community	60	57	40	23	0	120	56	2	0	0	58	0	0	43	7	8	2.054	0
Balliol	30	23	4	8	1	36	22	1	0	1	24	0	0	14	5	5	0.661	0
Battle Hill Community	45	58	27	9	2	96	54	5	1	0	60**	0	0	33	7	20	0.943	4
Benton Dene	60	69	25	18	3	115	60	0	0	0	60	0	2	27	12	19	4.823	0
Burradon Community	27	25	6	3	1	35	24	0	1	0	25	0	0	17	4	4	0.745	0
Carville	30	15	7	5	22	49	15	0	1	12	28	0	0	7	5	16	1.515	0
Denbigh Community	60	64	44	14	2	124	59	1	0	0	60	0	0	32	11	17	0.621	10
Fordley	60	37	7	4	3	51	36	3	1	1	41	0	1	34	2	4	1.953	0
Forest Hall	30	22	19	11	7	59	22	2	0	1	25	0	0	9	7	9	0.780	0
Greenfields Community	55	56	24	10	5	95	52	2	1	2	57	0	1	42	7	7	1.570	0
Hadrian Park	45	53	17	14	5	89	53	2	4	1	60**	0	0	39	9	12	1.932	0
Hazelwood Community	44	36	17	9	2	64	35	1	0	0	36	0	0	20	4	12	1.995	0
Ivy Road	30	13	6	5	4	28	13	1	0	3	17	0	0	10	1	6	3.220	0
King Edward	60	69	33	29	3	134	55	4	1	0	60	0	0	45	12	3	0.430	18
Monkhouse	30	24	30	30	0	84	23	4	2	1	30	0	0	21	2	7	1.790	0
Preston Grange	30	36	22	12	1	71	29	1	0	0	30	0	1	15	9	5	0.589	5
Redesdale	30	34	23	16	0	73	29	0	1	0	30	0	0	16	6	8	0.526	6
Richardson Dees	30	35	22	21	1	79	27	3	1	0	31	0	0	30	1	0	0.762	7
Stephenson Memorial	60	64	22	7	2	95	55	5	1	0	61	0	1	49	4	7	0.627	5
Wallsend Jubilee	60	30	19	27	16	92	29	4	0	11	44	0	0	12	11	21	4.093	0
Western Community	60	59	42	19	6	126	51	6	2	1	60	0	1	27	8	24	0.816	9
Westmoor	45	39	38	43	2	122	36	3	0	1	40	0	0	21	5	14	2.366	0
Whitehouse	30	30	4	5	3	42	29	0	0	1	30	0	1	17	5	7	1.407	0

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at a particular school.

\*\*With the agreement of the Governors.

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Battle Hill	1	0	0	1	0	1	60**
Benton Dene	3	0	3	0	0	0	60
Denbigh Community	1	0	0	1	0	1	60
King Edward	1	0	0	1	0	1	60
Monkhouse	2	0	2	0	0	0	30
Preston Grange	2	1	1	0	0	0	30
Redesdale	1	0	0	1	0	1	30
Richardson Dees	2	0	0	2	1	1	31
Stephenson Memorial	3	0	0	3	1	2	61
Western	2	0	0	2	0	2	60

\*\*With the agreement of the Governors.

## Roman Catholic Primary School (numbers as at 17 July 2015)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria											Distance of last applicant offered a place	Number Refused	
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	1	2*	2	3*	3	4	5*	5	6*	6	7*			7
Holy Cross	30	29	12	28	1	70	28	0	2	0	30	0	6	4	1	0	0	4	5	0	0	5	5	0.433	5
St Bernadette's	45	47	32	15	0	94	44	1	1	0	46	0	2	5	15	13	0	2	8	0	0	0	1	1.021	8
St Columba's	30	44	39	8	0	91	30	0	0	0	30	0	9	13	1	7	0	0	0	0	0	0	0	1.794	12
St Cuthbert's	30	42	15	12	0	69	30	0	0	0	30	0	5	7	0	0	0	1	7	1	0	9	0	1.119	10
St Joseph's	45	42	28	5	1	76	42	4	0	0	46**	1	3	3	0	0	0	2	6	0	0	13	18	0.762	0
St Mary's (North Shields)	30	29	22	12	0	63	29	0	1	0	30	0	10	5	3	5	0	1	2	0	0	0	4	1.971	0
St Mary's (Forest Hall)	30	24	27	11	1	63	23	6	0	0	29	0	2	5	0	2	1	4	5	0	1	3	6	3.320	0
St Stephen's	30	35	11	9	2	57	31	0	0	0	31	0	6	5	0	3	0	2	1	0	0	8	6	0.691	5
Star of the Sea	60	39	40	26	21	126	37	5	1	15	58	1	9	10	7	5	0	0	5	1	2	0	18	4.639	0

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at the school.

\* Sibling Link

\*\* With the agreement of the Governors.

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
St Bernadettes	5	0	1	4	1	3	46
St Columba's	4	0	0	4	0	4	30
St Cuthberts	5	0	0	5	0	5	30
St Josephs	2	0	2	0	0	0	46**
St Stephens	1	0	0	1	1	0	31

\*\* With the agreement of the Governors.

## Church of England Primary Schools (numbers as at 17 July 2015)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria											Distance of last applicant offered a place	Number Refused
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	1	2	3	4	5	6	7	8					
Christ Church	30	17	14	15	9	55	16	6	0	8	30	1	0	6	0	2	0	8	13	1.236	1			
St Bartholomew's	30	26	35	13	1	75	25	3	0	0	28	1	2	13	0	2	1	0	9	2.980	0			
Wallsend St Peter's	30	37	14	13	0	64	27	3	0	0	30	0	2	3	13	9	0	3	0	0.294	14			

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at the school.

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Wallsend St Peter's C of E	6	1	1	4	0	4	30

## Learning Trust Middle Schools (numbers as at 17 July 2015)

School name	PAN	Number of Preferences					Number of Places Offered					Places offered under Criteria						
		1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Marden Bridge	177	93	70	23	8	194	91	26	4	4	125	1	0	84	15	25	4.701	0
Monkseaton	96	77	47	41	13	178	75	8	0	7	90	2	0	37	5	46	7.371	0
Valley Gardens	180	237	90	16	0	343	180	0	0	0	180	3	3	109	27	38	0.644	39
Wellfield	60	65	51	20	2	138	63	15	1	0	*79	0	1	24	8	46	3.270	0

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at the school.

\*With the agreement of the Governors.

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Valley Gardens	14	0	0	14	0	14	180

## Learning Trust High Schools (numbers as at 17 July 2015)

School name	PAN	Number of Preferences					Number of Places Offered					Places offered under Criteria						
		1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Burnside Business Enterprise College	260	158	76	9	12	255	158	0	1	5	164	3	0	94	17	50	2.013	0
Churchill Community College	190	157	49	11	13	230	156	0	0	6	162	0	0	134	8	20	3.149	0
George Stephenson	228	222	79	32	1	334	215	9	0	0	224	9	0	162	9	44	3.773	0
John Spence Community	177	163	77	25	8	273	162	0	0	5	167	5	1	98	6	57	4.037	0
Longbenton Community	180	129	84	21	20	254	128	10	0	9	147	3	3	113	4	24	2.998	0
Marden	181	121	63	30	1	215	119	3	0	1	123	2	0	59	16	46	4.878	0
Monkseaton (year 9)	240	75	103	9	5	192	72	0	0	3	75	2	0	24	10	39	4.728	0
Norham High	179	47	25	21	0	93	47	0	0	0	47	2	1	37	0	7	2.443	0
Seaton Burn College	169	95	11	6	18	130	95	4	0	16	115	0	0	105	1	9	4.058	0
Whitley Bay (year 9)	350	354	50	3	0	407	347	1	1	0	349	8	1	178	28	134	6.237	0

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at the school.

### Roman Catholic Academy (numbers as at 17 July 2015)

School name	PAN	Number of Preferences					Number of Places Offered					Places offered under Criteria													Distance of last applicant offered a place	Number Refused		
		1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	1	2*	2	3	4	5*	5	6*	6	7	8	11			12*	12
St Thomas More RC	270	259	50	22	1	332	257	3	0	0	260	4	1	61	95	3	2	6	18	8	37	1	1	2	4	17	3.458	0

\* Sibling Link

### Kings Priory School - Reception Class (numbers as at 17 July 2015)

School name	PAN	Number of Preferences					Number of Places Offered					Places offered under Criteria							Distance of last applicant offered a place	Number refused
		1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Sibling	Children of staff at the school	Distance				
Kings Priory School	75	87	59	28	2	176	73	2	0	0	75	0	2	35	1	37	1.464	17		

The distance of the last applicant offered a place is a guide only and should not be taken as any guarantee that your child will be offered a place at the school.

### Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Kings Priory School	4	0	0	4	1	3	75

### Kings Priory School - Year 7 (numbers as at 17 July 2015)

School name	PAN	Number of Preferences					Number of Places Offered					Places offered under Criteria						Number refused
		1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	SEN	LAC or previously LAC	Sibling	Children of staff at the school	Aptitude for Music	Random Allocation	
Kings Priory School	25	37	49	21	1	108	29	2	0	0	31*	0	3	10	0	3	15	1

\*With the agreement of the Trust.

### Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by admission authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Kings Priory School	4	1	3	0	0	0	31**

\*\* With the agreement of the Governors.

## Admission Policies: First and Primary - Learning TRUST Schools

SCHOOL	PAN	
<b>Amberley Community Primary School</b> East Bailey, Killingworth NE12 6SQ	60	School has a nursery class
<b>Appletree Gardens First School</b> Appletree Gardens, Monkseaton, NE25 8XS	60	School has a nursery class
<b>Balliol Primary School</b> Chesters Avenue, Longbenton, NE12 8QP	30	School has a nursery class
<b>Battle Hill Community Primary School</b> Berwick Drive, Battle Hill, NE28 9DH	45	School has a nursery class
<b>Benton Dene Primary School</b> Hailsham Avenue, Longbenton, NE12 8FD	60	School has a nursery class
<b>Burradon Community Primary School</b> Burradon Road, Burradon, Cramlington, Northumberland, NE23 7NG	27	School has a nursery class
<b>Carville Primary School</b> The Avenue, Wallsend, NE28 6AX	30	School has a nursery class
<b>Denbigh Community Primary School</b> Denbigh Avenue, Wallsend, NE28 0DS	60	School has a nursery class
<b>Fordley Primary School</b> Dudley Drive, Fordley, Cramlington, NE23 7AL	60	School has a nursery class
<b>Forest Hall Primary School</b> Delaval Road, Forest Hall, NE12 9BA	30	School has a nursery class
<b>Greenfields Community Primary School</b> Taylor Avenue, Wideopen, NE13 6NB	55	School has a nursery class
<b>Hadrian Park Primary School</b> Addington Drive, Wallsend, NE28 9RT	60	School has a nursery class
<b>Hazlewood Community Primary School</b> Canterbury Way, Wideopen, NE13 6JJ	44	School has a nursery class
<b>Ivy Road Primary School</b> Ivy Road, Forest Hall, NE12 9AP	30	School has a nursery class
<b>King Edward Primary School</b> Preston Avenue, North Shields, NE30 2BD	60	School has a nursery class
<b>Monkhouse Primary School</b> Wallington Avenue, North Shields, NE30 3SH	30	
<b>Preston Grange Primary School</b> Chiltern Road, North Shields, NE29 9QL	30	
<b>Redesdale Primary School</b> Wiltshire Drive, Wallsend NE28 8TS	30	School has a nursery class
<b>Richardson Dees Primary School</b> High Street East, Wallsend, NE28 7RT	30	School has a nursery class
<b>Rockcliffe First School</b> Grafton Road, Whitley Bay, NE26 2NR	45	School has a nursery class
<b>Stephenson Memorial Primary School</b> Martin Road, Wallsend NE28 0AG	60	School has a nursery class
<b>Wallsend Jubilee Primary School</b> Mullen Road, Wallsend, NE28 9HA	60	School has a nursery class
<b>Western Community Primary School</b> Rutland Road, Wallsend, NE28 8QL	60	School has a nursery class
<b>Westmoor Primary School</b> Southgate, Killingworth, Newcastle, NE12 6SA	45	School has a nursery class
<b>Whitehouse Primary School</b> Whitehouse Lane, North Shields, NE29 8PE	30	School has a nursery class

The Admissions Policy and Co-ordinated Admissions Scheme has been formally determined by the Governing Bodies of the above Learning Trust Schools in North Tyneside.

In each school the Governing Body is the Admissions Authority and is responsible for determining (setting) the school's admissions arrangements annually before the 15 April in accordance with the mandatory requirements of the School Admissions Code, 1 February 2012.

The planned Admission Number (PAN) for each school is given in the table shown.

Where the school receives more applications than places available the following admission criteria are used to decide on admission to Learning Trust Schools.

All Learning Trust Schools operate an equal preference system for processing parental preferences.

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs (SEN) are required to be admitted to the school named in the statement and with effect from September 2014 those children with an Education Health and Care Plan (EHCP). Thereafter the following oversubscription criteria will apply.

### Oversubscription Criteria

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. **See Note 1 below.**
2. Pupils who live within the catchment area of the school (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2016 will be given priority).
3. Sibling link (an older brother or sister ) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the school in September 2016.
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

**N.B The distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.**

### NOTE 1

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians

### Closing Date

In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date **15 January 2016**.

### Late Applications

If you return your application after the closing date your application will be classed as Late unless exceptional circumstances exist. The Governing Body will consider your reasons, provided they are received before 1 March 2015 and if they are exceptional, consider your application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **18 April 2016**. You should be aware that this will reduce your chance at gaining a place at the school you want.

### Offer Date

On **18 April 2016** parents will be notified of the outcome to their application. If you applied online then you will be sent an email on this day if you completed a paper application a letter will be sent out by 2nd class post on this day.



## Equal Preference System

The Governing Body of each school operates an equal preference system for processing applications. This means at the first stage there will be no distinction between first, second or third preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

## Parental Home Residence

When considering your application admission authorities will use the parental home address of the Parent/Carer who receives the child benefit for the child/ren or who would have received it. Your home address is an important factor as school places are allocated on the basis of the home address of each child. This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer (as defined by the Children Act 1989). **If the address on your application is not your child's normal address, you must provide us with a child arrangements order issued by a court, if you wish that address to be considered.** Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements. Admission Authorities reserve the right to request independent confirmation of a child's place of residence, as felt appropriate.

## Waiting lists

If you have been refused your preferred school(s), you will have the opportunity to place your child's name on a waiting list(s). You may wish to place your child's name on a waiting list for more than one school. However, you can only place your child's name on a waiting list for three schools. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list may move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

Waiting lists for schools will be held for one term in the academic year i.e. 31 December 2016; no list will be held by any individual school or the Local Authority after this date.

## Catchment Areas

All Learning Trust Schools have a defined geographic area called a catchment area. To find out which catchment area you live in log onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or contact: the **Access Team on telephone number (0191) 643 8724**

## Sibling Link

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, long term fostered children) attending your preferred school in September 2016, the governing body will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.

## Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age

## Twins and Multiple Birth Children

Twins and multiple births will be placed at the same school and in cases where there is only one place left and the next child on the waiting list is one of a twin or other multiple birth they will be offered a place as an 'excepted pupil' for the time they are in an infant class or until the numbers fall back to the current infant class size limit.

## Admission Policy Grasmere Academy

The Admissions Policy and Co-ordinated Admissions Scheme has been formally determined by the Governing Body of Grasmere Academy.

In each school the Governing Body is the Admissions Authority and is responsible for determining (setting) the school's admissions arrangements **annually** before the 15 April in accordance with the mandatory requirements of the School Admissions Code, 1 February 2012.

The planned Admission Number (PAN) for each school is given in the table shown.

Where the school receives more applications than places available the following admission criteria are used to decide on admission to Learning Trust Schools.

All Learning Trust Schools operate an equal preference system for processing parental preferences.

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs (SEN) are required to be admitted to the school named in the statement and with effect from September 2014 those children with an Education Health and Care Plan (EHCP). Thereafter the following oversubscription criteria will apply.

### Oversubscription Criteria

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. **See Note 1 below.**
2. Pupils who live within the catchment area of the school (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2016 will be given priority).
3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the school in September 2016.
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

**N.B** The distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

### NOTE 1

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians

### Closing Date

In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date **15 January 2016**.

### Late Applications

If you return your application after the closing date your application will be classed as Late unless exceptional circumstances exist. The Governing Body will consider your reasons, provided they are received before 1 March 2015 and if they are exceptional, consider your application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **18 April 2016**. You should be aware that this will reduce your chance at gaining a place at the school you want.

### Offer Date

On **18 April 2016** parents will be notified of the outcome to their application. If you applied online then you will be sent an email on this day if you completed a paper application a letter will be sent out by 2nd class post on this day.

## Equal Preference System

The Governing Body of each school operates an equal preference system for processing applications. This means at the first stage there will be no distinction between first, second or third preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

## Parental Home Residence

When considering your application admission authorities will use the parental home address of the Parent/Carer who receives the child benefit for the child/ren or who would have received it. Your home address is an important factor as school places are allocated on the basis of the home address of each child. This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer (as defined by the Children Act 1989). **If the address on your application is not your child's normal address, you must provide us with a child arrangements order issued by a court, if you wish that address to be considered.** Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements. Admission Authorities reserve the right to request independent confirmation of a child's place of residence, as felt appropriate.

## Waiting lists

If you have been refused your preferred school(s), you will have the opportunity to place your child's name on a waiting list(s). You may wish to place your child's name on a waiting list for more than one school. However, you can only place your child's name on a waiting list for three schools. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list may move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

Waiting lists for schools will be held for one term in the academic year i.e. 31 December 2016; no list will be held by any individual school or the Local Authority after this date.

## Catchment Areas

All Learning Trust Schools have a defined geographic area called a catchment area. To find out which catchment area you live in log onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or contact the Access Team on telephone number: **(0191) 643 8724**.

## Sibling Link

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, long term fostered children) attending your preferred school in September 2016, the governing body will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.

## Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

## Twins and Multiple Birth Children

Twins and multiple births will be placed at the same school and in cases where there is only one place left and the next child on the waiting list is one of a twin or other multiple birth they will be offered a place as an 'excepted pupil' for the time they are in an infant class or until the numbers fall back to the current infant class size limit.

## Kings Priory School

### Admission Arrangements

#### Introduction

The standard Year Groups for entry to Kings Priory School are:

- Reception class
- Year 7
- Sixth Form (Year 12)

#### Applications for Reception Class & Year 7

Applications for places to the Reception class and Year 7 should be made using the North Tyneside Council common application form which is available on the Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk). There is no separate application form for Kings Priory School for these year groups.

#### Applications for Sixth Form

Applications for places in the Sixth Form (Year 12) should be made on a form available from the school. The Sixth Form application form is available on the Kings Priory School website at [kingsprioryschool.co.uk](http://kingsprioryschool.co.uk)

#### Procedures where the school is oversubscribed

The three relevant age groups for admission to the School are Reception, Year 7 and Year 12. The admission numbers that will apply to the School are set out as follows:

- Reception 75 external places
- Year 7 50 external places
- Year 12 25 external places

Where there are fewer applicants than the admission numbers, all those applying will be admitted. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

#### Admission to Reception

Where the number of applications for admission to the Reception class is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs where the School is named on the Statement, the criteria will be applied in the order in which they are set out below:

- a) "Looked after children" and "Previously Looked after Children";
- b) those children who will have a sibling at the school at the point at which they would be admitted to the school;

- c) those children of staff of the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or; where the member of staff is recruited to fill a vacant position for which there is demonstrable skill shortage;
- d) those children living closest to the School (Percy Park site).

For the purposes of criterion a), "Looked after Children" are children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a "looked after child" is a child in public care at the time of application to a school. "Previously Looked after Children" are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

For the purposes of **criterion b)**, the term 'sibling' means a full, step, half, adopted or fostered brother or sister. Cousins are not included within the definition of sibling.

For the purposes of **criterion c)**, the term 'child' means a full, step, adopted or fostered child of a member of staff of the School.

For the purposes of **criterion d)**, (i) the child's home address is the address of the adult(s) with whom the child is permanently resident. If the child is cared for on a daily basis at another address, that address is not regarded as the child's home address for the purposes of this criterion. (ii) proximity to the School is measured by a straight line from a single fixed central point of the home address (including flats) to the central point of the First School using the Local Land and Property Gazetteer and the Local Authority's GIS/ONE system. The above distance measurement will also be used as a "tiebreaker" within each criterion, if necessary.

#### Admission to Year 7

The majority of places in Year 7 will be allocated to pupils already on roll in Kings Priory School's Year 6. Parents of children in Year 6 do not have to apply for a place in Year 7 for their child as a place will be automatically allocated. In addition, a number of places will be available to external applicants. Where the number of applications for admission to Year 7 is greater than the published admission number, applications will be considered against the criteria set out on next page.

After the admission of pupils with Statements of Special Educational Needs where the School is named on the Statement, the criteria will be applied in the order in which they are set out below:

- a) "Looked after children" and "Previously Looked after Children";
- b) those children who will have a sibling at the School at the point at which they would be admitted to the School;
- c) those children of staff of the School where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made or, where the member of staff is recruited to fill a vacant position for which there is demonstrable skill shortage;
- d) up to 10% of the intake who most clearly demonstrate an aptitude for Music (5 children);
- e) those children living closest to the School (Huntington Place site).

For the purposes of **criterion a)**, "Looked after Children" are children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a "looked after child" is a child in public care at the time of application to a school. "Previously Looked after Children" are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

For the purposes of **criterion b)**, the term 'sibling' means a full, step, half, adopted or fostered brother or sister. Cousins are not included within the definition of sibling.

For the purposes of **criterion c)**, the term 'child' means a full, step, adopted or fostered child of a member of staff of the School.

For the purposes of **criterion d)**, places will be offered to applicants as prioritised by a test for aptitude, not ability, administered by the School. This will follow a test for aptitude for internal candidates. Applicants scoring highest will be prioritised. The test will assess applicants in respect of their musical aptitude through an audition of their musicianship, covering practical activities including aural perception. For the purposes of **criterion e)**, (i) the child's home address is the address of the adult(s) with whom the child is permanently resident. If the child is cared for on a daily basis at another address, that address is not regarded as the child's home address for the purposes of this criterion. (ii) proximity to the School

is measured by a straight line from a single fixed central point of the home address (including flats) to the Tynemouth House Reception using the Local Land and Property Gazetteer and the Local Authority's Geographical Information System (GIS).

## Admission to Year 12

The majority of places will be allocated to pupils already on roll in Kings Priory School's Year 11. In addition, a number of places will be available to external applicants. All pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Priority for the allocation of places will go to internal applicants; i.e. pupils already on roll in Kings Priory School's Year 11. Course requirements are published annually in the School's prospectus and on its website. The School may decide not to run particular courses if the number of students applying for these courses makes it uneconomic to do so. When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements for their course will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the published admission number, after the admission of pupils with Statements of Special Educational Needs where the School is named on the Statement, the criteria for external applicants will be applied in the order in which they are set out below:

- a) "Looked after children" and "Previously Looked after Children";
- b) those children who will have a sibling at the School at the point at which they would be admitted to the School;
- c) those children of staff of the School where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made or, where the member of staff is recruited to fill a vacant position for which there is demonstrable skill shortage;
- d) up to 10% of the admission number to those children who most clearly demonstrate an aptitude for Music (2 children);
- e) children living closest to the School.



For the purposes of **criterion a**), "Looked after Children" are children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a "looked after child" is a child in public care at the time of application to a school. "Previously Looked after Children" are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

For the purposes of **criterion b**), the term 'sibling' means a full, step, half, adopted or fostered brother or sister. Cousins are not included within the definition of sibling.

For the purposes of **criterion c**), the term 'child' means a full, step, adopted or fostered child of a member of staff of the School.

For the purposes of **criterion d**), places will be offered to applicants as prioritised by a test for aptitude, not ability, administered by the School. Applicants scoring highest will be prioritised. The test will assess applicants in respect of their musical aptitude through an audition of their musicianship, covering practical activities including aural perception.

For the purposes of **criterion e**), (i) the child's home address is the address of the adult(s) with whom the child is permanently resident. If the child is cared for on a daily basis at another address, that address is not regarded as the child's home address for the purposes of this criterion. (ii) proximity to the School is measured by a straight line from a single fixed central point of the home address (including flats) to the central point of Tynemouth House Reception using the Local Land and Property Gazetteer and the Local Authority's GIS/ONE system.

### Waiting Lists

The school will operate a waiting list for each year group. Where in any year, the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Woodard Academies Trust and 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. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The above "admission to reception" criteria will apply to the year groups of Reception to Year 6, the "admission to year 7" criteria will apply to the year groups of Year 7 to Year 11, and the "Admission to Year 12" criteria will apply to the year groups of Year 12 and Year 13.

## Admission Policies - Church of England Schools

### Christ Church C of E Primary School

The governing body of Christ Church Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 30 pupils to the Reception year group in September. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admissions Authorities in the area.

The school is open to receive applications for admissions from the parents of all children. The School is required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs that names the school. However, in the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

### Over-subscription criteria

1. 'Looked after' children in the care of the local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions)

### Definitions

1. A '**looked after child**' is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time of application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have special or medical needs or other special circumstances which make attendance at Christ Church vital. Evidence from a doctor or other registered professional must set out why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

3. Children with a brother or sister, half brother or sister, adopted brother or sister or relative through a parents partner living at the same address at the time they would be admitted to the school.
4. Children of one parent worshipping weekly at the Parish of Christ Church.
5. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.
6. Children of parents of another faith seeking a faith based ethos.
7. Children who live in the Parish of Christ Church.
8. Other children.

### Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line using the local authorities Geographical Information System (GIS). Distance will be measured in a straight line from a single fixed point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical information system (GIS/ONE). In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used. This will be carried out independently of the school.

### Waiting list

A waiting list will be maintained for one term in the academic year. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie-breaker indicated above will apply.

### Nursery Admissions

Children can be eligible to start Nursery from their third birthday. In the case of the Nursery being full, places will be allocated to those children in the year before their Reception year only. Following that, our school over subscription criteria will apply. This may mean that Looked After, SEN or children with brothers or sisters already in school may get a place before children who are older. We will also have termly intake provision for any child benefitting from a place when they have just turned three in January and just after Easter.

### Notes

- If applicants are seeking admission under criterion 4 above they will be asked to provide evidence that a parent worships weekly e.g. a letter from the incumbent.
- If applicants are seeking admission under criterion 1 above they will be asked to provide appropriate evidence e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.
- The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age

Further information/advice on the admission of summer born children is available on the schools website or the North Tyneside Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the local authority and returned to the authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application.

## St Bartholomew's C of E Primary School

The Governing Body of St. Bartholomew's Voluntary Aided Church of England School is the Admissions Authority for the school and they intend to admit up to 30 pupils to the Reception Year Group in September 2016. This arrangement follows consultation between the Governing Body, the Local Authority, our Diocese, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from parents and carers of all children. We must give highest priority to Children in Public Care and those with a Statement of Special Educational Needs who name St. Bartholomew's C of E Primary School as a preference.

In the event of the number of applications exceeding the number of places available, priority will be given to applications in the order of priority indicated below:

### Over subscription criterion (please also refer to notes and definitions)

1. 'Looked-After' Children and previously 'Looked-After' Children.
2. Children of parents and carers worshipping regularly and frequently at St. Bartholomew's Parish Church, Benton.
3. Children with a sibling at the school at the time when they would be admitted to the school.
4. Anglicans who worship regularly and frequently at other Churches and also live in St. Bartholomew's Parish.
5. Anglicans who worship regularly and frequently at other Churches.
6. Members of other Christian denominations who worship regularly and frequently at other Churches.
7. Children who have special medical needs or other special circumstances which is supported by medical/professional opinion.
8. Other children.

Evidence, such as a letter from the vicar or minister of the attended church, must accompany applications for the appropriate criterion to be applied.

### Tie- Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school (using the Local

Authority's GIS/ONE computerised measuring system) with those living closer to the school receiving the higher priority. In all cases of the same measurement, random allocation will be used. This will be carried out independently of the school.

### Waiting List

Children are placed on the waiting list, according to the above oversubscription criteria, and the School Office will maintain a waiting list of applicants until 31st December each year.

### Notes and Definitions

- **'Looked-After'** Children are children who are in the care of the Local Authority, in accordance with Section 22 of the Children Act 1989, at the time the application is made and whom the Local Authority has confirmed will still be 'looked-after' at the date of admission.
- Previously **'Looked-After'** Children are children who were looked after but ceased to be so because they were adopted (or became subject to a Residence Order or Special Guardianship Order).
- An **adoption order** is an order made under Section 46 of the Adoption and Children Act 2002.
- A **child arrangements order** is an order outlining the arrangements to the person with whom the child will live under Section 8 of the Children Act 1989.
- A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.
- If a place is offered, parents are asked to let the Headteacher know whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.
- If applicants are seeking admission under Criterion 2, 4, 5 and 6 they will be asked to provide appropriate evidence that they worship regularly and frequently e.g. a letter from the vicar/minister. Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent or carer to attend.
- If applicants are seeking admission under Criterion 7 they will be asked to provide appropriate evidence e.g. a letter from a doctor or specialist. The Governing Body must be satisfied that there is a specified medical reason which makes attendance at this school essential.

- Sibling refers to brother or sister; half brother or sister; adopted brother or sister; step brother or sister; or the child of the parent or 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.
- A map showing the Parish boundaries may be inspected at the school.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place, the Governing Body reserves the right to withdraw their offer.
- **Nursery Admissions are entirely separate and parents are asked to note that attendance at St. Bartholomew's Nursery does not guarantee a place in the Reception class.**

#### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full-time in the term after their fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age

Further information and advice on the admission of summer born children is available on North Tyneside Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

It must be stressed that formal applications for Reception admissions must be made to the Local Authority by the stated date. Places for Reception will then be allocated by strict application of the above criteria, with no reference to the date of any previous applications which are made to the school. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.

## **Wallsend St Peter's C of E Primary School**

The governing body of Wallsend St Peter's (C of E) voluntary aided Church of England Primary School is the Admissions Authority for the school and they intend to admit up to 30 pupils to the reception year group in September 2016.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of the local authority (looked after children) or that were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions) and those with a Statement of Special Educational needs that names the school. In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

#### **Over-subscription Criteria**

1. Children who are in Local Authority Care. (It is permitted to subdivide this criterion to give priority to children of Christian families who are in public care)(see definitions).
2. Children of parents worshipping regularly and frequently at the Parish Churches of St Peter's and St Luke's
3. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.
4. Children with a brother or sister at the school at the time when they would be admitted to the school.(see definition)
5. Children who live in the Parish of Wallsend St Peter's and St Luke's.
6. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion)
7. Other children.

#### **Tie Breaker**

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor; with preference given to those whose home address is nearest to the school, measured in a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS/ONE).

**N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.**

## Waiting List

If you are refused a place at the school you may request to place your child's name on the waiting list. Children are placed on the waiting list according to the above oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance measured in a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS/ONE). If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list may move down the list if another 'late' application is received that falls within a higher priority under the oversubscription criteria. The waiting list will be held by the Local Authority on behalf of the Governing Body until the end of the Autumn Term. No list will be kept thereafter, either by the school or the Local Authority.

## Notes

- Parents are asked to let the Headteacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.
- If applicants are seeking admission under criterion 3 and 5 above they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent.
- If applicants are seeking admission under criterion 6 above they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- A map showing the parish boundaries can be inspected at the school office.
- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class. The Nursery policy follows the same oversubscription criteria as the school admissions policy as stated above.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

## Definition of Children in the care of a Local Authority

A **looked after child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

## Definition of Sibling

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.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

Further information/advice on the admission of summer born children is available on the school's website and North Tyneside Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.



## Admission Policy

### Voluntary Aided Roman Catholic Primary Schools

SCHOOL	PAN	Parish(es) Served
<b>Holy Cross RCVA Primary School</b> Coniston Road, Wallsend, Tyne and Wear; NE28 0EP Tel 0191 200 7357	30	Our Lady and St. Aidan's, Wallsend
<b>St. Bernadette's RCVA Primary School</b> Rising Sun Cottages, Wallsend, Tyne and Wear; NE28 9JW Tel 0191 200 7363	45	St. Bernadette's, Wallsend
<b>St. Columba's RCVA Primary School</b> Station Road, Wallsend, Tyne and Wear; NE28 8EN Tel 0191 200 7235	30	Our Lady and St. Columba's, Wallsend
<b>St. Cuthbert's RCVA Primary School</b> Lovaine Place, North Shields, Tyne and Wear; NE29 0BU Tel 0191 200 5620	30	St. Cuthbert's, North Shields
<b>St. Joseph's RCVA Primary School</b> Wallsend Road, North Shields, Tyne and Wear; NE29 7BT Tel 0191 200 5077	45	St. Joseph's, North Shields
<b>St. Mary's RCVA Primary School</b> Great Lime Road, Forest Hall, Newcastle Upon Tyne, NE12 7AB Tel 0191 200 8381	30	St. Mary's, Forest Hall
<b>St. Mary's RCVA Primary School</b> Farringdon Road, North Shields, Tyne and Wear; NE30 3EY Tel 0191 200 8812	30	Our Lady & St. Oswin's, Tynemouth St. Mary's Cullercoats
<b>St. Stephen's RCVA Primary</b> Goathland Avenue, Longbenton, Newcastle, NE12 8FA Tel 0191 643 2910	30	St. Peter's and Paul's, Longbenton
<b>Star of the Sea RCVA Primary School</b> Seatonville Road, Whitley Bay, Tyne and Wear; NE25 9EG Tel 0191 643 2080	60	St. Edward's, Whitley Bay The Immaculate Heart of Mary, West Monkseaton Our Lady & St. Edmund's, Backworth

This admissions policy has been formally adopted by the governing body of each school within the Roman Catholic Family of Schools in North Tyneside. The governing body of each individual school is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The names of the individual schools, the Published Admissions Policy (PAN) and the parishes served by each individual school is outlined in the grid and should be read by all parents and guardians of children wishing to attend a Roman Catholic School in North Tyneside.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### How and when to apply

Applications must be made on the North Tyneside Council's common application form (CAF). Parents applying to a Voluntary Aided Catholic school should also complete the relevant section of the form aimed at Roman Catholic Schools. All forms must be returned by the closing date set by North Tyneside Council.

Parents are asked to note that admission to any Nursery class in any North Tyneside Catholic School (that has a Nursery) is no guarantee of entry into that particular main school. Similarly gaining a place in any of North Tyneside's RC primary schools is no guarantee of a place at St. Thomas More Academy.

### Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### Children with a Statement of Special Educational Needs

Children who have an Educational Health Care Plan (EHCP) where the school is named as the most appropriate educational setting for the child will be admitted.

### Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

**(First priority in each category will be given to children who will have older brothers or sisters attending the school in September 2016)**

1. Catholic Looked After Children or children who were previously looked after but immediately after being Looked After became subject to an adoption, child arrangements or special guardianship order.

2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Looked After Children or children who were previously looked after but immediately after being Looked After became subject to an adoption, child arrangements order or special guardianship order.
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other world faiths.
7. Other children.

## ADDITIONAL NOTES

### 1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 1, 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice. Lack of such evidence, even after prompting, will result in a **re classification** of 7.

### 2. Definition of a Looked After Child

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

### 3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling 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.

### 4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader. Lack of such evidence, even after prompting, will result in a **re classification** of 7.

### 5. Children of Other World Faiths

If applicants are seeking admission under criteria 6, they must provide a letter of support to confirm their faith membership from their minister or faith leader.

### 6. Tie-breaker

Even after applying the sibling rule, where there are not enough places to admit all the children falling within a particular criterion a distance measurement will also be used as a tiebreaker. Shortest distance measured as a straight line, from the centre of the parental home residence (including flats) to the centre of the school main entrance school, using North Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used. This will be carried out independently of the school.

### Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2016.

### Catchment Area

The catchment area for the school is the parish boundaries of each individual school as outlined in the grid above.

### Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. The child must, however, start school full time in the term after its fifth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Further information/advice on the admission of summer born children is available on the schools website or the North Tyneside Council's website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

### Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

Please note: This policy should be read in conjunction with North Tyneside Council's Essential Guide to North Tyneside Schools booklet which can be found at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or by telephoning 0191 643 8724.

## Admission Policy

### Learning Trust Middle and High Schools

SCHOOL	Published Admission Number (PAN)	
<b>Marden Bridge Middle School</b> Lovaine Avenue, Whitley Bay, NE25 8RW	150	
<b>Monkseaton Middle School</b> Vernon Drive, Monkseaton, Whitley Bay, NE25 8JN	96	
<b>Valley Gardens Middle School</b> Valley Gardens, Whitley Bay, NE25 9AQ	180	
<b>Wellfield Middle School</b> Kielder Road, South Wellfield, Whitley Bay, NE25 9WQ	60	
<b>Burnside Business Enterprise College</b> St Peters Road, Wallsend, NE28 7LQ	260	School has sixth form
<b>Churchill Community College</b> Churchill Street, Wallsend, NE28 7TN	190	School has sixth form
<b>George Stephenson High</b> Southgate, Killingworth, NE12 6SA	228	School has sixth form
<b>John Spence Community College</b> Preston North Road, North Shields, NE29 9PU	177	
<b>Longbenton Community College</b> Hailsham Avenue, Longbenton, NE12 8ER	180	School has sixth form
<b>Marden High School</b> Hartington Road, North Shields, NE30 3RZ	181	
<b>Monkseaton High School</b> Seatonville Road, Monkseaton, NE25 9EQ	240	School has sixth form
<b>Norham High School</b> Alnwick Avenue, North Shields, NE29 7BU	179	
<b>Seaton Burn College</b> Dudley Lane, Seaton Burn, NE13 6EJ	169	School has sixth form
<b>Whitley Bay High</b> Deneholm, Whitley Bay, NE25 9AS	350	School has sixth form

The Admissions Policy and Co-ordinated Admissions Scheme has been formally determined by the Governing Bodies of the above Learning Trust Schools in North Tyneside.

In each school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The planned admission number (PAN) for each school is given in the table shown.

Where the school receives more applications than places available the following admission criteria are used to decide on admission to Learning Trust Schools.

All Learning Trust Schools operate an equal preference system for processing parental preferences. In accordance with the Education Act 1996, children with a Statement of Special Educational Needs are required to be admitted to the school named in the statement and with effect from September 2014 those children with an Education Health and Care Plan (EHCP). Thereafter the following oversubscription criteria will apply.

### Oversubscription Criteria

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.  
**See Note 1 opposite.**
2. Pupils who live within the catchment area of the school (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2016 will be given priority).
3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the school in September 2016. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (sixth form).
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

**N.B** The distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

## NOTE 1

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

## Closing Date

In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date **30 October 2015**.

## Late Applications

If you return your application after the closing date your application will be classed as Late unless exceptional circumstances exist. The Local Authority will consider your reasons, provided they are received before **8 January 2016** and if they are exceptional, consider your application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **1 March 2016**. You should be aware that this will reduce your chance at gaining a place at the school you want.

## Offer Date

On **1 March 2016** parents will be notified of the outcome to their application. If you applied online you will be sent an email on this day if you completed a paper application then a letter will be sent out by 2nd class post on this day.

## Equal Preference System

The Governing Body of each school operates an equal preference system for processing applications. This means at the first stage there will be no distinction between first, second or third preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

## Parental Responsibility

When considering your application admission authorities will use the parental home address of the Parent/Carer who receives the child benefit for the child/ren or who would have received it. Your home address is an important factor as school places are allocated on the basis of the home address of each child. This must be the child's permanent home address where he/she lives with a person of parental responsibility as the main carer (as defined by the Children Act 1989). **If the address on your application is not your child's normal address, you must provide us with a child arrangements order issued by a court, if you wish that address to be considered.** Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements. Admission Authorities reserve the right to request independent confirmation of a child's place of residence, as felt appropriate.

## Waiting Lists

If you have been refused your preferred school(s), you will have the opportunity to place your child's name on a waiting list(s). You may wish to place your child's name on a waiting list for more than one school. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list may move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

Waiting lists for schools will be held for one term in the academic year i.e. 31 December 2016; no list will be held by any individual school or the Local Authority after this date.

## Catchment Areas

All Learning Trust Schools have a defined geographic area called a catchment area. To find out which catchment area you live in log onto [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or contact the Access Team on telephone number 0191 643 8724.

## Sibling Link

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, long term fostered children) attending your preferred school in September 2016, the Governing Body will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (sixth form).

## Admission Policy - St Thomas More RC Academy

The Governing Body of St Thomas More Roman Catholic Academy is the Admission Authority for this Academy. The Governing Body intends to admit up to 270 pupils to Year 7 in September 2016. The admission number for Years 8, 9, 10 and 11 is the number on roll at the start of the academic year in question. There are separate arrangements for admission to Years 12 and 13.

The Academy is supported by the R C Deanery of St Oswin:

PARISH	LOCATION	CHURCH
Our Lady Star of the Sea	Backworth West Monkseaton Whitley Bay	Our Lady and St Edmund Immaculate Heart of Mary St Edward
St Cuthbert and St Joseph	North Shields	St Cuthbert St Joseph
Our Lady and St Oswin and St Mary	Tynemouth Cullercoats	Our Lady and St Oswin St Mary
Our Lady and St Aidan	Wallsend	Our Lady and St Aidan
Our Lady and St Columba	Wallsend	Our Lady and St Columba
St Bernadette	Wallsend	St Bernadette

The Governors participate in the North Tyneside Council Co-ordinated Admissions Scheme and operate an equal preference allocation system.

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where our Academy is named as the most appropriate educational setting for the child will be admitted.

### Oversubscription Criteria

When there are not enough places to meet all parental preferences, priority will be given in accordance with the categories given below. These are the Oversubscription Criteria.

1. Catholic children who are in the care, or who have been in care, of a Local Authority (see Note 1 and 2)
2. Catholic children who attend one of the Deanery primary schools listed above (see Note 1).
3. Catholic children who attend other schools within the Parishes of the Deanery (see Note 1).
4. Other children who are in the care, or who have been in care, of a Local Authority (see Note 2).
5. Children who are members of Christian and other faith traditions who attend the Deanery primary schools listed above. Membership to be confirmed by either a baptismal certificate or a letter from the Minister/Faith leader (see Note 3).

6. Other children who attend the Deanery primary schools listed above.
7. Catholic children who attend R C schools outside the Deanery (see Note 1).
8. Catholic children who attend other schools outside the Deanery (see Note 1).
9. Children of staff employed by the Governing Body for two or more years at the time at which application for admission to the Academy is made.
10. Children who are members of Christian and other faith traditions and do not attend the Deanery primary schools listed above. Membership to be confirmed by either a baptismal certificate or a letter from the Minister/Faith leader (see Note 3).
11. Children whose families wish them to attend the Academy.

**Within each category listed above, priority will be given to those with a sibling link (see Note 4) then those with social or medical needs (see Note 5) and finally distance from the Academy (see Note 6).**

### Waiting List

If a student is refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.



## Notes

1. Definition of Catholic – Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under categories 1, 2, 3, 7 and 8 will be required to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church **and it is the parents' responsibility to provide this evidence.** A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice. **Evidence should be sent to Clerk of Governors, St Thomas More Roman Catholic Academy, Lynn Road, North Shields. NE29 8LF. For parents of children in Category 2 only, the governors can seek this evidence from your child's primary school. Please refer to the application form.**
2. Definition of a Looked After Child – A looked after child is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An adoption order is an order made under section 46 of the Adoption and Children Act 2002. A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014. A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (section 14A Children Act 1989).
3. A baptismal certificate or letter from the relevant Minister/Faith Leader must be sent to the Clerk of Governors c/o the Academy (address as above).
4. Definition of siblings – sibling refers to brother or sister; half brother or sister; adopted or foster brother or sister; or the child of the parent/carer's partner where the child for whom the Academy place is sought is living in the same family unit at the same address as that sibling.
5. Documentary evidence is required for medical or social reasons from a registered health professional such as a doctor or social worker. The evidence should set out the particular reasons why the Academy is considered to be the most suitable and the difficulties that would be caused if the child had to attend another school. The evidence must be sent to the Clerk of Governors c/o the Academy (address as above).

## St Thomas More RC Academy Sixth Form College

St Thomas More Roman Catholic Academy and Sixth Form College is a Catholic school within the Diocese of Hexham and Newcastle and as such we attempt to follow the example of Jesus Christ in our work, worship and relationships.

### Our aims are:

- to be a prayerful community based on Christian values notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- to provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- to give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- to encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity.
- to help students grow into confident, open, resourceful young people with a sense of responsibility and of service.

The Governing Body of St. Thomas More is the Admission Authority for this Academy. Whilst giving priority to the admission of existing St. Thomas More Yr 11 students to Sixth Form, we warmly welcome applicants from other schools. When determining admissions to our Sixth Form, we seek to preserve the character and ethos of this Roman Catholic Academy and College.

### Admission Criteria

1. Year 11 students from St Thomas More Roman Catholic Academy have an entitlement to entry into the Sixth Form if they meet the entry requirements (see page 4 and Academy Prospectus).
2. Students from other Schools are invited to apply if they meet relevant entry requirements (see page 4 and Academy Prospectus). The Planned Admission Number (PAN) for admissions to Yr 12 in September 2016 from external applications is 50.
3. The anticipated capacity for Yr 12 is 220 (this takes into account both internal and external candidates).

Any student who has a Statement of Special Educational Need, which names the Academy will be admitted to Yr 12 provided the student also meets the general and course specific entry requirements.

## Oversubscription Criteria

Students from St. Thomas More who meet the general entry requirements and subject specific criteria will be offered a place in Sixth Form.

With regard to applications from students currently in schools other than St Thomas More, if the number of applications exceeds 50, priority will be given in accordance with the categories below. These are the Oversubscription Criteria.

1. Catholic students who are in the care, or who have been in care, of the Local Authority.
2. Catholic students who live within the parishes of the RC Deanery of St. Oswin.
3. Catholic students who attend other secondary schools and live outside the parishes of the RC Deanery of St. Oswin.
4. Other students who are in the care, or who have been in care, of the Local Authority.
5. Children of staff employed by the Governing Body for two or more years at the time at which application for admission to the Academy is made.
6. Students who are members of Christian and other faith traditions (see additional notes).
7. Other students who wish to attend the Sixth Form.

Within each category listed above priority will be given to those with siblings still in the Academy at the time of admission and then distance from the Academy (see additional notes).

## Waiting List

If a student is refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the second week of the Autumn term.

## Additional notes:

### 1. Deanery of St. Oswin:

PARISH	LOCATION	CHURCH
Our Lady Star of the Sea	Backworth West Monkseaton Whitley Bay	Our Lady and St Edmund Immaculate Heart of Mary St Edward
St Cuthbert and St Joseph	North Shields	St Cuthbert St Joseph
Our Lady and St Oswin and St Mary	Tynemouth Cullercoats	Our Lady and St Oswin St Mary
Our Lady and St Aidan	Wallsend	Our Lady and St Aidan
Our Lady and St Columba	Wallsend	Our Lady and St Columba
St Bernadette	Wallsend	St Bernadette

2. **Definition of Catholic** – students who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, and 3 will be required to provide evidence of baptism or being received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice. It is the parents' responsibility to provide this evidence.

3. **Definition of Students in the care of a Local Authority** - A looked after child is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An adoption order is an order made under section 46 of the Adoption and Children Act 2002. A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014. A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A Children Act 1989).

4. **Members of Christian and other faith traditions** – a letter from the relevant Minister/Faith Leader must be sent to the Clerk of Governors c/o the Academy.

5. **Definition of siblings** – sibling refers to brother or sister; half brother or sister; adopted or foster brother or sister; or the child of the parent/carer's partner where the child for whom the Academy place is sought is living in the same family unit at the same address as that sibling.

6. **Distance from the Academy** - Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the Academy using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS). In the case of flats if there is more than one home address with the same measurement, the flat with the lowest number will be offered the place. In all other cases of the same measurement, random

allocation will be used.

### General Entry Requirements

A summary of the academic requirements for entry to Sixth Form is given below. Detailed information regarding course specific entry requirements can be found in the Sixth Form Prospectus which should be consulted before making a formal application.

- The majority of students in Year 12 study 4 AS optional subjects and must have achieved 5 or more GCSEs at grade B or above.
- Some students study fewer than 4 AS subjects and/or choose vocational courses. These students must have achieved 5 or more GCSEs at grade C or above.
- For all courses students must meet subject specific entry requirements as outlined in our Prospectus.

### How and when to apply

Applications must be made on the Sixth Form Application Form which can be obtained from the Academy together with the Sixth Form Prospectus, which details the academic entry requirements for admission to individual courses.

Completed forms must be returned to the Academy by **Friday, 4 March 2016**.

A provisional offer of a place, subject to confirmation of meeting the required academic entry requirements, will be made by **Wednesday, 23 March 2016**.

### Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

## 6th Form Admission Policies for Learning Trust Schools

### Burnside Business Enterprise College

Burnside Business and Enterprise College is a member of the North Tyneside Learning Trust (as from October 2012).

The college has been a designated Business and Enterprise Specialist School from September 2004 and a hub school since September 2006. The Business and Enterprise status reflects our goal to raise standards of achievement and the quality of learning of our students.

Business & Enterprise is embedded across our curriculum ensuring that the ethos of being enterprising is delivered consistently throughout each subject area.

The college's perceptions are that any individual attached to Burnside is:

- Valued and recognised for our achievements
- Given the chance to share decisions about our learning
- Actively involved in our learning
- Respected for their personal qualities as well as their academic ability
- Equally valued
- Treated in a way that accepts that they are individuals and have separate needs
- Encouraged play a meaningful part in the whole community
- Given simple relevant rules for the benefit of students and staff, that will be respected by everyone

The Governing Body of Burnside Business and Enterprise College is the Admission Authority for this college. Whilst giving priority to the admission of existing Burnside Yr11 students to the Sixth Form, we both encourage and welcome applicants from other schools. When determining admissions to our Sixth Form, we aim to maintain the expectations of our school aims and outlined above, as well as our code of conduct expected of all learners.

### Transfer from Year 11

Existing Year 11 pupils at Burnside College wishing to remain at school beyond Year 11 will be able to do so providing they meet the minimum entry qualifications as set out below.

For entry on to AS and BTEC courses, we require a minimum of:

- 5 A\* - C full GCSE/ BTEC courses, including English Language and Mathematics at grade C or higher.
- BTEC qualifications will only count as 1 GCSE. If more than 1 BTEC (Level 2) is studied, only the best will count towards the overall points score. GCSE short courses will not be included.
- Only grades at C or above will be included.
- All our courses have subject-specific entry requirements, details of which may be found in our course information or online on our website.
- To help maximise both performance and progression students are encouraged to follow pathways which are most suited to their ability level, based on GCSE point score and style of learning.
- Students averaging C grades at GCSE will be encouraged to follow a more coursework based subjects/vocational programme of study. Students averaging above this will be encouraged to pursue a programme of study based on more exam based subjects.
- This will be discussed with students in Year 11 on an individual basis

### Offers

Following an interview at the college students will receive an offer of a place at the College by satisfying the following criteria:

- (i) They should meet the minimum entry requirements set out above. A student will be offered a place providing that they are estimated to achieve their grade requirements for entry to the College and to study their chosen courses as specified in the College prospectus. In some cases, we may feel that there are no suitable courses available for the applicant or the applicant will not benefit from our courses in such a situation we will ensure effective career guidance and support and will suggest alternative and more suitable courses that are available elsewhere.
- (ii) The Student should demonstrate a strong commitment to further study and the ethos of the College. This will be identified during the college interview which takes place between the students and member of the Post 16 /Senior Leadership team.

- (iii) Offers are conditional on students achieving the specified entry requirements and receiving a satisfactory reference from school which indicates a good record of attendance, punctuality, general behaviour, attitude to learning and aptitude for the proposed courses.

The College reserves the right to withdraw a course if there are insufficient numbers of students or suspend applications for courses which are full. In such cases, applicants will be informed prior to enrolment and suitable alternatives investigated, where appropriate.

### How and When to Apply

Applications must be made via the Sixth Form website. All subject requirements are detailed on the website also. Applications must be submitted by 22 February 2016. All queries surrounding entry to the Sixth Form should be directed to Mr W Hedley, [w.hedley@burnsidecollege.org.uk](mailto:w.hedley@burnsidecollege.org.uk)

### Enrolment

Official enrolment to the Sixth Form takes place on 26 August 2016 between 9.30am – 12.00pm

### Year 11 entry (External applicants)

Pupils attending other schools in Year 11 are able to apply for places in Year 12 at Burnside Sixth Form College. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing pupils.

### Statement of Special Educational Need or Education Health and Care Plan

The Governing Body of the school will, under section 324 of the Education Act 1996, admit to the school a young person with a statement of special needs who names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a final statement of special educational needs (SEND) or an Education, Health and Care Plan has been issued and which has taken account of the Yr12 entry requirements.

### Numbers of students enrolling on courses:

**Priority 1:** The following oversubscription criteria will apply in the event of a particular course being heavily oversubscribed and where we are unable to run a parallel group.

- Priority will be given to internal candidates who are anticipated to meet the academic requirements
- Places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements.
- We will aim to offer alternative courses to any student affected by this criterion.

### Transition from Year 12 to Year 13

Students should be aware when joining the college in Year 12 that transition through to Year 13 is not automatic at the end of their first year. All students are required to re-enrol into Year 13 at the start of their second academic year at the college. Entry into Yr. 13 for this group of students will depend most importantly on their results from any internal/external examinations taken in Year 12. In a majority of cases a **minimum of a grade D** in their Year 12 subject would be required for a student to continue that particular subject at A2 level in Year 13.

Each student is however treated as an individual and on their own merits, ultimately we require evidence that the applicant will go on to complete the course successfully. These criteria therefore serve only as guideline and maybe subject to some adjustment based on individual circumstance. All students will be offered impartial individual advice and guidance by the college at point of their transition from Year 12 into Year 13.

### Students wishing to re-start or join Year 12

Only in exceptional circumstances will current Burnside Sixth Form students be authorised to restart Year 12 or the opportunity for new students to enrol on a Year 12 programme from another Post 16 educational institution. All students wishing to re-start year 12 will have their application considered by a review panel at the college. Students may have specific conditions placed upon their application which they must meet, for example, a certain level of attendance, reference etc. Individual circumstances will always be taken into consideration.

### Applications to join the College in Year 13

Only in exceptional circumstances will current Burnside Sixth Form students be authorised to restart Year 13. All students wishing to re-start Year 13 will have their application considered by a review panel at the college. Students may have specific conditions placed upon their application which they must meet, for example, a certain level of attendance, reference etc. Individual circumstances will always be taken into consideration. Applications for the second year of an advanced course will be considered from students who have taken their AS courses/Year 12 studies elsewhere.

Priority will be given to students who are moving into the North Tyneside authority with their parents/carers. Any offer of a place would be subject to the normal admissions criteria (as above) together with the receipt of supportive academic references from the applicant's previous school/college. In addition, an offer can only be made where a student has previously followed the same specification/exam board as the students currently studying the subject at Burnside Sixth Form College.

### Appeals Process

If an applicant wishes to appeal with regards to a refused application then he/she has right of appeal first to the Governors Appeal Panel and then to the school's Independent Appeal Panel. Further details of the appeal procedure will be provided with the letter explaining why an application has been refused. Either the parent/carer or the student may lodge an appeal.

### Oversubscription Criteria

Students from Burnside Business and Enterprise College who succeed in meeting the general requirements and subject specific criteria will be offered a place in the Sixth Form. Learners will agree to the terms and conditions of the Sixth Form by signing a contract of agreement prior to entry.

Any learner who has a Statement of Special Educational Need, which names the college will be admitted to Yr12 provided the student also meets the general and course specific requirements.

In relation to applications made by external students, when there are not enough places available to meet preferential choice, priority will be assigned in accordance with the categories listed below:

- Students who reside in care of the Local Authority
- Students who live within Wallsend
- Students who attend other secondary schools and live outside of Wallsend
- Other students who wish to attend the Sixth Form

Within each category listed above, priority will be given to those with siblings currently enrolled in the college at time of admission request and then the distance from the school (see Local Authority guidelines).

### Waiting List

If a student is refused admission due to oversubscription, a waiting list is available where priority will be given according to the above criteria and based upon the information provided at the time of application. The waiting list will remain open until the end of the second week of the autumn term.

### Additional notes:

1. Definition of Students in the care of a Local Authority - students who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the Sixth Form is made and who the Local Authority can confirm, will still be looked after at the time of admission.
2. Definition of siblings - sibling refers to brother or sister; half brother or sister; adopted brother or sister; or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Distance from college - this will be measured from a centre point of the school to the centre point of the home address measured in a straight line, those living closer to the school receiving the higher priority.

## Churchill Community College is an outstanding Trust School

Churchill Community College is a Trust School and maintained by North Tyneside Council. Our Vision is to maximise the achievement of everyone through highly motivated and effective staff and the active involvement with parents and the community and motivated, safe and successful students. Our values are to expect excellence, require commitment and respect and we will achieve this through communication, teamwork, innovation, community and recognition. The Governing Body of Churchill Community College is the Admission Authority for this school. Whilst giving priority to the admission of existing Churchill Community College Yr 11 students to Sixth Form, we warmly welcome applicants from other schools. When determining admissions to our sixth form, we seek to preserve the character and ethos of our College.

### Admission Criteria

1. Year 11 students from Churchill Community College have an entitlement to entry into the Sixth Form if they meet the entry requirements (see page 3 and School Prospectus).
2. Students from other schools are invited to apply if they meet relevant entry requirements (see page 4 and School Prospectus). The Planned Admission Number (PAN) for admissions to Yr12 in September 2014 from external applications is 20.
3. The anticipated capacity for Yr12 is 210 (this takes into account both internal and external candidates).



## Oversubscription Criteria

Students from Churchill Community College who meet the general requirements and subject specific criteria will be offered a place in Sixth Form.

Any student who has a Statement of Special Education Need, which names the school will be admitted to Yr12 provided the student also meets the general and course specific requirements.

With regard to external applications, when there are not enough places to meet all parental preferences, priority will be given in accordance with the categories below. These are the Oversubscription Criteria.

1. Students who are in the care of the Local Authority
2. Students who live within Hadrian Park, Battle Hill, Howden and Wallsend.
3. Students who attend other secondary schools and live outside Hadrian Park, Battle Hill, Howden and Wallsend.
4. Other students who wish to attend the Sixth Form.

Within each category listed above priority will be given to those with siblings still in the school at the time of admission and then distance from the school (see additional notes).

## Waiting List

If a student is refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the second week of the autumn term.

## Additional notes:

1. Definition of Students in the care of a Local Authority – students who are looked after by a Local Authority in accordance with Section 22 of the children's Act 1989(b) at the time application for admission to the Sixth Form is made and who the Local Authority can confirm, will still be looked after at time of admission.
2. Definition of siblings – sibling refers to brother or sister; half brother or sister; adopted brother or sister; or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Distance from the school – this will be measured in a straight line from the student's home address (including flats) to the main entrance of the school with those living closer to the school receiving the higher priority.

A summary of the academic requirements for entry to Sixth Form is given below. Detailed information regarding course specific entry requirements can be found in the Sixth Form Prospectus which should be consulted before making a formal application.

- Students studying AS subjects and/or choose level 3 vocational courses must have achieved 5 or more GCSEs at grade C or above.
- Students who expect to achieve 4 or less A\* to D grades may be considered for level 2 courses.
- For all courses students must meet subject specific entry requirements as outlined in our Prospectus.

## How and When to apply

Churchill Community College Post 16 Opportunity Evening is to be held on **7 December from 6pm to 7.30pm**. Applications must be made on the Sixth Form Application Form which can be obtained from the school together with the Sixth Form Prospectus, which details the academic entry requirements for admission to individual courses. Completed forms must be returned to the school by (date to be determined). A Provisional offer of a place, subject to confirmation of meeting the required academic entry requirements, will be made by (date to be determined). All queries surrounding entry to Sixth Form should be directed to Marie Jobson via [marie.jobson@ntlp.org.uk](mailto:marie.jobson@ntlp.org.uk)

## Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

## George Stephenson High

### Admission Criteria

1. Year 11 students from George Stephenson High School have an entitlement to entry into the Sixth Form if they meet the entry requirements (see School Prospectus).
2. Students from other schools are invited to apply if they meet relevant entry requirements (see School Prospectus). The Planned Admission Number (PAN) for admissions to Year 12 in September 2016 from **external** applications is 30.

### Oversubscription Criteria

Students from George Stephenson High School who meet the general entry requirements and subject specific criteria will be offered a place in Sixth Form.

Any student who has a Statement of Special Educational Need, which names the school will be admitted to Year 12 provided the student also meets the general and course specific entry requirements.

With regard to **external** applications, when there are not enough places to meet all parental preferences, priority will be given in accordance with the categories below. These are the Oversubscription Criteria.

1. Children in public care (looked after children)
2. Pupils living within the designated catchment area for the school (proof of address will be required)
3. Any remaining places are allocated to children living nearest the school measured in a straight line from the school to the home address measured by the Council's GIS/ONE system.
4. Other students who wish to attend the Sixth Form.

## Longbenton College

### Admission Criteria

1. Year 11 students from Longbenton Community College have an entitlement to entry into the Sixth Form if they meet the entry requirements (see College Prospectus).
2. Students from other Schools are invited to apply if they meet relevant entry requirements (see School Prospectus). The Planned Admission Number (PAN) for admissions to Year 12 in September 2016 from external applications is 30.

### Oversubscription Criteria

Students from Longbenton Community College who meet the general entry requirements and subject specific criteria will be offered a place in Sixth Form.

Any student who has a Statement of Special Educational Need, which names the school will be admitted to Year 12 provided the student also meets the general and course specific entry requirements.

With regard to external applications, when there are not enough places to meet all parental preferences, priority will be given in accordance with the categories below. These are the Oversubscription Criteria.

1. Children in public care (looked after children)
2. Pupils living within the designated catchment area for the college (proof of address will be required)
3. Any remaining places are allocated to children living nearest the college measured in a straight line from the school to the home address measured by the Council's GIS/ ONE system.
4. Other students who wish to attend the Sixth Form.

### Late applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

## Monkseaton High School

### Admissions Numbers

- All students in Year 11 at Monkseaton High School who meet the entrance criteria, are suitable for the courses applied for and demonstrate commitment to their academic work are entitled to a place in the Sixth Form.
- The maximum number of applicants to be admitted into the sixth form is 250, with the number of students admitted into Year 12 dependent upon the size of Year 13. The upper limit of Year 12 external applicants will be based, not on total Year 12 numbers projected for the following academic year, but on the projected number and size of the teaching groups. Taking into account choices for level three programmes of study, applications will be refused where the school considers the size of teaching sets to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff.
- A maximum of 40 students will be admitted into the Football Academy with invitations being sent to players who meet the academic, performance and motivation levels required to be a successful student and performer at the school.

## Admissions Arrangements

- Monkseaton High School Sixth Form encourages applications from students currently in Year 11 as well as students from other institutions.
- All internal applicants must complete a 10 minute guidance meeting during year 11 to ensure quality information, advice and guidance is given, to ensure students select the appropriate pathway and courses for their ability and future ambitions.
- All external applicants must complete an application form and return this to the Sixth Form Administrator by the final day of term prior to the September start date. External applicants must also provide a reference from their current school's Head of Year. External applicants are also required to attend a tour of the school and a guidance meeting with a member of the Sixth Form Team.
- All information relating to applications is contained within the Sixth Form prospectus, a copy of which can be found on the school website.
- A Sixth Form Open Evening is held annually (in January) and all potential applicants are encouraged to attend.
- The school aims to inform applicants whether or not they have been successful in securing a place by the Easter break or end of Term 4.
- Successful external applicants will also receive a formal written acceptance of the offer with details of how to enrol in August by the Easter break or end of Term 4.
- All applicants who intend to study an AS Science or Maths must attend 2 out of 3 Sixth Form induction programmes (in late June / early July).
- Should a student fail to do attend the courses or achieve the required entry requirements, the school reserves the right to withdraw the offer of a place in the Sixth Form.
- All students must attend an enrolment meeting prior to the beginning of the term to ensure students choose the right courses for their ability, interest and future career ambitions. For Year 12 students, this will be on the afternoon of GCSE results day and the following morning. Year 13/14 students will enrol on the afternoon of AS results day.
- Any students who cannot attend any of the enrolment days above must attend an enrolment session between 3-4pm on the first Monday and Tuesday of September. For internal applicants who know they are not available on these days – they should complete a Pre-Enrolment form which is to be handed into the Sixth Form Administrator. A student will not be allowed to start a course without attending an enrolment meeting.
- Students who are in the Football Academy will be required to enrol on one of the above slots, but they will begin their training with the school during the summer holidays.

## Admission Requirements

- Admission to particular pathways and courses will depend upon availability of places and student's meeting the entry requirements based on their prior attainment at GCSE. Pathway entry guidance and subject specific entry requirements are available on the Sixth Form area of the school website: [www.monkseaton.org.uk/sixthform/](http://www.monkseaton.org.uk/sixthform/)
- Depending on a student's achievement in Year 11, the school will recommend a programme of study which includes 3-6 Level 3 courses. The minimum entry requirements into the sixth form are 5 A\*-C grades. We do offer some Level 2 courses which are available to students who achieve below this requirement, and who are suitable to continue in the Sixth Form.
- Our policy is to ensure that students accepted into the Sixth Form can be placed onto an appropriate pathway which contains courses that they are likely to succeed on. Although students can deviate their choices from the pathway, they will be advised to follow a suitable choice based on ability and future career intention.
- For this reason several entry criteria apply to all of the courses we offer: If an applicant does not meet the subject criteria, the school reserves the right to use its discretion, based on the school's knowledge of that applicant, to allow access to that course. This decision will usually be made with the Head of Department who may not be available till the first day of term in the academic year.
- All students will undertake an enrichment programme for 1 hour per week which may include General Studies, Level 3 ASDAN Life Skills In Leadership, The Extended Project Qualification and or Enrichment.

- Students who do not achieve a GCSE in Maths or English will be required to study these subjects in the Sixth Form.
  - A Home School Agreement is expected to be signed by the student, parents and the school. The Home School Agreement outlines a partnership which will allow the student to achieve success whilst at the school.
  - Students will be admitted into the Sixth Form with the expectation that their attendance in all tutorials and lessons will be over 90%. If a student does not meet this basic requirement, the school may reserve the right to withdraw the offer of a place.
  - Students cannot be enrolled into Year 12 with two or less subjects unless there are exceptional circumstances.
  - Students who intend to study the Engineering pathway in Year 12 must have an interview with TDR who are the external providers. Like any other course, students are met by TDR staff to ensure they have the ability to be successful on the course.
  - Where students have completed Year 12, the minimum of a D grade at AS level, and or a BTEC at a pass grade in all units is required to continue the course in Year 13.
  - Any student who only just meets the entry requirements of Year 13 will discuss their suitability for their current courses during their enrolment meeting. Achieving a D or a Pass may reduce Post 18 options and not provide a progression route after Sixth Form.
  - For students who intend to join in Year 13 from another institution must complete an application form should and following the receipt of the completed application form, eligibility of transfer of subjects between exam boards will be checked, references will be sent for and a guidance meeting held. Arrangements will need to be made to ensure the certification of AS subjects taken to enable transfer of qualifications.
  - If a course within our curriculum offer cannot run due to low numbers, the school will inform the student as soon as possible – this may not be until the first week in September.
  - If any student is unable to meet the entry requirements of their chosen pathway and course, but who is awaiting a resit mark which is very close to the grade boundary will be allowed to access the course. If they do not achieve the entry requirements after re-mark, their place will be withdrawn from the subject.
  - Students must be aged between 16 and 19 during the academic year whilst they are in Sixth Form as a Year 12, 13 or 14 student. We cannot enrol students who turn 20 within the academic year.
  - The final date for admissions into the Sixth Form is on the 1st October of the academic year. Any student who applies to enrol during September, must complete an application form, hand in an appropriate reference, and attend a guidance meeting with a member of the Sixth Form team.
- ### Allocation of Places
- In the event of oversubscription, where students meet the admissions requirements and where there are spaces in courses that the applicant wishes to take, places will be offered in the following order of priority:
    - 1) Looked After Children
    - 2) Internal applicants
    - 3) External applicants
- For each category, priority will be given to students living nearest to the school as measured by shortest designated route.
- Students who are successful in securing a place in the Football Academy will receive notification in the summer term.
- ### Closing Dates and Late Applications
- Internal and external applications who enrol on the relevant days in August will receive first priority when selecting pathways and courses. This includes priority over those who have completed a Pre Enrolment Form.
  - Late applications from internal students who initially leave before returning and external candidates, will only be considered if there is space available in all subjects requested at the time of receiving the application.
  - The final enrolment deadline is on the 1st October of the academic year.
- ### Waiting Lists
- If we are unable to offer applicants a place based on the details described in this policy, the school will hold applications on file. Should circumstances change in relation to the projected number and size of teaching groups which may allow the application to proceed, applicants may be contacted.

## Seaton Burn College

### Admission Criteria

1. Year 11 students from Seaton Burn College have an entitlement to entry into the Sixth Form if they meet the entry requirements (see College Prospectus).
2. Students from other schools are invited to apply if they meet relevant entry requirements (see School Prospectus). The Planned Admission Number (PAN) for admissions to Year 12 in September 2016 from **external** applications is 30.

### Oversubscription Criteria

Students from Seaton Burn College who meet the general entry requirements and subject specific criteria will be offered a place in Sixth Form.

Any student who has a Statement of Special Educational Need, and who names the school will be admitted to Year 12 provided the student also meets the general and course specific entry requirements.

With regard to external applications, when there are not enough places to meet all parental preferences, priority will be given in accordance with the categories below. These are the Oversubscription Criteria.

1. Children in public care (looked after children)
2. Pupils living within the designated catchment area for the College (proof of address will be required)
3. Any remaining places are allocated to children living nearest the college measured in a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS/ONE)

NB: The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

## Whitley Bay High School

Contact school direct

## General Information

### In Year Admissions

In Year admissions are those that take place other than the normal time of entry to the school. The Access Team will co-ordinate the transfer process on behalf of all schools in North Tyneside including Academies, Voluntary Aided and Trust. To transfer schools you must complete an 'In Year' application form which is available from your child's current school, [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) or the Access Team on telephone number: **(0191) 643 8724**. If the pupil is currently attending a North Tyneside school, the Headteacher of their current school must complete Section B of the application form this means that schools will always be aware of any transfer requests. **The application will not be processed unless that has happened.** If your preferences are for schools other than North Tyneside you should contact the appropriate authority and complete one of their applications. If there are places available the start date may not be immediate and would normally be at the beginning of a half term. We do not hold places for pupils moving into the area therefore your catchment area school may be full. If the year group is full, you will be notified in writing and advised of your right to appeal to the Independent Appeals Panel (please refer to page 22 for more information on the appeal process).

### Admission of Children Outside their normal age group

Parents of gifted and talented children, or those who have experienced problems or missed part of the year, for example due to ill health, can seek places outside their normal year group. This option should be discussed with your child's Headteacher and be supported with written recommendation from an Educational Psychologist. If your application for a place outside the normal age group is refused, you have the right to appeal against the decision however; your right of appeal does not apply if you are offered a place in another year group at the school.

### Pupils with Disabilities

If your child has a disability he/she will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. The Local Authority is now required to have an accessibility strategy and all schools an accessibility plan outlining proposals to improve physical access, access to the curriculum and access to written information.

### Elective Home Education

Elective Home Education is where parents/carers decide to provide education for their child/ren at home instead of sending them to school. North Tyneside Local Authority firmly believes that its schools offer a first class education. Nevertheless we recognise that you, as a parent, still have the right to offer your child an alternative to a school based education. We seek to respect and support this right, believing that we should work together as closely as possible to secure the most appropriate education for your child. Elective Home Education is a great responsibility and requires a considerable commitment in terms of time and energy.

**For further information please contact telephone number: (0191) 643 8393.**

### Exclusion of Pupils from School

No Headteacher likes having to exclude pupils, but sometimes it is necessary if a pupil has been involved in a serious incident. The Headteacher will decide if the exclusion should be for a fixed term or if it should be permanent. Permanent exclusions are used as a last resort and are only given for very serious incidents.

The Headteacher must inform you, in writing, of the period of the exclusion and the reason for the decision. If you are unhappy about the exclusion you have the right to state your case to the Governing Body Discipline Committee. If you wish to make representations to the Governing Body Discipline Committee you should write to the **Chair of Governors c/o the school**. A Local Authority Officer will visit you if your child has been permanently excluded. The purpose of the visit will be to explain the various options that are open to you for instance making representations to the Governing Body Discipline Committee if you feel that the exclusion should not have taken place, or helping you to decide about alternative education for your child if the exclusion is confirmed. In certain circumstances you will also have the right to ask for a review of the decision by an Independent Review Panel. Schools are required to send work home if your child is excluded and must make arrangements for full-time education for fixed term exclusions over 5 days. Parents are legally responsible for the supervision of their children for the first five days of any exclusion. They may be subject to a £50 penalty notice if their child is found to be in a public place without good cause, for example on the way to or from the doctor's during a period of exclusion. **For further information please contact your child's Headteacher or Placement and Welfare Service on (191) 643 7666.**



### **Exceptions to the duty to Offer a School Place**

If there are more places available than applicants, the Admission Authority must accept all the applications except in the circumstances below:-

#### **Children who have been Permanently Excluded Twice**

Where a child has been permanently excluded from two or more schools parents can still express a preference for a school place, but the requirement to comply is removed for a period of two years from the date on which the last exclusion took place. The twice exclusion rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following permanent exclusion (or would have been had it been practicable to do so) and children with Special Educational Needs Statements or Education, Health and Care Plans.

#### **In Year Fair Access Protocols**

In Year Fair Access Protocols exist to ensure that access to education is secured quickly for pupils who have no school place, and to ensure that all schools admit their fair share of pupils with challenging behaviour. All schools in North Tyneside participate in the protocol in order to ensure that unplaced children, especially the most vulnerable are offered a place at a suitable school as quickly as possible. The protocol ensures that no school, including those with places available is asked to take an excessive or unreasonable number of pupils who have been excluded from other schools. Pupils placed by the Fair Access Panel are given priority for admission over others on a waiting list or awaiting an appeal.

#### **Admission to 6th form**

The majority of High Schools in North Tyneside provide courses of study for post 16 (6th form) students. The majority of students in school 6th forms have transferred from Year 11 in their current school, but all schools offering Post 16 education places have places available for external students. The entry requirements for 6th form are largely dependent on the course of study that the student wishes to access. They are the same for internal and external students. Details of specific requirements and courses available may be obtained from individual schools. All schools publish information about their Post 16 provision. Applicants refused admission to the 6th form are entitled to appeal to an Independent Appeal Panel.

### **If you have concerns regarding your Child's School**

If you are unhappy with what is happening at your child's school please discuss your concerns with staff at the school first. Please follow the steps below:-

- 1 Arrange to discuss your concerns informally with your child's teacher, head of year or the Headteacher.
- 2 If you are not satisfied with step 1 please contact either the Headteacher or the Chair of Governors formally. You can do this in writing. The school will give you details of how to contact the Chair of Governors.
- 3 If you are not satisfied that your concerns have been addressed request a copy of the schools complaints procedure and follow the guidelines provided within the booklet.

## School Transport

### Under 16 Years

A free travel pass is only available for your child if they attend their catchment area school and a) your child is under 8 years of age and lives more than 2 miles from the school or b) your child is 8 years of age or over and lives 3 miles or more (SHORTEST WALKING DISTANCE) from your nearest appropriate school. If you have chosen a different school, a free pass may not be available. If you move out of the area served by your child's school, free travel may be available at the discretion of the Head of Commissioning & Investment until your child completes an examination course already started, for example in years 10 and 11. Free passes are not available in other cases of leaving the area. The Local Authority has a duty to ensure that suitable travel arrangements are made, free of charge, for certain, 'eligible children' in their area where it is considered necessary to facilitate their attendance at relevant educational establishments. Eligible children are:

- Children/students who are unable to walk to school by reason of their special educational needs, disability, or temporary medical condition
- Children/students who are unable to walk in safety to school because of the nature of the route
- Children/students living outside statutory walking distances (3 miles for children aged 8 or over, or 2 miles for younger pupils), attending their nearest qualifying school which has places available, where no suitable alternative arrangements have been made (for example, where their nearest school is within the statutory limits but has no places available, requiring them to travel to an alternative outside those limits).
- Children/students from low income families, i.e. those entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit.

This applies to:

- Primary pupils aged between 8 and 11 from low income families attending a qualifying school more than 2 miles, but no more than 6 miles from their home.
- Secondary pupils aged between 11 and 16 from low income families attending 1 of their 3 nearest qualifying schools more than 2 miles but less than 6 miles from their home.
- Secondary pupils aged between 11 and 16 from low income families, attending the nearest suitable school preferred on grounds of religion or belief, where they live more than 2 miles, but not more than 15 miles from that school.

In North Tyneside pupils attending special schools and units attached to mainstream schools who are unable to make their own way to school due to their special educational needs and/or live further than the minimum distance of 1 mile.

A pupils' home address is considered to be the one that is registered for the purpose of claiming Child Benefit/Working Tax Credit.

Authorities can provide or arrange transport in a number of ways, for example:-

- by providing pupils/students with passes to use on public transport,
- by providing buses for use by school, pupils/students,
- if circumstances warrant, by arranging for them to travel in taxis or hired cars,
- pay a cycling allowance where the parent agrees for their eligible child to cycle to and from school instead of using public transport,
- provide an escort to enable an eligible child with or without special educational needs to walk a short distance to school in reasonable safety, instead of making arrangements for a taxi to take them to and from school.
- pay a mileage allowance to a parent driving their eligible child to school,

All mentioned arrangements above require the relevant parental consent.

**In the event of parents/carers choosing to fund a place for their child at an independent school not named by the Local Authority in a Statement of Special Educational Needs, parents/carers will also be responsible for any costs incurred in relation to Home to School/College Transport Policy.**

### Post 16 Student Travel Assistance

For further information on Post 16 student travel assistance please refer to the Home to School/College Transport Policy on the Council's website: [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

## Children with a Statement of Special Educational Needs

Wherever possible, pupils/students with Special Educational Needs will be treated in the same way as those without such needs. Wherever possible, a child, young person or young adult with Special Educational Needs will also be encouraged to travel on public transport, especially when this is considered to be a factor in developing their independence, life and social skills.

- A) The provision of Home to School/College Transport for pupils with Statements of Special Educational Needs will be provided in line with the Home to School/College Transport Policy. This applies to pupils attending both mainstream schools and day special schools up to 19 years of age.
- B) Pupils living outside of the minimum distances but who are following an independence programme including making their own way to school are eligible for a free bus pass for use on public transport to facilitate free travel to and from school.
- C) Transport will be provided for pupils attending special schools and units attached to mainstream schools who:
  - i) are unable to make their own way to school due to their special education needs and or
  - ii) live further than the minimum distance of one mile.
- D) Pupils living within the minimum distances set out in the Home to School/College Transport Policy would be expected to make their own way to and from school unless prevented from doing so as a result of their Special Educational Need. It is recognised that for certain pupils/students, independent travel is not possible. Such pupils/students must be considered individually and according to their individual needs.
- E) An escort is provided, when necessary, to ensure pupils' safety and to supervise them during the journey. This may require the escort to sit with pupils/students, for example, in the rear seat of a taxi or it may be appropriate for the escort to sit in the front. This will be in response to the pupils'/students' needs.
- F) Pupils/students attending a residential provision as a result of their Statement of Special Educational Needs would be provided with free transport at the beginning and end of each term.

## Independent Travel Programme for Young People in Education

The purpose of the Programme is to:

- Inspire, educate, challenge and support young people who experience difficulty accessing public transport independently
- Extend personal experience through travel training to enhance confidence, self esteem and personal safety
- Develop travel skills in order to access opportunities for education, training leisure and work.

This programme is commissioned through Beacon Hill School. For further information contact telephone number: **(0191) 643 3000**.

**For further information on transport please refer to the Home to School/College Transport Policy at: [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)**

## Pre School Age Children

- A) A pre-school age child attending a specialist provision as a result of a Statement of special educational need or for a special education needs assessment maybe entitled to free transport if required.

Arrangements for the transport provision should be addressed when the final statement of special educational needs is confirmed. The transport needs of children being assessed should be arranged at the point of agreement to the placement at the specialist provision. A pro forma setting out the child's transport needs would then be completed at the school, and forwarded to Commissioning and Investment.

- B) A child of nursery age that is attending a Child Care Nursery may be provided with assistance at the discretion of the social work team at Parental Engagement and Support Team. Any requests for transport assistance should be made directly to the social worker who will pursue the request.

**For further information please contact telephone number (0191) 643 8726.**

## Special Educational Needs - What we are and what we do:

- Carry out the Statutory Assessment of Special Educational Needs (SEN) and placements in respect of additional educational needs (AEN) for children and young people. AEN placements are not dependent on a Statement of Special Educational Needs/Education, Health and Care Plan (EHC).
- Issue outcomes of the statutory assessment and AEN process.
- Monitor and review Statements of Special Educational Need/EHC and other placements through an annual review process.
- Secure appropriate provision, placement and support for pupils with statements of Special Educational Need/EHC and those with AEN but for whom placement is not reliant on the statutory process.
- Liaise with parents, schools, professionals, other agencies, functions and Local Authorities in relation to the statutory assessment and AEN process, outcomes of assessments and the annual review process.
- Provide support for mainstream school staff and governing bodies through involvement in a programme of SEN professional development.
- Represent the Local Authority at special educational needs and disability tribunals (SENDIST).
- Act as the Local Authority contact on AEN and SEN issues.
- Monitor AEN provisions for children and young people with and without Statements of Special Educational Need/EHC Plans.
- Provide input into the strategic development of AEN and SEN resources and provision.
- Assist in the promotion of high quality AEN and SEN services.
- Support the LA in meeting the national and local AEN and SEN related targets.

### Eligibility Criteria

- Requests for additional educational need provision or statutory assessment would normally be made by schools following input at school SEN support as outlined in the Special Educational Needs Code of Practice (2014).
- Requests for statutory assessment can also be made by parents.
- Referrals can also be made by other agencies e.g. Social Services or Health. However, this would normally be where a child is under school age and/or has complex needs.

If you have any questions about any issues in relation to process or any other matter that you think we can help with do not hesitate to contact any of the team who will be happy to help. Please contact telephone number: **(0191) 643 8685/8684**.

### Additional Resource Provision (ARP)

Silverdale Primary ARP and Outreach Team is commissioned through Silverdale School and sited at Grasmere Academy. The service offers a 24 place ARP which offers support to children aged 3 to 11 with complex needs around behaviour and social, emotional and mental health difficulties.

The Outreach Team provides support to challenging pupils and the staff working with them. The service also offers training packages to help interested parties in developing skills in changing and managing negative behaviour.

Please contact telephone number: **(0191) 200 5982** or email: [emma.webster@northtyneside.gov.uk](mailto:emma.webster@northtyneside.gov.uk) to access advice and guidance, behaviour support, information about ARP placements and any queries about behaviour management training.

### Moorbridge Pupil Referral Unit

Moorbridge Pupil Referral Unit is for pupils who require Education Otherwise than at School according to the Education Act 1993. Moorbridge Pupil Referral Unit consists of Key Stage 3 and Key Stage 4 provision. Moorbridge also provides a 1:1 tuition service which provides outreach for students who are unable to attend school for a variety of medical and other reasons as well as an onsite base as well as Outreach for Young Mothers who are on maternity leave from their educational establishment.

### **At Key Stage 3**

Moorbridge provides short term and long term placements places for pupils requiring specialist teaching. Criterion for admission includes the following:

- At risk of permanent exclusion or already permanently excluded
- Medical or psychological assessment indicating a disorder which currently affects attendance at school Without a school place and undergoing formal assessment under the Education Act 1996
- Assessment places referred through the Admissions and planning Panel
- In school support for pupils who may be at risk of permanent exclusion

When it is appropriate these pupils will return to their mainstream school provision, transfer to another school, specialist provision or alternative provisions. Pupils will remain dual registered with their mainstream school. Schools can make an application for a place at Moorbridge through the Secondary Support Team.

### **At Key Stage 4**

Moorbridge provides places for vulnerable pupils requiring specialist teaching whose extreme emotional and social needs prevents attendance at school. These pupils may remain at Moorbridge until the school leaving date or may transfer to other alternative provisions, as appropriate. Pupils may be dual or single registered with their mainstream school. Schools can make an application for a place at Moorbridge through the Secondary Support Team.

### **Tuition Service**

The tuition service provides education in the home, in the school base or any other suitable provision for those students who are unable to attend mainstream school for medical, safeguarding, social or emotional reasons. This is normally for a short period of time and the service will help in the transition back to school. The Tuition service also has a base within Moorbridge where pupils are able to work in small groups and this will lead to where pupils can work in a flexible manner preparing for their return to school or transition to another provision or the PRU. Schools can make an application for a place at Moorbridge through the Secondary Support Team.

## School in North Tyneside

### Additional Resourced Provision

DfE	Name of Resource Centre	Address Telephone Number
N/A	<b>Silverdale Primary ARP and Outreach Team</b>	Grasmere Court, Killingworth, Newcastle upon Tyne, NE12 6TS Tel: 200 5982

### Additional Resourced Provision

DfE	Name of Resource Centre	Address Telephone Number
I 100	<b>Moorbridge Pupil Referral Unit</b> <a href="http://www.moorbridgepru.org.uk/about">www.moorbridgepru.org.uk/about</a>	Earsdon Road, Shiremoor, Newcastle upon Tyne, NE27 0HJ Tel: 643 6170

### Learning Trust Special Schools

Each of the following is a co-educational day Special School and part of the North Tyneside Learning Trust.

DfE	Name of School and Headteacher	Age	Address Telephone Number Website	SEN Provision
7008	<b>Beacon Hill</b> Mrs H M Jones	2 – 16	Beacon Hill School & Specialist College for Business & Enterprise, Rising Sun Cottages, Wallsend, Tyne & Wear, NE28 9JW. Tel: (0191) 643 3000	Severe Learning Difficulties/Profound and Multiple Learning Difficulties. Autism Spectrum Disorders Portage and LEAPS Service. Local Early Action Plus Support
		16 - 19	Tyne Metropolitan College. Queen Alexandra Road, North Shields, NE29 9BZ. Tel: (0191) 290 0704 <a href="http://www.beaconhill.n-tyneside.sch.uk">www.beaconhill.n-tyneside.sch.uk</a>	
7004	<b>Benton Dene School</b> Mrs A McAllister Williams	3 – 11	Benton Dene School, Hailsham Avenue, Longbenton, Newcastle, NE12 8FD. Tel: (0191) 643 2730 <a href="http://www.bentondeneschool.co.uk">www.bentondeneschool.co.uk</a>	Moderate Learning Difficulties/Autism Spectrum Disorders Language and Communication/Speech Assessment Nursery
7002	<b>Southlands</b> Mr D Erskine	11 – 16 or over	Beach Road, Tynemouth, North Shields, NE30 2QR. Tel: (0191) 200 6348	Moderate Learning Difficulties including those with associated behavioural emotional and social difficulties. Dyslexia
			'Moving On' Contact: Mr D Ferguson Tel: (0191) 200 6348  Dyslexia Referral Team Contact: Mrs M MacKenzie Tel: (0191) 200 1012 <a href="http://www.southlandsschool.org.uk">www.southlandsschool.org.uk</a>	
7007	<b>Silverdale</b> Mr P Gannon	7 - 16	Langdale Gardens, Wallsend, NE28 0HG. Tel: (0191) 200 5982 <a href="http://www.silverdaleschool.com">www.silverdaleschool.com</a>	Behavioural Emotional and Social Difficulties
7001	<b>Woodlawn</b> Mrs G Wilson Headteacher	2 - 19	Drumoyne Gardens, Monkseaton, Whitley Bay, NE25 9DL. Tel: (0191) 643 2590 <a href="http://www.woodlawn.org.uk">www.woodlawn.org.uk</a>	Specialist SEN School for communication & interaction Physical, Medical & Sensory Needs including Assessment Nursery Provision.



## Nursery School

The following is a maintained co-educational nursery school. This school has extended services on site run by the school: Wrap around and holiday care available from 8am to 6pm for which an affordable fee is charged.

DfE	Name of School and Headteacher	Age	Address Telephone Number Website	Number of Places Available
1001	<b>Sir Jame Knott Nursery School</b> Mrs L A Colthart Executive Headteacher	3 – 4	River View, Tynemouth, North Shields, Tyne and Wear, NE30 4AG. Tel: (0191) 200 5438 <a href="http://www.sirjamesknottschool.co.uk">www.sirjamesknottschool.co.uk</a>	140 places over AM/PM 2 1/2 day sessions

## Community First Schools (Age 3 – 9 years)

Each of the following day schools is a maintained co-educational community school.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
2059	<b>Coquet Park First*</b> Mrs C Ward	The Links, Whitley Bay, Tyne and Wear, NE26 1TQ. Tel: (0191) 200 8708 <a href="http://www.coquetpark.kik.org">www.coquetpark.kik.org</a>	30	
2060	<b>Langley First*</b> Mr T Jones	Drumoyne Gardens, West Monkseaton, Whitley Bay, Tyne and Wear, NE25 9DL. Tel: (0191) 643 2026 <a href="http://www.langleyfirst.org.uk">www.langleyfirst.org.uk</a>	60	Resourced Nursery Provision Physical Difficulties
2058	<b>Marine Park First*</b> Mr S Easton	Park Road, Whitley Bay, Tyne and Wear, NE26 1LT. Tel: (0191) 200 8723 <a href="http://www.marineparkfirst.co.uk">www.marineparkfirst.co.uk</a>	75	
2046	<b>Southridge First*</b> Mrs S Hall	Cranleigh Place, Beaumont Park Estate, Whitley Bay, Tyne and Wear, NE25 9UD. Tel: (0191) 200 8709	60	
2055	<b>South Wellfield First*</b> Ms J Gordon	Otterburn Avenue, South Wellfield, Whitley Bay, Tyne and Wear, NE25 9QL. Tel: (0191) 200 8809 <a href="http://www.southwellfields.org.uk">www.southwellfields.org.uk</a>	60	
2074	<b>Whitley Lodge First*</b> Mrs F Lutman	Woodburn Drive, Whitley Bay, Tyne and Wear, NE26 3HW. Tel: (0191) 200 8781 <a href="http://www.whitleylodgeschool.org.uk">www.whitleylodgeschool.org.uk</a>	45	Moderate Learning Difficulties

### Learning Trust First School (Age 3 – 9 years)

The following day school is part of the North Tyneside Learning Trust.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
2042	<b>Appletree Gardens First*</b> Mrs J Burrell	Appletree Gardens, Monkseaton, Whitley Bay, Tyne and Wear. NE25 8XS. Tel: (0191) 252 3546 <a href="http://www.appletreegardens.ik.org">www.appletreegardens.ik.org</a>	60	
2041	<b>Rockcliffe First*</b> Mrs S Colpitts - Elliott	Grafton Road, Whitley Bay, Tyne and Wear, NE26 2NR. Tel: (0191) 200 8799 <a href="http://www.rockcliffeschool.org.uk">www.rockcliffeschool.org.uk</a>	45	

### Learning Trust Primary Schools (Age 3 – 11)

Each of the following day schools is part of the North Tyneside Learning Trust.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
2048	<b>Amberley Community Primary*</b> Mr A J Rigg	East Bailey, Killingworth, Newcastle Upon Tyne, NE12 6SQ. Tel: (0191) 200 8344	60	
2077	<b>Balliol Primary*</b> Mrs F Downes	Chesters Avenue, Longbenton, Newcastle Upon Tyne, NE12 8QP. Tel: (0191) 200 7471 <a href="http://www.balliolprimary.co.uk">www.balliolprimary.co.uk</a>	30	
2068	<b>Battle Hill Community Primary*</b> Mrs L Wells	Berwick Drive, Battle Hill, Wallsend, NE28 9DH, Tyne and Wear. Tel: (0191) 200 7246 <a href="http://www.battlehillps.org.uk">www.battlehillps.org.uk</a>	45	
2078	<b>Benton Dene Primary*</b> Mrs J Forster	Hailsham Avenue, Longbenton, Newcastle Upon Tyne, NE12 8FD. Tel: (0191) 643 2730 <a href="http://www.bentondeneschool.org.uk">www.bentondeneschool.org.uk</a>	60	Communication Support Base
2086	<b>Burradon Community Primary*</b> Miss A L Hunter	Burradon Road, Burradon, Cramlington, Northumberland, NE23 7NG. Tel: (0191) 200 8345 <a href="http://www.burradoncommunityprimarieschool.co.uk">www.burradoncommunityprimarieschool.co.uk</a>	27	
2062	<b>Carville Primary*</b> Mrs P Richardson	The Avenue, Wallsend, Tyne and Wear, NE28 6AX. Tel: (0191) 200 7236	30	
2082	<b>Denbigh Community Primary*</b> Dr L Guthrie	Denbigh Avenue, Wallsend, Tyne and Wear, NE28 ODS. Tel: (0191) 262 2509 <a href="http://www.denbighps.org.uk">www.denbighps.org.uk</a>	60	
2085	<b>Fordley Primary*</b> Mrs C Withers	Dudley Drive, Fordley, Cramlington, Northumberland, NE23 7AL. Tel: (0191) 200 8030 <a href="http://www.fordleyschool.com">www.fordleyschool.com</a>	60	
2079	<b>Forest Hall Primary*</b> Ms C M Parker	Delaval Road, Forest Hall, Newcastle Upon Tyne, NE12 9BA. Tel: (0191) 200 8341 <a href="http://www.foresthallprimary.org.uk">www.foresthallprimary.org.uk</a>	30	

## Learning Trust Primary Schools (Age 3 – 11) continued

Each of the following day schools is part of the North Tyneside Learning Trust.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
2083	<b>Greenfields Community Primary*</b> Mrs L Taylor	Taylor Avenue, Wideopen, Newcastle Upon Tyne, NE13 6NB. Tel: (0191) 200 7919 <a href="http://www.greenfields.n-tyneside.sch.uk">www.greenfields.n-tyneside.sch.uk</a>	55	
2087	<b>Hadrian Park Primary*</b> Miss A Gibson	Addington Drive, Wallsend, Tyne and Wear, NE28 9RT. Tel: (0191) 200 7257 <a href="http://www.hadrianparkprimary.org.uk">www.hadrianparkprimary.org.uk</a>	60	
2084	<b>Hazlewood Community Primary*</b> Mrs C Partis Acting	Canterbury Way, Woodlands Park, Wideopen, Newcastle Upon Tyne, NE13 6JJ. Tel: (0191) 200 7911 <a href="http://www.hazlewoodprimary.co.uk">www.hazlewoodprimary.co.uk</a>	44	
2080	<b>Ivy Road Primary*</b> Mrs S Watts	Ivy Road, Forest Hall, Newcastle Upon Tyne, NE12 9AP. Tel: (0191) 200 8346 <a href="http://www.ivyroadprimary.org.uk">www.ivyroadprimary.org.uk</a>	30	
2013	<b>King Edward Primary*</b> Mrs K Rickeard	Preston Avenue, North Shields, Tyne and Wear, NE30 2BD. Tel: (0191) 200 6337 <a href="http://www.kingedwardprimary.org.uk">www.kingedwardprimary.org.uk</a>	60	
2022	<b>Monkhouse Primary*</b> Mrs L Baggett	Wallington Avenue, North Shields, Tyne and Wear; NE30 3SH. Tel: (0191) 200 6350 <a href="http://www.monkhouseprimary.org.uk">www.monkhouseprimary.org.uk</a>	30	
2026	<b>Preston Grange Primary</b> Mrs T A Taylor	Chiltern Road, Preston Grange, North Shields, Tyne and Wear; NE29 9QL. Tel: (0191) 200 6347 <a href="http://www.prestongrangeprimary.co.uk">www.prestongrangeprimary.co.uk</a>	30	
2072	<b>Redesdale Primary*</b> Mrs TV Flannaghan	Wiltshire Drive, Wallsend, Tyne and Wear, NE28 8TS. Tel: (0191) 200 7326 <a href="http://www.redesdale.co.uk">www.redesdale.co.uk</a>	30	
2069	<b>Richardson Dees Primary*</b> Mrs S Winter-Pattison	High Street East, Wallsend, Tyne and Wear, NE28 7RT. Tel: (0191) 200 7256	30	
2070	<b>Stephenson Memorial Primary*</b> Mrs E Overton	Martin Road, Wallsend, Tyne and Wear, NE28 OAG. Tel: (0191) 200 7365 <a href="http://www.stephensonmemorial.org.uk">www.stephensonmemorial.org.uk</a>	60	
2065	<b>Wallsend Jubilee Primary*</b> Mrs A Thornton	Mullen Road, Wallsend, Tyne and Wear, NE28 9HA. Tel: (0191) 200 7249 <a href="http://www.wallsendjubileeps.org.uk">www.wallsendjubileeps.org.uk</a>	60	
2088	<b>Western Community Primary*</b> Miss K Hill	Rutland Road, Wallsend, Tyne and Wear, NE28 8QL. Tel: (0191) 200 7250 <a href="http://www.westerncommunityprimary.org.uk">www.westerncommunityprimary.org.uk</a>	60	
2037	<b>Westmoor Primary*</b> Mrs S Trundle	Southgate, Killingworth, Newcastle Upon Tyne, NE12 6SA. Tel: (0191) 643 2260 <a href="http://www.westmoorprimary.org.uk">www.westmoorprimary.org.uk</a>	45	
2024	<b>Whitehouse Primary*</b> Ms R Woods	Whitehouse Lane, North Shields, Tyne and Wear; NE29 8PE. Tel: (0191) 200 6346 <a href="http://www.whitehouseprimary.org.uk">www.whitehouseprimary.org.uk</a>	30	Moderate Learning Difficulties

**Academy (Age 3 – 11)**

The following Academy is part of the North Tyneside Learning Trust.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
2001	<b>Grasmere Academy*</b> Mrs K Lillico	Grasmere Court, Killingworth, Newcastle Upon Tyne, NE12 6TS. Tel: (0191) 200 8343	30	Moderate Learning Difficulties

**Community Primary Schools (Age 3 – 11 years)**

Each of the following day schools is a maintained co-educational Community School.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
2032	<b>Backworth Park Primary*</b> Mrs C A Crerar	The Park, Backworth, Newcastle Upon Tyne, NE27 OAH. Tel: (0191) 200 8355 <a href="http://www.backworthpark.com">www.backworthpark.com</a>	30	
2054	<b>Bailey Green Primary*</b> Mrs L R Taylor	West Bailey, Killingworth, Newcastle Upon Tyne, NE12 6QL. Tel: (0191) 200 8356 <a href="http://www.baileygreenprimary.org.uk">www.baileygreenprimary.org.uk</a>	60	
2076	<b>Collingwood Primary*</b> Dr J R Crinson	Oswin Terrace, North Shields, Tyne and Wear, NE29 7JQ. Tel: (0191) 200 5038	60	
2000	<b>Cullercoats Community Primary</b> Mr G Storey	Marden Avenue, Cullercoats, North Shields, Tyne and Wear, NE30 4PB. Tel: (0191) 200 8721	60	
2036	<b>Holystone Primary*</b> Mr S Baines	Whitley Road, Holystone, Newcastle Upon Tyne, NE27 ODA. Tel: (0191) 200 7426 <a href="http://www.holystoneprimaryschool.co.uk">www.holystoneprimaryschool.co.uk</a>	60	
2081	<b>New York Primary*</b> Mrs L A Colthart	Lanark Close, North Shields, Tyne and Wear, NE29 8DP. Tel: (0191) 200 6338 <a href="http://www.newyorkprimary.org">www.newyorkprimary.org</a>	44	
2008	<b>Percy Main Primary*</b> Mr J Walsh	Nelson Terrace, North Shields, Tyne and Wear, NE29 6JA. Tel: (0191) 200 6343 <a href="http://www.percymainprimary.org.uk">www.percymainprimary.org.uk</a>	30	
2021	<b>Riverside Primary*</b> Mrs A Yilmaz	Minton Lane, North Shields, Tyne and Wear, NE29 6DQ. Tel: (0191) 200 5037 <a href="http://www.riversideprimary.org.uk">www.riversideprimary.org.uk</a>	30	
2031	<b>Shiremoor Primary*</b> Miss B Slider	Stanton Road, Park Estate, Shiremoor, Newcastle Upon Tyne, NE27 0PW. Tel: (0191) 200 8701 <a href="http://www.shiremoor-primary.co.uk">www.shiremoor-primary.co.uk</a>	60	

### Community Primary Schools (Age 3 – 11 years) continued

Each of the following day schools is a maintained co-educational Community School.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
2016	<b>Spring Gardens Primary*</b> Mrs S Campbell	Brightman Rd, North Shields, Tyne and Wear; NE29 OHP. Tel: (0191) 200 5263 <a href="http://www.springgardensprimary.org.uk">www.springgardensprimary.org.uk</a>	60	
2004	<b>Waterville Primary*</b> Mr M Nugent	Waterville Road, North Shields, Tyne and Wear; NE29 6SL. Tel: (0191) 200 6351	30	Language and Communication

### Roman Catholic Primary Schools (Age 3 – 11 years)

Each of the following day schools is a Voluntary Aided School.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
3318	<b>Holy Cross RC VA Primary*</b> Mr A James	Coniston Road, Wallsend, Tyne and Wear; NE28 0EP. Tel: (0191) 200 7357 <a href="http://www.holycrossprimary.co.uk">www.holycrossprimary.co.uk</a>	30	
3319	<b>St Bernadette's RC VA Primary*</b> Mrs L Fallon	Rising Sun Cottages, Wallsend, Tyne and Wear; NE28 9JW. Tel: (0191) 200 7363 <a href="http://www.st-bernadettes.n-tynesidesch.uk">www.st-bernadettes.n-tynesidesch.uk</a>	45	Behaviour Emotional and Social Difficulties (Key Stage 1)
3320	<b>St Columba's RC VA Primary*</b> Mrs C Jordan	Station Road, Wallsend, Tyne and Wear; NE28 8EN. Tel: (0191) 200 7235	30	
3305	<b>St Cuthbert's RC VA Primary*</b> Mr S Dillon	Lovaine Place, North Shields, Tyne and Wear; NE29 0BU. Tel: (0191) 200 5620	30	
3308	<b>St Joseph's RC VA Primary*</b> Mrs C Jewitt	Wallsend Road, North Shields, Tyne and Wear; NE29 7BT. Tel: (0191) 200 5077	45	
3309	<b>St Mary's RC VA Primary* (North Shields)</b> Mrs C M Bland	Farringdon Road, North Shields, Tyne and Wear; NE30 3EY. Tel: (0191) 200 8812 <a href="http://www.stmarysonline.co.uk">www.stmarysonline.co.uk</a>	30	
3315	<b>St Mary's RC VA Primary (Forest Hall)</b> Mr S Fallon	Great Lime Road, Forest Hall, Newcastle Upon Tyne; NE12 7AB. Tel: (0191) 200 8381 <a href="http://www.stmarysrcprimaryschool.co.uk">www.stmarysrcprimaryschool.co.uk</a>	30	
3316	<b>St Stephen's RC VA Primary*</b> Mr S Fallon	Goathland Avenue, Longbenton, Newcastle Upon Tyne; NE12 8FA. Tel: (0191) 643 2910 <a href="http://www.ststephensrcprimary.co.uk">www.ststephensrcprimary.co.uk</a>	30	
3317	<b>Star of the Sea RC VA Primary*</b> Mr J Hannah	Seatonville Road, Whitley Bay, Tyne and Wear; NE25 9EG. Tel: (0191) 643 2080 <a href="http://www.staroftheseaschool.co.uk">www.staroftheseaschool.co.uk</a>	60	

**Church of England Schools (Age 3 – 11 years)**

Each of the following day schools is a Voluntary Aided School.

\* N.B. includes Nursery Class

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
3301	<b>Christ Church C of E Primary*</b> Mrs G Taylor	Kielder Terrace, North Shields, Tyne and Wear; NE30 2AD. Tel: (0191) 200 6345 (*nursery is A.M. only)	30	
3302	<b>St Bartholomew's C of E Primary*</b> Mr R Restall	Goathland Avenue, Longbenton, Newcastle Upon Tyne, NE12 8FA. Tel: (0191)643 2920 <a href="http://www.stbartsofeschool.org.uk">www.stbartsofeschool.org.uk</a>	30	
3321	<b>Wallsend St Peter's C of E Primary*</b> Mrs J Camsell	North Terrace, Wallsend, Tyne and Wear; NE28 6PY. Tel: (0191) 200 7248	30	

**Learning Trust High Schools (Age 11 - 18+ years)**

Each of the following day schools is part of the North Tyneside Learning Trust.

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
4032	<b>Burnside Business &amp; Enterprise College</b> Mrs M Murphy	St Peters Road, Wallsend, Tyne and Wear; NE28 7LQ. Tel: (0191) 259 8500 (Age 11 – 18+) <a href="http://www.burnside.n-tyneside.sch.uk">www.burnside.n-tyneside.sch.uk</a>	260	Moderate Learning Difficulties
4033	<b>Churchill Community College</b> Mr D M Baldwin	Churchill Street, Wallsend, Tyne and Wear; NE28 7TN. Tel: (0191) 234 7200 (Age 11 – 18+) <a href="http://www.churchillcommunitycollege.org">www.churchillcommunitycollege.org</a>	190	Behaviour Emotional and Social Difficulties (Key Stage 3)
4030	<b>George Stephenson High</b> Mr I D Wilkinson	Southgate, Killingworth, Newcastle Upon Tyne, NE12 6SA. Tel: (0191) 216 1115 (Age 11 – 18+) <a href="http://www.gshs.org.uk">www.gshs.org.uk</a>	228	Moderate Learning Difficulties
4038	<b>John Spence Community High</b> Mr J Stephenson	Preston North Road, North Shields, Tyne and Wear; NE29 9PU Tel: (0191) 200 5220 (Age 11 – 16) <a href="http://www.johnspence.n-tyneside.sch.uk">www.johnspence.n-tyneside.sch.uk</a>	177	Moderate Learning Difficulties
4039	<b>Longbenton Community College</b> Mr P Quinn	Hailsham Avenue, Longbenton, Newcastle Upon Tyne, NE12 8ER. Tel: (0191) 218 9500 (Age 11 – 18+) <a href="http://www.longbenton.org.uk">www.longbenton.org.uk</a>	180	Autism Spectrum Disorders
4006	<b>Marden High Specialist Media Arts, Science and Maths College</b> Mrs A Jackson (Acting)	Hartington Road, North Shields, Tyne and Wear; NE30 3RZ. Tel: (0191) 200 6357 (Age 11 – 16) <a href="http://www.mardenhigh.net">www.mardenhigh.net</a>	181	
4008	<b>Norham High</b> Mr D M Baldwin Executive Headteacher	Alnwick Avenue, North Shields, Tyne and Wear; NE29 7BU. Tel: (0191) 200 5062 (Age 11 – 16) <a href="http://www.norhamhigh.com">www.norhamhigh.com</a>	179	Language and Communication Tel: (0191) 200 5062 and Autism Spectrum Disorders
4041	<b>Seaton Burn College</b> Ms A J Shaw Principal	Dudley Lane, Seaton Burn, Newcastle Upon Tyne, NE13 6EJ. Tel: (0191) 236 1700 (Age 11 – 18+) <a href="http://www.seatonburn.org.uk">www.seatonburn.org.uk</a>	169	



### Roman Catholic Academy (Age 11 – 18+ years)

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
4605	<b>St Thomas More RC Academy</b> Mrs D Donkin	Lynn Road, North Shields, Tyne and Wear, NE29 8LF. Tel: (0191) 258 8340 <a href="http://www.stmacademy.org.uk">www.stmacademy.org.uk</a>	270	

### Academy - A state funded Independent School (Age 4 - 18)

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
4000	<b>Kings Priory School</b> Mrs G Hewlett	Huntington Place, Tynemouth, North Shields, NE30 4RF Tel: (0191) 258 5995 <a href="http://www.kingsprioryschool.co.uk">www.kingsprioryschool.co.uk</a>	Reception: 75 Year 7: 50	

### Learning Trust Middle Schools (Age 9 – 13 years)

Each of the following day schools is part of the North Tyneside Learning Trust.

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
4025	<b>Marden Bridge Middle</b> Mr J Newport	Lovaine Avenue, Whitley Bay, Tyne and Wear, NE25 8RW. Tel: (0191) 200 8725 <a href="http://www.mardenbridge.n-tyneside.sch.uk">www.mardenbridge.n-tyneside.sch.uk</a>	150	
4027	<b>Monkseaton Middle</b> Mrs K Charlton	Vernon Drive, Monkseaton, Whitley Bay, Tyne and Wear, NE25 8JN. Tel: (0191) 200 8715 <a href="http://www.monkseatonmiddle.n-tyneside.sch.uk">www.monkseatonmiddle.n-tyneside.sch.uk</a>	96	Physical Difficulties
4026	<b>Valley Gardens Middle</b> Mr M Homer	Valley Gardens, Whitley Bay, Tyne and Wear, NE25 9AQ. Tel: (0191) 200 8792 <a href="http://www.valleygardensmiddle.org.uk">www.valleygardensmiddle.org.uk</a>	180	Moderate Learning Difficulties
5400	<b>Wellfield Middle</b> Mrs L Guthrie Executive Headteacher	Kielder Road, South Wellfield, Whitley Bay, Tyne and Wear, NE25 9WQ. Tel: (0191) 252 9486 <a href="http://www.wellfieldmiddleschool.org.uk">www.wellfieldmiddleschool.org.uk</a>	60	

### Learning Trust High School (Age 13 – 18+ years)

The following day school is part of the North Tyneside Learning Trust.

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
4029	<b>Whitley Bay High</b> Mr S Wilson	Deneholm, Whitley Bay, Tyne and Wear, NE25 9AS. Tel: (0191) 200 8800 (Age 13 – 18+) <a href="http://www.whitleybayhighschool.org">www.whitleybayhighschool.org</a>	350	Moderate Learning Difficulties
4034	<b>Monkseaton High*</b> Mrs T Crowder	Seatonville Road, Monkseaton, Whitley Bay, Tyne and Wear, NE25 9EQ. Tel: (0191) 297 9700 <a href="http://www.monkseaton.org.uk">www.monkseaton.org.uk</a>	240	Physical Difficulties

## Community, Trust Schools and Academies School Term and Holiday Dates 2015/2016

School Term	No. of Days	School Holidays	No. of Days
<b>Autumn Term 2015</b> Tuesday 1 September to Friday 23 October	39	<b>Mid-Term</b> Monday 26 October Friday 30 October	5
Monday 2 November to Friday 18 December	35	<b>Christmas Holiday</b> Monday 21 December to Friday 1 January	10
<b>Spring Term 2016</b> Monday 4 January to Friday 12 February	30	<b>Mid-Term</b> Monday 15 February to Friday 19 February	5
Monday 22 February to Thursday 23 March	23	<b>Easter Holiday</b> Thursday 24 March to Friday 8 April	12
<b>Summer Term 2016</b> Monday 11 April to Friday 27 May	34	<b>May Day</b> Monday 2 May	1
Monday 6 June to Wednesday 20 July	33	<b>Spring Holiday</b> Monday 30 May to Friday 3 June	5

4 days to be taken as Teacher Training Days. Dates of training days are at the discretion of schools.

1 further training day to be taken from holiday or as a twilight session.

Easter Weekend 25 – 28 March falls at the end of the spring holiday

Summer term ends Wednesday 20 July

## Kings Priory School School Term and Holiday Dates 2015/2016

School Term	No. of Days	School Holidays	No. of Days
<b>Autumn Term 2015</b> Thursday 3 September to Friday 16 October	32	<b>Mid-Term</b> Monday 19 October Friday 30 October	10
Monday 2 November to Friday 18 December	34	<b>Christmas Holiday</b> Monday 21 December to Friday 1 January	10
<b>Spring Term 2016</b> Tuesday 5 January to Friday 12 February	29	<b>Mid-Term</b> Monday 15 February to Friday 19 February	5
Monday 22 February to Wednesday 23 March	23	<b>Easter Holiday</b> Thursday 24 March to Friday 8 April	12
<b>Summer Term 2016</b> Monday 11 April to Friday 27 May	34	<b>May Day</b> Monday 2 May	1
Monday 6 June to Thursday 14 July	28	<b>Spring Holiday</b> Monday 30 May to Friday 3 June	5

### Inset Days

1 September 2015  
2 September 2015  
20 November 2015  
4 January 2016  
17 June 2016

## Explanation of terms used in this booklet

### Acceptance Form

The form to be completed and returned by parents if they wish to accept the school place their child has been offered.

### Admission Authority

The Admission Authority is responsible for pupil places and setting the admissions criteria. The Local Authority (Council) is the admissions authority for Community Schools and for Voluntary Aided and Trust Schools the admission authority is the schools governing body. For Academies the Trust is the admission authority.

### Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

### Appeal

Any parent whose child is refused a place at one of their chosen schools has the right to appeal to an independent appeal panel.

### Catchment Area

A defined geographical area linked to each school. When a year group is full in Community and Trust Schools, pupils living within the school's catchment area are given priority.

### Child Arrangements Order

A child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014.

### Class Size Limit

No Infant Class being taught by a single qualified teacher can contain more than 30 pupils.

### Community School

Schools wholly funded by the Local Authority. The Local Authority employs the school staff, owns the school land and buildings and has the primary responsibility for deciding the admission arrangements for admitting pupils.

### DfE

Central Government for education, The Department for Education, formally known as The Department for Children, Schools and Families.

### Diocesan Board

The Christian denominations divide the country into church districts called Dioceses. Each Diocese will have a committee or a board to administer its church schools.

### Education Health and Care Plan

An Education Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act specifying the special education provision required for that child.

### Efficient Education

Means providing a good standard of education.

### Equal Preference

This means the Admission Authority considers all the preferences against the admission criteria without any reference to how the school applied for has been ranked. If your child can be offered a place at more than one school, we will refer to your original ranking and offer a place at the one you have ranked the highest.

### First School

A school for children aged from 4 to 8 years. First schools are part of the three tier system of schools (First, Middle and High) which operate in the Whitley Bay area. Children are admitted to a first school in reception and would leave in year 4 to move to year 5 of a middle school.

### Home Local Authority (LA)

A child's home local authority is the authority in which you live, i.e. the authority to which you pay your Council Tax.

### Independent Appeals Panel

An Independent panel established by the Council or in the case of Voluntary Aided schools, the governors to consider a parent's appeal against the refusal for a school place or their child's exclusion from school.

### Key Stages

The four stages of pupil's progress in acquiring knowledge and skills as set out in the National Curriculum. Pupils are tested at the end of each stage.

Key stage 1	pupils are aged 5 – 7
Key stage 2	pupils are aged 8 – 11
Key stage 3	pupils are aged 12– 14
Key stage 4	pupils are aged 15– 16

### Local Authority/Council

The Local Government body responsible for setting and financing education policy.

### **Local Government Ombudsman**

The Local Government Ombudsman investigates complaints about maladministration by the Council and other bodies. The Local Government Ombudsman investigates complaints about how the Authority has done something, but cannot question what a Council has done because a person does not agree with it.

### **Middle School**

A school for children aged from 9 to 13 years. It is part of a three tier system for schools (First, Middle and High) which operates in the Whitley Bay area. Children are admitted to a middle school from year 5 and would leave in year 8 to move to year 9 of a high school.

### **National 'Offer Day'**

The day on which Local Authorities are required to send the offer of the school place to all parents in their area. The National 'Offer Day' is the 1 March each year, or the next working day for Middle and High Schools and the National 'Offer Day' for First and Primary Schools is 16 April each year or the next working day.

### **Net Capacity**

The capacity of a school is the number of pupil places available. The net capacity is intended to provide a single, robust and consistent method of assessing the capacity of schools.

### **Oversubscription**

Where a school has a higher number of applicants than the school's published admission number each year.

### **Oversubscription Criteria**

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

### **Office for Standards in Education (OFSTED)**

The body that arranges and sets standards for school and Council Inspections.

### **Parent/Carer**

The legal right of parents to state the school they would **prefer** their child to attend.

### **Preference**

The legal right of parents to state the school they would **prefer** their child to attend.

### **Prejudice the Provision of Efficient Education**

A legal term used to describe when a school is oversubscribed; it means it would have an adverse effect on providing a good standard of education.

### **Prejudice the Provision of Efficient use of Resources**

A legal term used to describe when a school is oversubscribed; it means it would have an adverse impact on the resources already allocated at a school and at neighbouring schools in the Authority.

### **Published Admission Number (PAN)**

The maximum number of pupils to be admitted into a particular year group at a school. The admission criteria will only be applied if we receive more applications than the PAN.

### **Qualifying Measures**

The actions taken by an admission authority to ensure that the statutory obligation that requires infant classes of 5, 6 and 7 year olds to contain no more than 30 pupils per school teacher, such as the reorganisation of the class or employment of another teacher must be taken to bring the class within the class size limit for the next academic year.

### **Residence Order**

Now known as child arrangements order from 22 April 2014 is an order outlining the arrangements as to the person with whom the child will live with. Child arrangements orders replace residents' orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### **Schools Adjudicator**

A statutory officer who is appointed by the Secretary of State for Children, Schools and Families but is independent. The Adjudicator decides on objections to published admission arrangements and variations of determined admission arrangements. The Schools Adjudicator comes under the supervision of the Administrative.

### **Statement of Special Educational Needs**

A legal document drawn up by a Local Authority specifying the particular needs, resources and provision to support the child, and can include a named school that is suitable for providing education for that child.

### **Voluntary Aided School (VA)**

A school where the governing body set the criteria and is responsible for the school admissions.

### **Waiting List**

A list of pupils who have been refused a school they ranked higher on their application than the school place they were offered. The list is kept by the Local Authority in order of the Admission Criteria/Policy for oversubscribed schools.

### **Year Group**

The name given to describe a pupil's stage of schooling.



**North Tyneside Council**

The information in this booklet relates to the academic year 2016 to 2017, which begins in September 2016. The contents of this booklet are correct at the time of printing but there may be changes before the start of or during the academic year 2016 to 2017. These changes could be the result of changes in the law or in our policy.





We can provide this information in other languages and in different formats, such as large print, Braille or audiotape.

For more details, please contact us on:

Telephone: 643 8724

Email: [school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk)

<p><b>Hindi</b></p> <p>हम यह जानकारी आपको अन्य भाषाओं और रूपों, जैसे कि बड़े फ़ॉन्ट, ब्रैल या ऑडियो टेप पर भी उपलब्ध करवा सकते हैं। हम चार में अधिक जानकारी के लिये कृपया हमसे सम्पर्क करें:-</p> <p>टेलिफोन: 643 8724</p> <p>फैक्स: 643 8730</p> <p>ई-मेल: <a href="mailto:schooladmissions@northtyneside.gov.uk">schooladmissions@northtyneside.gov.uk</a></p>	<p><b>Polish</b></p> <p>Możemy dostarczyć te informacje w innych językach i różnych formatach, takich jak druk większą czcionką, alfabet Braille'a lub taśma magnetofonowa. By uzyskać więcej informacji, proszę się z nami skontaktować na jeden z poniższych sposobów:-</p> <p>Tel: 643 8724</p> <p>Faks: 643 8730</p> <p>E-mail: <a href="mailto:schooladmissions@northtyneside.gov.uk">schooladmissions@northtyneside.gov.uk</a></p>
<p><b>Cantonese</b></p> <p>是項資料有冇轉譯成嘅翻譯本，及大字，凸字或錄音帶版本供索取，詳情請聯絡：</p> <p>電話：643 8724</p> <p>傳真：643 8730</p> <p>電郵： <a href="mailto:schooladmissions@northtyneside.gov.uk">schooladmissions@northtyneside.gov.uk</a></p>	<p><b>Bengali</b></p> <p>আমরা আপনার জানার জন্য অন্যান্য ভাষাগুলো যেমন বড় আকারে অক্ষর, ব্রেইলে বা অডিওটেপ এই তথ্যসেটটি সরবরাহ করতে পারবো। আরো বিস্তারিত জানার জন্য বরা করে আমাদের সাথে যোগাযোগ করবেন-</p> <p>টেলিফোন: 643 8724</p> <p>ফ্যাক্স: 643 8730</p> <p>ইমেল: <a href="mailto:schooladmissions@northtyneside.gov.uk">schooladmissions@northtyneside.gov.uk</a></p>
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