

# Essential Guide to North Tyneside Schools School Admission 2014



North Tyneside Council

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

## Contact Telephone Numbers

<b>Early Years Service</b>	
Families Information Service	0345 2000 108
<b>Childcare for Children 0 – 14 years</b>	
Families Information Service	0345 2000 108
<b>Admission to Nursery Education</b>	The school direct
<b>Admission to Community and Trust Schools</b>	
Children, Young People and Learning	(0191) 643 8724
<b>Admission to Voluntary Aided Schools</b>	
Roman Catholic and Church of England	The school direct
<b>School Meals</b>	
School Meals Hotline	(0191) 643 8355
<b>Your Catchment Area School</b>	Log onto: <a href="http://www.northtyneside.gov.uk">www.northtyneside.gov.uk</a> or ring 643 8724
<b>Exclusions from School</b>	
Children, Young People and Learning	(0191) 643 8725
<b>School Governors</b>	
Law and Governance	(0191) 643 8715
<b>Transport (Special Schools)</b>	
Children, Young People and Learning	(0191) 643 8726
<b>Transport (School Bus Passes)</b>	
Children, Young People and Learning	(0191) 643 8725
<b>Choice Advice Service</b>	0345 2000 108
Families Information Service	
<b>Disability &amp; Additional Needs Service (DANS)</b>	0345 2000 108
Families Information Service	
<b>Parental Partnership and Choice Advice Service</b>	0345 2000 108
Families Information Service	

## Contents

4	Ways to apply for your child's school place
5	Important Dates – What Happens When?
7	Introduction
8	Early Education Provision
10	Admission Arrangements for Community Schools
12	Advice for Parents
15	Admission to First and Primary Schools
18	Admission to Middle and High Schools
21	Open Evenings
22	Education Appeals
24	School Statistics
30	Admission Policies for Trust and Voluntary Aided Schools
53	General Information
76	Admission Arrangements for Kings Priory School

## **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 and A-level continues to rise and 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 13 September 2013 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/schooladmission](http://www.northtyneside.gov.uk/schooladmission)

- Click on **Children, Schools and Families** on the menu at the left hand side
- Click on **'Schools'** then **'School Admissions'**
- Click on **'online admissions'** and follow the instructions for completing the form
- 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 13 September 2013	Information pack issued to parents via First and Primary Schools. <b>We recommend that you apply online.</b>
Friday 13 September 2013	Application process opens.
September - October	Schools hold their open evenings.
Thursday 31 October 2013	<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>
Friday 28 February 2014	<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 <b>sent out</b> 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 14 March 2014	Deadline for parents to accept the school place.
Friday 14 March 2014	Deadline for parents to request to place their child's name on a waiting list.
Friday 21 March 2014	Any places that become available will be offered from the waiting list.
May – July 2014	Appeals to be heard.

### Timetable for First and Primary

Friday 13 September 2013	Information pack issued to parents via Nursery Classes / Schools. <b>We recommend that you apply online.</b>
Friday 13 September 2013	Application process opens.
Wednesday 15 January 2014	<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>
Wednesday 16 April 2014	<b>'National 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 <b>sent out</b> 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>
Wednesday 30 April 2014	Deadline for parents to accept the school place.
Wednesday 30 April 2014	Deadline for parents to request to place their child's name on a waiting list.
Friday 9 May 2014	Any places that become available will be offered from the waiting list.
May – July 2014	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 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 all 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, 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 and Wallsend.**

There are:-

- 47 Primary Schools

Below is a breakdown of the organisation of our schools

- 16 Community Schools
- 9 Roman Catholic Schools
- 3 Church of England Schools
- 18 Learning Trust Schools
- 2 Academies

There are 9 High Schools

- 1 Roman Catholic 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 High Schools

- 1 Learning Trust High School
- 1 Trust High School

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

The 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 becomes 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

Academies are publicly-funded independent schools that provide a first-class education. 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:

Diocese of Hexham and Newcastle  
St. Cuthbert's House  
West Road  
Newcastle Upon Tyne.  
NE15 7PY  
Tel: 0191 243 3313

Additional information about **Church of England Schools** in the Diocese of Newcastle can be obtained from:

Diocese of Newcastle Education Board  
St Johns Terrace,  
North Shields,  
Tyne and Wear.  
NE29 6HS  
Tel: 0191 270 4100

### 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 Families Information Services on telephone number: 0345 2000 108.**

### 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 Families Information Service can assist you in finding a vacant place, please ring 0345 2000 108.**

### 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: The Families Information Service for assistance on telephone 0345 2000 108.**

### 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 Sir James Knott Nursery School and Nursery Classes attached to schools.

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.

Where demand for places at nursery schools and 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

Children with a Statement of Special Educational Needs where the statement names the school will take priority

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, residence 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 at the time of admission will be given priority)
3. The presence of a brother or sister already in the nursery school/class or in the main school
4. Any remaining places are allocated to children living nearest the school as 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 Geographical Information System (GIS/ONE).

The distance measurement will be used as a tie-breaker within each criterion, where necessary.

## 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, residence 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 '**residence 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)

Where places cannot be offered the Nursery School/Classes will hold a waiting list up to the start of the Autumn Term. Children are placed on the waiting list according to the oversubscription criteria with no reference to the date of the application, 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). Those living closer to the school will receive higher priority.

If you do not get a place in your preferred nursery school or nursery class you cannot appeal against the decision. There is a complaints procedure, which is published in this booklet if you are not satisfied with the outcome of your application. 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 are required to be admitted to the school named in the statement. 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, residence 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 2014 will be given priority)
3. If places remain, priority is given to children with an older brother or sister attending the school in September 2014. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (6th Form)

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)

The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary.

### 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.

### 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.	<b>School B</b> The catchment area school	<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 does not qualify high enough under the oversubscription criteria and is not offered a place.	 The child qualifies for a place under the oversubscription criteria and would be allocated a place.	 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.	 The place is reallocated to the next child on the list.

## 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 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, residence 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 'residence 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 2014, 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.

### '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.

### 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, medical and social reasons).

### Parental Home Residence

When considering your application the Local Authority will use the parental home residence 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 form is **not** your child's normal address, you must provide a Residence Order issued by a court, if you wish that address to be considered. We 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**)

### Shared Parental Responsibility

Where a child lives with parents with shared responsibility each for part of the week the Local Authority will use the parental home residence of the Parent/Carer who receives the child benefit or who would have received it for the child/ren. Documentary evidence will be requested.

## 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 schools 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.

### 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 which names the school which is oversubscribed. Each school's published admission number is on **page 65** 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 24**), 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.

## The Parental Partnership and Choice Advice Service

This service provides advice and assistance to parents (including parents of vulnerable children and to those with special educational needs and disabilities) to enable them to make informed decisions and choices about their child's education including preferred choice of school. The Parental Partnership and Choice Advice Officer does not take decisions for parents and cannot guarantee a place at a particular school. **For more information, please contact the Families Information Service on telephone 0345 2000 108.**

## 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.

## 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. 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 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.**

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

## 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 Authorities 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 33** 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) 277 7428
Northumberland Local Authority	(01670) 623 562

## Returning your Application Form

It is your responsibility to make sure that your application form is received by the closing date. 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 East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.**

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

### 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 intention of taking up permanent residence there. 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 Local 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**.

**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 along with proof of your new address. We cannot reserve places for pupils moving into a catchment area. **Therefore if you have not exchanged contracts or have not signed a tenancy agreement (which must be 6 months or more and extends beyond the Autumn Term in 2014) we cannot use your new address to allocate a school place.** Any school place offered would be on the assumption that your child will still be living at this address in September 2014. We may ask for supporting documentation if necessary.

**You should note if you move into a particular schools catchment area and do not notify us by 10 January 2014 for Middle and High School applications and 3 March 2014 for First and Primary applications your new address will not be considered before the 'offer day'.**

### 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 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 2014.

### 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

The Admission Authority (even when it is the Governing Body) must admit a child with a statement of special educational needs that names the school whether they have places or not. This is not an oversubscription criterion. If your child has a statement of special educational needs you will still need to complete your application form to express your preference(s). Children with statements naming schools count towards the published admission number. The admission arrangements for children with a statement of special education needs are specifically excluded from the usual arrangements, including appeal arrangements; under section 424 (3)b of the Education Act 1996. The appeal in the case of a child with a statement 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 55**) 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 2009** and **31 August 2010** 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 will be applied to allocate school places (see page 10).

### How do I get an Application Form?

From **13 September 2013** 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 2014**. 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 East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY** by the deadline date **15 January 2014**.

**\*\*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.**

**\*\*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 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.

We provide the opportunity for all children to start schooling earlier where parents wish on the following basis: -

- children with fifth birthdays between 1st September and 31st December are offered places from the start of the Autumn Term.
- children with fifth birthdays between 1st January and 30th April are offered admission part-time from the beginning of the Autumn Term. (Staggered if necessary, up to half term) and full time from the beginning of the Spring Term.
- children with fifth birthdays between 1st May and 31st August are offered part-time places after the Autumn Half Term holiday and full-time from the start of the Spring Term.

Headteachers have some discretion to offer provision earlier in the Autumn Term. Please contact the Headteacher of your preferred school for details.

**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.**

### Deferred Entry to First and Primary School

Legally children do not have to be in full-time education until the term after their 5th birthday. Delaying your child's entry into school is called 'deferred entry'. You can request this in writing to the admission authority for the school. Further information is available on our website at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk).

## 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 **Wednesday 16 April 2014**. 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 telephoning 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 24**) you may be asked to provide us with proof of your address to confirm that you are residing within the schools catchment area. 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 Residence Order issued by a court, if you wish that address to be considered.**

### 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 proof of ownership or tenancy agreement will be required. **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 2014** 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 2014** 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 **3 March 2014** 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 **16 April 2014**. However, parents will receive an offer of a school place on 16 April at their catchment area school if a vacancy exists or at the nearest appropriate school measured by straight line distance.

**You are much less likely to be offered a place at one of your preferred schools if you apply 'Late'.**

## No Application Received

If you do not complete an application form on **16 April 2014** 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.

## 16 April 2014 – '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 Wednesday 16 April 2014 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 18 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 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 2014**. 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 **16 April 2014** 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 Wednesday 30 April 2014

It is important that you return your acceptance slip by the deadline date **30 April 2014**. **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 16 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 East, 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 Wednesday 30 April 2014.**

## 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. Waiting lists are established after 16 April 2014. 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 will 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.

**19 December 2014**; 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.

### 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 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 Residence Order issued by a court, if you wish this address to be considered. 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 in 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 2004 to 31 August 2005** 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 2002 to 31 August 2003** 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 2000 to 31 August 2001** 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 **13 September 2013** 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 **31 October 2013**. 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 **13 September 2013 to 31 October 2013** and it is your responsibility to ensure that your application form is received on time. 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 East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY** by the deadline date **31 October 2013**.

**\*\*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.**

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

## 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' Friday 28 February 2014**. You can download a full copy of our Co-ordinated Admission Scheme on our website at **www.northtyneside.gov.uk** or a copy can be sent out to you by telephoning 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 24**) you may be asked to provide us with proof of your address to confirm that you are residing within the schools catchment area. 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 Residence Order issued by a court, if you wish that address to be considered.

### 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 proof of ownership or tenancy agreement will be required. 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 **31 October 2013** 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 **31 October 2013** 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 **10 January 2014** 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 **28 February 2014**. However, parents will receive an offer of a school place on 28 February at their catchment area school if a vacancy exists or at the nearest appropriate school measured by straight line distance.

**You are much less likely to be offered a place at one of your preferred schools if you apply 'Late'.**

## No Application Received

If you do not complete an application form on **28 February 2014** 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.

## 28 February 2014 –'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 Friday **28 February 2014** 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 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 2014. 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 **28 February 2014** 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 Monday 14 March 2014

It is important that you return your acceptance slip by the deadline date **14 March 2014**. 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 28 February 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 East, 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 14 March 2014.**

## 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. Waiting lists are established after **28 February 2014**. 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 will 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. **19 December 2014**; 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.

### 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 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 Residence Order issued by a court, if you wish this address to be considered. 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 in 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.

## Date and times of open evenings

SCHOOL	DATE	TIME
Marden Bridge Middle	Monday 30 September 2013	6 – 8pm
Monkseaton Middle	Wednesday 2 October	6 – 8pm
Valley Gardens Middle	Tuesday 1 October 2013	6 – 8pm
Wellfield Middle	Thursday 3 October 2013	6 – 8pm
Burnside Business Enterprise College	Thursday 10 October 2013	Contact school direct
Churchill Community College	Tuesday 17 September 2013	6 – 8pm
George Stephenson High	Thursday 26 September 2013	5pm – 8pm
John Spence Community High	Thursday 3 October 2013	Contact school direct
Longbenton Community College	Tuesday 24 September 2013	6.30pm
Marden High	Wednesday 25 September 2013	6pm
Monkseaton High	Wednesday 9 October 2013	6pm – 8pm
Norham High	Tuesday 24 September 2013	5pm – 6.30pm
Seaton Burn Community College	Tuesday 17 September 2013	2pm – 6pm
Whitley Bay High	Tuesday 8 October 2013	6- -8pm
St Thomas More RC Academy	Tuesday, 10 September and Thursday, 12 September for Catholic Partnership Schools and Monday, 16 September for parents who have expressed an interest.	Tour of the school 6.00pm (optional) actual meeting 7.00pm

## 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 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
- the child would have been offered a place if the admission arrangements had been properly implemented;
- the child would have been offered a place if the arrangements had not been contrary to the mandatory provisions in the School Admissions Code and the Schools Standards and Framework Act 1998; and/or
- 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/)**

**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.**

### 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 2012

### Community First Schools (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Appletree Gardens	60	41	17	18	22	98	41	1	3	8	53	0	2	0	27	8	16	3.362 miles	0
Coquet Park	30	30	82	34	0	146	27	3	0	0	30	0	1	0	15	5	9	0.851 miles	5
Langley	60	59	44	22	2	127	57	3	0	0	60	0	0	1	42	4	13	1.742 miles	5
Marine Park	75	91	57	46	2	196	86	3	0	1	*90	0	2	0	64	15	9	1.394 miles	5
Southridge	60	65	51	26	1	143	60	0	0	0	60	0	0	2	32	8	18	1.685 miles	6
South Wellfield	60	51	34	29	1	115	51	5	4	0	60	0	1	1	22	9	27	3.422 miles	0
Whitley Lodge	45	53	32	36	0	121	45	0	0	0	45	0	0	0	40	4	1	0.330 miles	8

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 authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Coquet Park First	3	0	2	1	0	1	30
Langley First	1	0	0	1	0	1	60
Marine Park First	1	To be heard in September	To be heard in September	To be heard in September	To be heard in September	To be heard in September	90
Whitley Lodge First	1	0	0	1	0	1	45

### Learning Trust - First School (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Rockcliffe First	41	54	18	25	2	99	51	1	0	2	*54	0	0	0	37	5	12	3.004 miles	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.

### Academy (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Grasmere	30	10	9	7	4	30	10	0	0	3	13	0	0	0	5	3	5	1.706 miles	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 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Backworth Park	30	11	7	6	3	27	10	1	1	0	12	0	0	0	9	1	2	2.509 miles	0
Bailey Green	60	56	38	21	6	121	55	4	1	0	60	0	0	0	9	18	33	2.966 miles	1
Balliol	30	13	7	6	17	43	12	0	1	8	21	0	0	0	12	3	6	1.474 miles	0
Burradon Community	27	27	4	3	0	34	27	1	0	0	28*	0	0	0	20	3	5	1.136 miles	0
Collingwood	60	38	22	23	20	103	39	1	1	10	51	0	1	0	33	4	13	1.783 miles	0
Cullercoats	60	55	60	35	5	155	52	8	0	1	61***	0	1	0	27	20	13	1.335 miles	9
Denbigh Community	60	43	18	15	11	87	43	2	0	6	51	0	1	0	26	9	15	7.469 miles	0
Holystone	60	74	26	17	1	118	58	2	0	0	60	0	0	0	55	4	1	0.504 miles	12
Ivy Road	30	27	6	9	4	46	26	0	0	2	28	0	0	0	13	6	9	2.652 miles	0
King Edward	60	50	36	22	4	112	45	11	3	1	60	0	0	0	33	8	19	2.716 miles	2
New York	44	41	10	10	3	64	40	2	0	1	43	0	0	0	34	4	5	1.250 miles	0
Percy Main	30	28	6	7	1	42	28	0	1	0	29	0	0	0	18	4	7	1.943 miles	0
Preston Grange	30	34	23	17	1	75	28	1	1	0	30	0	0	0	12	7	11	0.953 miles	6
**Priory	60	109	63	26	4	202	60	0	0	0	60	0	0	0	57	3	0	0	29
Richardson Dees	30	27	35	11	2	75	26	3	0	1	30	0	1	1	24	4	0	0	2
Riverside	30	37	16	14	0	67	29	1	0	0	30	0	1	0	4	10	15	0.550 miles	2
Shiremoor	60	45	23	6	10	84	45	5	0	4	54	0	0	0	44	4	6	1.282 miles	0
Spring Gardens	60	60	41	24	4	129	54	5	0	1	60	0	0	0	36	9	15	5.540 miles	7
Waterville	30	31	30	9	1	71	27	2	1	0	30	0	1	0	13	4	12	1.297 miles	3
Whitehouse	30	21	4	6	11	42	21	1	0	8	30	0	0	0	21	2	7	1.970 miles	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.

\*\* Priory Primary School will close on 31 July 2013 and amalgamate with The Kings School in Tynemouth to become Kings Priory School.

\*\*\* Includes an Excepted Pupil.

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Cullercoats Primary	1	0	0	1	0	1	60
Holystone Primary	1	0	0	1	0	1	60
Preston Grange Primary	2	0	1	1	0	1	30
Priory Primary	3	0	0	3	0	3	60
Richardson Dees Primary	2	0	2	0	0	0	30
Riverside Primary	1	1	0	0	0	0	30
Spring Gardens Primary	1	0	0	1	0	1	60
Waterville Primary	3	0	1	2	0	2	30

## Learning Trust - Primary Schools (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Amberley Community	60	68	44	20	0	132	60	1	0	0	61**	0	1	0	39	8	13	0.462 miles	6
Battle Hill Community	45	54	19	12	2	87	55	1	0	1	57*	0	0	0	30	10	17	1.717 miles	0
Benton Dene	60	72	26	20	0	118	59	1	0	0	60	1	4	0	28	9	18	0.870 miles	10
Carville	30	18	11	9	8	46	17	3	0	5	25	0	1	0	12	6	6	3.287 miles	0
Fordley	60	37	4	5	8	54	36	0	0	4	40	0	0	0	36	3	1	1.453 miles	0
Forest Hall	30	21	24	21	3	69	20	1	0	1	22	0	0	0	11	6	5	1.819 miles	0
Greenfields Community	55	33	16	8	9	66	36	3	0	5	44	0	0	0	23	3	18	4.321 miles	0
Hadrian Park	45	44	18	9	4	75	43	0	0	1	44	0	0	0	27	9	8	1.452 miles	0
Hazlewood Community	44	19	16	4	4	43	18	3	0	2	23	0	0	0	12	3	8	2.362 miles	0
Monkhouse	30	26	19	23	4	72	24	4	3	0	31**	0	0	0	18	5	8	1.608 miles	5
Redesdale	30	31	20	14	1	66	29	0	1	0	30	0	0	0	24	3	3	0.961 miles	0
Stephenson Memorial	60	54	24	12	9	99	52	4	0	4	60	0	1	0	37	3	19	1.876 miles	3
Wallsend Jubilee	60	41	22	21	3	87	39	2	1	0	42	0	1	0	20	10	11	1.138 miles	0
Western Community	60	67	21	18	4	110	58	2	0	0	60	1	0	2	35	10	12	0.606 miles	5
Westmoor	45	41	56	44	1	142	39	5	1	0	45	0	0	0	25	5	15	2.669 miles	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.

\*\* Includes an Excepted Pupil.

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Amberley Primary	2	0	1	1	0	1	60
Benton Dene Primary	6	0	2	4	0	4	60
Redesdale Primary	1	0	1	0	0	0	30
Western Primary	4	0	2	2	0	2	60

## Roman Catholic Primary School (numbers as at 17 July 2013)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria											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 RC VA	30	31	21	24	2	78	28	1	0	1	30	0	2	6	1	0	0	2	4	1	0	2	12	1
St Bernadette's RC VA	45	43	30	9	1	83	43	1	1	0	45	0	3	3	10	12	0	3	7	0	0	1	6	0
St Columba's RC VA	30	31	36	16	1	84	30	0	0	0	30	0	7	9	6	2	0	0	3	0	2	0	1	1
St Cuthbert's RC VA	30	35	28	16	1	80	29	0	1	0	30	0	3	7	2	2	0	4	6	1	0	5	0	3
St Joseph's RC VA	45	49	23	7	0	79	49	0	0	0	49**	1	5	3	0	0	1	1	9	0	0	15	14	0
St Mary's RC VA (North Shields)	30	39	32	13	0	84	30	0	0	0	30	0	7	8	6	9	0	0	0	0	0	0	0	13
St Mary's RC VA (Forest Hall)	30	19	25	18	2	64	19	4	0	2	25	0	4	8	0	0	0	0	1	0	0	4	8	0
St Stephen's RC VA	30	32	17	7	0	56	29	1	0	0	30	0	5	12	0	1	1	3	7	0	0	0	1	3
Star of the Sea RC VA	60	64	41	10	1	116	57	3	0	0	60	0	13	21	10	10	0	3	3	0	0	0	0	9

\* Sibling Link

\*\* With agreement of the Governors.

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
St Columba's RC VA	1	0	0	1	0	1	30
St Cuthbert's RC VA	2	0	0	2	0	2	30
St Joseph's RC VA	5	0	5	0	0	0	49
St Mary's RC VA (North Shields)	3	0	0	3	0	3	30
St Stephen's RC VA	3	0	1	2	0	2	30
Star of the Sea RC VA	4	1	0	3	0	3	60

## Church of England Primary Schools (numbers as at 17 July 2013)

School name	Number of Preferences						Number of Places Offered					Places offered under Criteria											Number Refused
	PAN	1st	2nd	3rd	Other	Total	1st	2nd	3rd	Other	Total	1	2	3	4	5	6	7*	8				
Christ Church C of E	30	24	16	5	9	54	24	3	0	3	30	1	0	10	0	1	0	0	18	2			
St Bartholomew's C of E	30	30	23	10	3	66	29	1	0	0	30	5	15	3	3	0	0	4	0	2			
Wallsend St Peter's C of E	30	35	7	11	2	55	29	1	0	0	30	1	1	2	10	8	0	8	0	2			

## Education Appeals

School name	Number of appeals lodged	Number of appeals withdrawn by parent	Number of appeals resolved by authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
St Bartholomew's C of E	3	0	1	2	0	2	30
Wallsend St Peter's C of E	3	0	0	3	0	3	30

## Community Middle School (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Valley Gardens	180	219	80	25	0	324	181	0	0	0	181	7	2	0	110	9	53	0.752 miles	16

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 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	9	1	3	5	1	4	181

## Learning Trust Middle Schools (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused
Marden Bridge	177	88	73	31	7	199	88	13	2	4	107	0	1	0	50	26	30	5.866 miles	0
Monkseaton	96	80	40	35	8	163	78	6	1	4	89	1	0	0	38	14	36	6.707 miles	0
Wellfield	60	57	58	13	4	132	54	11	0	0	65*	0	0	0	24	7	34	2.160 miles	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.

## Learning Trust High Schools (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused	
Burnside Business Enterprise College	260	175	63	15	12	265	172	1	0	5	178	1	1	0	93	34	49	2.641 miles	0	
Churchill Community College	190	117	49	14	6	186	117	0	0	3	120	0	0	0	100	8	12	2.352 miles	0	
George Stephenson	228	233	56	23	0	312	227	1	0	0	228	2	0	0	188	14	24	2.143 miles	0	
John Spence Community	177	170	122	22	7	321	169	0	0	5	174	3	2	0	95	25	49	4.288 miles	0	
Longbenton Community	180	120	91	8	12	231	114	5	0	4	123	1	2	0	81	18	21	3.088 miles	0	
Marden	181	175	63	20	1	259	175	0	0	1	176	3	1	0	92	24	56	3.932 miles	0	
Norham High	179	61	32	19	9	121	61	0	0	5	66	1	0	0	47	4	14	2.175 miles	0	
Seaton Burn College	169	75	16	7	6	104	72	0	0	3	75	0	1	0	52	16	6	4.556 miles	0	
Whitley Bay	350	409	57	5	0	471	352	0	0	0	352**	11	2	2	171	22	144	1.999 miles	23	

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 authority	Number of appeals heard by Appeals Panel	Number of appeals upheld	Number of appeals rejected	Total pupils to be admitted in September
Whitley Bay High	14	0	4	10	1	9	352

## Trust High School (numbers as at 17 July 2013)

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	Social/Medical	Catchment	Sibling	Distance	Distance of last applicant offered a place	Number refused	
Monkseaton	240	64	156	15	24	259	64	29	0	13	106	2	0	0	31	6	67	7.379 miles	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 2013)

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	2*	2	3*	3	4	5*	5	6*	6	8*	8	9*	9	Number Refused
St Thomas More RC	270	272	57	31	1	361	267	1	0	0	268	5	64	95	1	1	1	10	12	11	29	1	12	4	22	0

\* Sibling Link

## 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>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, 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	45	School has a nursery class
<b>Hazlewood Community Primary School</b> Canterbury Way, Wideopen, NE13 6JJ	44	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>Redesdale Primary School</b> Wiltshire Drive, Wallsend NE28 8TS	30	School has a nursery class
<b>Rockcliffe First School</b> Grafton Road, Whitley Bay, NE26 2NR	41	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

The North Tyneside Admissions Policy and Co-ordinated Admissions Scheme has been formally adopted by the Governing Bodies of the above Trust First and Primary 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 Published Admission Number (PAN) for each school is given in the table opposite.

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

**In determining admissions, priority will be given to those applications received by the deadline date.**

All First and Primary 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. Thereafter the following oversubscription criteria will apply.

## Oversubscription Criteria

1. Looked after children in the care of a local authority or children who were previously looked after and immediately after being looked after became subject to an adoption, residence 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 2014 will be given priority)
3. If places remain, priority is given to children with an older brother or sister attending the school in September 2014.
4. Any remaining places are allocated to children living nearest the school as 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 Geographical Information System (GIS/ONE).

The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary.

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

## 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**). 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 looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order in their oversubscription criteria.

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 '**residence 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 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 2014, 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 GIS/ONE system. Those living closer to the school will receive higher priority.

**'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 GIS/ONE system.

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.

**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.

**Late applications**

Applications received after the specified closing date will be classed as late and processed after all of the applications received on time

**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 you may request to place your child's name on the waiting list. Waiting lists will be held for one term in the academic year i.e. 19 December 2014 no list will be held after this date.

**Admission Policy  
Grasmere Academy**

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

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

The Published Admission Number (PAN) for the Academy is 30.

Where the Academy receives more applications than places available the following admission criteria are used to decide on admission

In determining admissions, priority will be given to those applications received by the deadline date.

Grasmere Academy operates 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. Thereafter the following oversubscription criteria will apply.

**Oversubscription Criteria**

1. Looked after children in the care of a local authority or children that were previously looked after but immediately after being looked after became subject to an adoption, residence 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 2014 will be given priority)
3. If places remain, priority is given to children with an older brother or sister attending the school in September 2014.
4. Any remaining places are allocated to children living nearest the school as 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 Geographical Information System (GIS/ONE)

The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary.



## 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**). 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 looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order in their oversubscription criteria.

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 '**residence 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

Grasmere Academy has a defined geographic area called a catchment area. You can see the 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 Grasmere Academy in September 2014, 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.

### 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 GIS/ONE system. Those living closer to the school will receive higher priority.

### '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 GIS/ONE system. 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.

### 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.

### Late applications

Applications received after the specified closing date will be classed as late and processed after all of the applications received on time.

### Waiting Lists

If your child has not been allocated a place at the Academy you may request to place your child's name on the waiting list. Waiting lists will be held for one term in the academic year i.e. 19 December 2014 no list will be held after this date.

## 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 on next page.

## 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, residence or special guardianship order (see definitions).

### Definitions

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 **residence 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 parent's 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 (i.e. As the crow flies, using the local authorities Geographical Information System (GIS/ONE). Distance will be 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).

## 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 a 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 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. Parents will be notified as to whether or not their child has been allocated a place on 16 April 2014.

## 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 2014. This arrangement follows consultation between the Governing Body, the Local Authority, and 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 of all children. We must give highest priority to **Looked after** children in the care of a local authority or children 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 St. Bartholomew's C of E Primary 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 of parents worshipping regularly and frequently at St. Bartholomew's Parish Church.
2. Children with a sibling at the school at the time when they would be admitted to the school.
3. Anglicans who worship regularly and frequently at other Churches and also live in St. Bartholomew's Parish.
4. Anglicans who worship regularly and frequently at other Churches.
5. Members of other Christian denominations who worship regularly and frequently at other Churches.
6. Children who have special medical needs or other special circumstances which is 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. Distance will be measured in a straight line from a central 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 GIS/ONE system with those living closer to the school receiving higher priority.

### Definitions

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 '**residence 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).

### Waiting List

Waiting lists are held by the Local Authority for all schools. The waiting list will be held in criteria order with no reference to the date the application was received. The list will be held for one term in the academic year no list will be held after this date.

### Notes

- Parents are asked to let the Head Teacher 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 1, 3, 4 and 5 they will be asked to provide appropriate evidence that they worship regularly and frequently, e.g. a letter from the incumbent. Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent / carer to attend.
- If applicants are seeking admission under criterion 6 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.
- 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.
- A map showing the parish boundaries can 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.**

It must be stressed that formal written applications for Reception admissions must be made on the form provided by the Local Authority and returned 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 2014**. This arrangement follows consultation between the Governing Body, the LA, all other schools in the area and all other Admission Authorities in the area.

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)(see definitions). 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).

## 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 will 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 **residence 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 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 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> Conniston 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
<b>St. Stephen's RCVA Primary</b> Bardsey Place, Longbenton, Newcastle Upon Tyne, NE12 8NU Tel 0191 200 7425	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 9KG Tel 0191 200 8728	60	St. Edward's, Whitley Bay The Immaculate Heart of Mary, Whitley Bay 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 attached 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 (if a school does not have a nursery this does not apply) 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 a Statement of Special Educational Need which names our school will be admitted to the school.

### 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 2014)**

1. Catholic Looked After Children or children who were previously looked after but immediately after being Looked After became subject to an adoption, residence 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, residence or special guardianship order.
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
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 **residence 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. Churches Together in England

See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership. 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; or suitable equivalent. Lack of such evidence, even after prompting, will result in a reclassification 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; or suitable equivalent.

### 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 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) system with those living closer to the school receiving higher priority.

### 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 for one term in the academic year.

### Parish Boundaries

Please contact the individual school direct to view a map showing the parish boundaries for the school.

### 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 16 April 2014.



## 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	177	
<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>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

In determining admissions, priority will be given to those applications received by the deadline date.

All Learning Trust Middle and High 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. Thereafter the following oversubscription criteria will apply.

### Oversubscription Criteria

1. Looked after children in the care of a local authority or children who were previously looked after but immediately after being looked after became subject to an adoption, residence 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 2014 will be given priority)

3. If places remain, priority is given to children with an older brother or sister attending the school in September 2014. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (6th Form)
4. Any remaining places are allocated to children living nearest the school as 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 Geographical Information System (GIS/ONE)

The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary.

### 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**). 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 looked after by the local authority and immediately after that became subject to an adoption, residence 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 **'residence 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 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 2014, 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 GIS/ONE system. Those living closer to the school will receive higher priority.

#### '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 GIS/ONE system. 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.

#### Twins and Multiple Birth Children

Twins/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 list is one of a twin or other multiple birth they will be offered a place.

#### Late applications

Applications received after the specified closing date will be classed as late and processed after all of the applications received on time

#### 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 you may request to place your child's name on the waiting list. Waiting lists will be held for one term in the academic year i.e. 19 December 2014 no list will be held after this date.

## Admission Policy - Trust School Monkseaton High School

### 1. Aims

- to produce clear, objective and fair admission arrangements that do not disadvantage one student over another;
- to ensure a system where all parents feel they have the same opportunities to apply to the school;
- to enable parents' preference for this school to be met to the maximum extent possible;
- to provide information and guidance to governors, staff and parents about application to the school.

### 2. Principles underlying the Policy

#### (a) Consultation and Compliance

The Governors are aware of their responsibility to consult on their admission arrangements and will consult on:

- a. admission numbers for years in which it is planned to admit students;
- b. application procedures;
- c. oversubscription criteria to be used;
- d. any separate criteria for year 12;
- e. information about whether a waiting list will be maintained, and for how long after 1st September;
- f. information about how late applications can be made and will be handled.

The school will participate in the local co-ordinated admission scheme.

The school will comply with all statutory provisions, and will follow the guidance in The School Admissions Code (February 2012);

The school will comply with any agreements reached in the local admission forum.

However, the School remains the legal Admission Authority and has the power to admit students according to its admission policy, acting in accordance with the Code of Practice and any other guidance from the Secretary of State.

#### (b) Fair Access

It is the Governor's intention that the school will actively promote equity in the admissions process;

In conformity with the Code the school will give the highest priority to looked after children who are in the care of the local authority or provided with accommodation by the authority.

The school will co-operate with the local authority's Fair Access protocol for admitting students hard to place. We will also cooperate fully with arrangements regarding Managed Move students.

#### (c) School Uniform

The school will have regard to the Department for Education (DFE) guidance on school uniform.

The Governing Body aims to ensure that no family feels unable to apply for admission on account of uniform cost;

Further information on school uniform can be found in the school's brochure or on our website [www.monkseaton.org.uk](http://www.monkseaton.org.uk)

#### (d) School Visits and Other Activities

The school supports the educational value of school visits and encourages all students to participate in appropriate off-site activities.

The school will make it clear in the brochure that school visits, for which a parental contribution is required, are not compulsory.

Any voluntary contribution to school activities will not be mandatory, and it is the Governing Body's expectation that low income families will only contribute a small amount, or in some cases nothing at all.

The school will set out information to parents in the Charging and Remissions policy.

#### (e) School Transport

The school is obliged to indicate to parents whether school transport to and from school is provided, and if so what the cost will be. Parents must have the information at least six weeks before making an application.

The school will make known to parents that the Education Act 2006 extended the right to free home to school transport for low income families to one of the three nearest schools, where they are between 2 and 6 miles away.

#### (f) Extending Opportunity

It is the Governors' intention that extended activities with educational benefit, and supported study after school will be available to students from families on low incomes as well as other students.

#### Working in the Community

The school will work with local first and middle schools, and any other organisation working in deprived areas, to encourage applications from poorer families

**(g) Special Educational Needs**

The school will admit any student with a statement of special educational needs whose application names Monkseaton High School as the preferred choice.

Students who have been identified as having special educational needs but do not have a statement will be treated as fairly as other applicants.

**(h) Students with Disabilities**

Students with disabilities will not be treated less fairly than other students.

There are currently 10 places available for students at Monkseaton High School with a physical/medical disability. If the school is oversubscribed the needs of such applicants for a place will always be considered on a case-by-case basis.

The school will provide details of adjustments in place for disabled students, and the accessibility of the premises, facilities and curriculum for disabled students as outlined in the school's accessibility plan

**(i) Students with Challenging Behaviour**

The school will not refuse to admit a student on the basis of his/her behaviour, except where:

- (in accordance with the Code) a student has been excluded from two or more schools.

**(j) Year 12**

The admission number for new students in Year 12 (i.e. students joining Monkseaton in the September following Year 11) is 100. For some courses there are specific entry requirements (these are publicised in the school brochure). Any applications received after the closing date will be accepted but considered only after those received by the closing date.

**(k) Admissions Outside the Normal Age Range**

The school will consider each such application on its own merits.

**(l) Waiting List**

The Local Authority will maintain a waiting list on behalf of the school. This list will stay open until the end of the Autumn Term December 2014.

Students on the waiting list will be ranked in the same order as the published oversubscription criteria.

Where a place becomes available before admission appeals are heard the school will fill such a vacancy from the waiting list.

**3. The Schools Procedure****(a) Application Form**

A brochure and prospectus are available from the school; however the application form is available from the Access Team on telephone number: (0191) 643 8724 or online at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

Once completed the form should be returned to the address on the application in accordance with the timescales as stated in the Local Authority co-ordinated admission scheme.

Applicants should give reasons for choosing Monkseaton High School in the appropriate section of the application form. The school will not ask for any supplementary information except where such information has a direct bearing on decisions about acceptable oversubscription criteria (e.g. proof of residence) in accordance with the School Admission Code.

**(b) Oversubscription Criteria**

In the event of oversubscription the Governors aim to apply fair oversubscription criteria. Priority will be applied in the following order:

1. Looked after children in the care of a local authority or children who were previously looked after but immediately after being looked after became subject to an adoption, residence 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 2014 will be given priority).
3. If places remain, priority is given to children with an older brother or sister attending the school in September 2014. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (6th Form).
4. Any remaining places are allocated to children living nearest the school as 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.

### (c) Procedure for Applications

The admission number for Years 9, 10 and 11 is 240. This number will not be exceeded. The school will follow the procedures in accordance with the North Tyneside Coordinated Scheme. The school will use the common application form. North Tyneside LA will provide the school with a copy of the application form naming Monkseaton High School as 1st, 2nd or 3rd preference. By the date specified in the local scheme the school will provide the local authority with a list of all students who applied for places, showing each child ranked in their order of priority, and showing which criteria apply to which child. Parents who are unsuccessful in their application for a place at the school for their child will be informed in writing and reasons given. These reasons will relate to the specified admissions criteria. They will also be informed of their right to an independent appeal.

### (d) In Year applications

In accordance with the Admissions Code, all in-year applications will be co-ordinated by North Tyneside LA.

### (e) Withdrawal of Offers

The school will only withdraw any offers where lawful, and in compliance with the relevant paragraphs of the Code.

### (f) Independent Appeals

The school procedure with regard to appeals is in accordance with North Tyneside Local Authority:

1. A refusal letter will be sent from LA on the school's behalf
2. Any appeals will come to the school as the Admissions Authority
3. The school will organise an independent Appeals Panel to deal with all appeals.

### NOTES:

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

A '**residence 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).

Definition of sibling: a brother or sister; or adopted brother or sister or a step brother or sister living in the same household.

Clarification of 'registered student at the school': The sibling must be likely on the best evidence available to the school to be a registered student at Monkseaton School on the day the applicant student will join the school. If the registered student subsequently leaves the school between the time of the decision to admit the student was made and the date of his/her joining the school, this will have no effect on the decision to admit.

### Equal Opportunities

In implementing this policy full account will be taken of the school's equal opportunity policy.

## Admission Policy - Roman Catholic Academy 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 2014. 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. This consists of the parishes of **St Columba's, St Bernadette's, Our Lady and St Aidan's** in Wallsend, **St Joseph's and St Cuthbert's** in North Shields, **St Oswin's and St Mary's** in Tynemouth, **St Edward's** in Whitley Bay, **Immaculate Heart** in West Monkseaton, and **St Edmund's** in Backworth. These parishes support the following Primary schools - **St Columba's, St Bernadette's, Holy Cross, St Joseph's, St Cuthbert's, St Mary's** (Tynemouth) and **Star of the Sea**.

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

Children who have a statement of Special Educational Need which names our Academy will be admitted to the Academy.

### 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 (**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 (as recognised by Churches Together in England (**see Note 3**) 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 4).**
6. Other children who attend the Deanery primary schools listed.
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 (as recognised by Churches Together in England (**see Note 3**) and other faith traditions and do not attend the Deanery primary schools listed.  
**Membership to be confirmed by either a baptismal certificate or a letter from the Minister/Faith leader (see Note 4).**
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 5**), then those with social or medical needs (**see Note 6**) and finally distance from the Academy (**see Note 7**).

### 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 **residence 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 (section 14A Children Act 1989).
3. Churches Together in England (see [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership).
4. A baptismal certificate or letter from the relevant Minister/Faith Leader confirming baptism must be sent to the **Clerk of Governors c/o the Academy (address as above)**.
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. 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).**
7. 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/ONE) system.
8. Parents/carers have the right to appeal against admission decisions made by the Governing Body.
9. The Governing Body will arrange **meetings for parents/carers** at the Academy in September, in order to explain the admissions position and procedures, and to answer questions.
10. **We would ask you to fill in the application carefully, accurately, and as fully as possible.**
11. The deadline for application is **31 October 2013**.

## AIMS

A statement of our aims is given below. Governors and staff are committed to working together to make them a reality in the daily, working life of the Academy.

St Thomas More Roman Catholic Academy is a Catholic School, 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 children to grow into confident, open, resourceful young people with a sense of responsibility and of service.

## 6th Form Admission Policies

### 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 Yr 11 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.

### Admission Criteria

1. Year 11 students from Burnside Business and Enterprise College have an entitlement to entry into the Sixth Form if they meet the entry requirements. Previous pastoral record will be taken into consideration in individual cases. (See Post-16 policy doc. and Post-16 Prospectus.)
2. Students from other schools are invited to apply if they meet relevant entry requirements (see Post-16 policy doc. and Post-16 Prospectus.)
3. The anticipated capacity for Yr 12 annually is 120 (this takes into account both internal and external candidates.)

### 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 over-subscription, 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.

### General Entry Requirements

Detailed information regarding course specific entry requirements can be found in the Sixth Form Prospectus which should be consulted before making a formal application. This can be viewed on the College website. For all courses, students must meet subject specific entry requirements as outlined in our Prospectus.

### How and when to apply

Burnside Business and Enterprise College open Evening is to be held on Wednesday 27th November 2013. Applications must be made on the Sixth Form Application Form which can be obtained from the college. The Sixth Form Prospectus is also available for collection in electronic format or via the college website, which details the academic entry requirements for admission to individual courses. Completed forms must be returned to the College by Monday 24th February 2014. 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 Friday 29th August 2014 between 9.30am – 12.00pm.

### Late applications

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



## Churchill Community College

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 4 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 2013 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 front door of 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.

### 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.

- 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.

### Late Applications

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

### How and when to apply

All queries surrounding entry to Sixth Form should be directed to the school direct.

## George Stephenson High

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 Yr 12 in September 2014 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 Yr 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.

## Seaton Burn College

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 2012 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)
4. Other students who wish to attend the Sixth Form.

## Whitley Bay High

1. Any student who has a Statement of Special Educational Needs, which names the school, will be admitted to Yr.12.
2. All Yr.11 students from Whitley Bay High School have an entitlement to entry into the Sixth Form if they meet the entry requirements (see below and Sixth Form Prospectus).
3. Any student who is in the care of the Local Authority, where it is believed Whitley Bay High School Sixth Form is the most appropriate Post 16 option, will be admitted provided they meet the general and course specific entry requirements. (see below and Sixth Form Prospectus).
4. Students from other schools are invited to apply to the Sixth Form if they meet the entry requirements (see below and the Sixth Form Prospectus). The minimum planned admission number (PAN) for admissions to Yr.12 from students from other schools is 50.
5. The anticipated capacity of Yr.12 is 350 (this includes both students from Whitley Bay High School and other schools)
6. Late applications will be considered, however, no applications will be considered four weeks after the start of the new academic year.

## Entry Requirements

Whitley Bay High School Sixth Form provision is made up of A Level courses only and we therefore apply the following entry requirements.

1. Students must achieve a minimum of 5 A\* - C grades in separate subjects (see additional notes) at GCSE level.
2. All subjects have specific entry requirements that students must achieve to start the course.

## Oversubscription Criteria

After the above admissions criteria has been applied and after children in care have been given priority, in the rare event that there are more applications than places available, the students average GCSE point score will then be considered. Those students with the highest average GCSE point score will be admitted.

## Additional Notes

**Separate subjects** – Double Award Science will be classed as two separate GCSE subjects. English Language and English Literature will also be classed as two separate GCSE subjects. All other subjects, however, will be classed as a single GCSE even if they carry more than one grade. For example, Level 2 courses in ICT, Health and Social Care, Engineering, Business, Media etc will be classed as a single subject irrespective of the number of GCSE grades they carry.

## St Thomas More RC Academy

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 2014 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 other Christian Churches as recognised by Churches Together in England (see additional notes).
7. Students who are members of other faith traditions (see additional notes).
8. 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** – this consists of the parishes of St. Columba's, St. Bernadette's, Our Lady and St. Aidan's in Wallsend, St. Joseph's and St. Cuthbert's in North Shields, St. Oswin and St. Mary's in Tynemouth, St. Edward's in Whitley Bay, Immaculate Heart in West Monkseaton and St. Edmund's in Backworth.
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 **residence 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 (section 14A Children Act 1989).
4. **Members of other Christian Churches or other faith traditions** – a letter from the relevant Minister/Faith Leader must be sent to the Clerk of Governors c/o the Academy.

Churches Together in England  
(see [www.churches-together.org.uk](http://www.churches-together.org.uk)  
for further details on membership).

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/ONE).

### 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.
- There are also available a small number of Level 2 courses.

### 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 **14 March 2014**.

A provisional offer of a place, subject to confirmation of meeting the required academic entry requirements, will be made by **4 April 2014**.

### Late Applications

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

## 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 or the Access Team on telephone number **0191 643 8724**. This application **must** only be completed by North Tyneside residents. 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.** You may express up to three preferences and may include schools in other areas. If your preferences are for schools other than North Tyneside we will contact the appropriate admission authority of that school to enable a decision to be made on your application. If there are places available the start date may not be immediate and would normally be at the beginning of a half term. If the year group is full, the admission authority will write to you and inform you of your right to appeal to the Independent Appeals Panel.

### 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 Children, Young People and Learning Directorate Education Placement and Welfare Service on (0191) 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. This does not apply to children with a Statement of Special Educational Needs; children who were below compulsory school age when excluded, children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do so.

#### 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.

### Education Placement and Welfare Service

North Tyneside's Education Placement and Welfare Service promotes the importance of regular school attendance for all children of compulsory school age. In addition, the Service provides a wide range of help and advice to both parents and schools concerning attendance and absence from school.

As a parent, or someone with parental responsibility for a child, you are legally responsible to ensure your child receives a suitable full time education and for most children this is by attending school regularly.

A child should only ever be absent when s/he is so authorised by the Headteacher. Failure to ensure your child's attendance can leave you liable to the Authority issuing a Penalty Notice or taking court action against you. If you are worried about your child's attendance speak to your child's school and mention this article to them. There are a number of services and teams of specialists who work in partnership with schools to help with problems of attendance, learning, behaviour, and emotional or general development. The Education Placement and Welfare Service is also responsible for issuing work permits to employers who employ school age children and the service issues licences for children involved in entertainment whilst overseeing the appointment and training of chaperones for such children.

**Contact telephone number (0191) 643 8399 (Helpline 0191 643 8392) at: The Meadowell Centre Avon Avenue North Shields, Tyne and Wear, NE29 7QT.**

### Public Examinations

It is the policy of the Council to provide appropriate opportunities for pupils to be entered for public examinations. Parents will need to discuss particular arrangements with the school.

#### If you have concerns regarding with 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 Leaving Date (Year 11 pupils)

The school leaving date for year 11 pupils is the last Friday in June and for 2014 it will be 27 June. Young People will not be able to leave school before that date even if they are already 16 years old.

### Ethnic and Minority and Traveller Achievement Service (EMTAS)

North Tyneside EMTAS aims to enable children whose home language is not English to have access to the whole curriculum and the social opportunities offered by their schools.

- English as an additional language support from experienced specialist teachers and support staff
- Bilingual assistants support home languages Bengali/Sylheti, Cantonese, Punjabi and Urdu
- Monitoring and Assessment of Ethnic Minority Pupils
- Comprehensive database on Additional Language Learners
- Advice to mainstream staff on curriculum, language and cultural issues
- Liaison with other LA Services and Officers, Health and Children's Services and other agencies
- Facilitating the admission of new arrivals, asylum-seeker and refugee children to school
- Liaison with other EMTAS services to address local and national issues
- Planning with mainstream colleagues in order to deliver effective provision
- Supporting schools in implementing National Strategy initiatives and guidance on appropriate provision for EM/EAL pupils
- Supporting schools and other agencies in appropriate assessment and grouping of EM/EAL pupils
- Training around issues related to EM/EAL pupils

For further information please telephone (0191) 643 8502/8556

## 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 & Fair Access 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



## Tyne and Wear Independent Travel Programme for Young People in Education

The programme offers bespoke travel training in Schools, Colleges and on a 1-1 basis to all students aged 16-19 in education and training.

They are trained in a life skill in preparation for an independent future.

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.

The team work in schools during curriculum time and train in home 2 school, home 2 College and vice versa. Supplementary training can also take place during holiday periods.

**For further information and details contact:**

**Marie Rooney Tel: (0191) 643 8752**

**Email: [marie.rooney@northtyneside.gov.uk](mailto:marie.rooney@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 Children, Young People and Learning Directorate.

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 Children, Young People and Learning Directorate on telephone number (0191) 643 8726.**

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

## Schools Go Smarter Programme in North Tyneside

Many parents now take their children to and from secondary school by car because of factors such as to reduce safety concerns, time savings, or simply because it is what they have become used to.

North Tyneside Council would like to advise parents who have a son or daughter about to move into their first year at secondary school that there are other options available to them. These opportunities have potential benefits such as cost savings, a less stressful commute to work for parents, enhanced health of the child, and improved confidence in making the independent journey to and from school.

To promote these other travel to school choices, the Council has encouraged many of the borough's primary and secondary schools to participate in the Schools Go Smarter Programme which is being delivered across the five local authority areas in Tyne and Wear.

The Schools Go Smarter Programme runs until March 2015 and aims to encourage families to leave their car at home when travelling to and from school and to choose walking, cycling or public transport instead.

It is an integrated programme of walking, cycling, and public transport related activities which will reduce congestion, improve travel-to-work times, and increase use of public transport.

Schools are being supported by officers from the Council, Nexus (the Passenger Transport Executive for Tyne and Wear), the walking charity Living Streets, and the cycling charity Sustrans. Activities being delivered include:

- School assemblies and pupil led campaigns outlining the benefits of walking to school, barriers, and how they might be overcome.
- Bikeability and safety training and bike maintenance.
- Organised walking and cycling trips for pupils and also for families outside of the school day.
- A class based journey by bus for year 6 pupils from their primary school to the feeder secondary school so they get practical experience in travelling by bus.

**To find out more about activities taking place at the secondary school your child is likely to be attending please contact North Tyneside's Sustainable Transport Officer on (0191) 643 6125 or [paul.adams@northtyneside.gov.uk](mailto:paul.adams@northtyneside.gov.uk).**

If you would like to know more about Schools Go Smarter in general please visit [www.gosmarter.co.uk](http://www.gosmarter.co.uk)

## School Meals

School lunch is available in all schools. A multi-choice menu, including a vegetarian choice is available every day, allowing a child to choose a nutritious two-course meal in all first, primary and middle schools. All menus are nutritionally analysed to ensure they meet the government standards for school food. High schools and community colleges have a cafeteria service. The cost of a two-course school lunch in first, primary and middle schools is £2.00. There is always a two-course meal available for £2.00 in all High schools and community colleges in addition to the full cafeteria service. Parents should inform Headteachers of any special dietary requirements. Bespoke menus can be developed for children with medically prescribed diets following discussions with parents.

## Free School Lunch Entitlement

Children whose parents receive the following support payments are entitled to receive a free school lunch:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance
- Child Tax Credit provided they are NOT entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- The guaranteed element of State Pension Credit
- In receipt of Universal Credit
- Children who receive Income Support or Income Based Job Seekers Allowance in their own right qualify as well

**You can apply for Free School Meals on telephone number:(0191) 643 2288. Children can only receive a free school meal once it is approved.**

## Special Educational Needs

Provision to meet children's needs North Tyneside has a wide range of provision for children who have special educational needs. The majority of children have their special educational needs met in local mainstream schools and receive help through their school's own special educational needs resources. The LA has a range of support services, which schools can call upon for advice

and support. These resourced provisions are attached to mainstream schools and support children through specialist staff and facilities. It is not necessary to have a statement of Special Educational Needs in order to access these provisions. For those children whose needs are more severe, there are also a number of special schools providing a range of specialist support and facilities. It is necessary to have a statement of Special Educational Needs in order to access these provisions.

## How Children's needs are identified and met

Many children will experience difficulties at different times but for some these difficulties will continue throughout their school career. There is a National Special Educational Needs Code of Practice (2001) which all schools must follow when a child is experiencing difficulties in making progress at school.

## Portage Service

The Portage and LEAPS Service is offered to children with special needs who are living in the borough of North Tyneside. It is based at Beacon Hill School. The Service is also represented on the Special Needs Team (a multi-disciplinary team which works with pre-school children who have additional support needs and their parents and carers) it is staffed by one full time teacher, with a team of Portage Home Visitors. The Portage Service is registered with the National Portage Association (NPA). **The Service Offers** specialist teaching to children by supporting parents or carers in promoting their child's early learning and development through play.

## Provision includes

- Home visits usually one per week to two weeks working with parents to assess child's current development, then jointly to plan, demonstrate and review appropriate play activities.
- Support to parents when considering their child's future education options
- Assessment and written report on nursery/school entry
- Multi-disciplinary liaison to ensure a co-ordinated response to a child's identified needs
- Advice and support to staff in any pre-school setting that a child may attend
- Informal play sessions at Linskill Toy Library held fortnightly

North Tyneside promotes a positive partnership between parents, schools, the LA and other agencies to ensure effective identification, assessment and provision for pupils with special educational needs. If a child's special educational needs are significant, following a discussion with parents and the child's school the LA may feel it appropriate to carry out a formal assessment. The LA would inform parents about this in writing. The

assessment would take account of the child's educational, medical, social and other needs before determining whether or not to issue a Statement of special educational needs for the child. Within North Tyneside support is provided for a number of young people without the need for a Statement of special educational need. Schools have funding delegated to them for in school support. Pupils can also access additionally resourced provisions within a mainstream school without a statement of special educational need. These include provision for those with moderate learning difficulties, physical needs, language and communication difficulties and behavioural, emotional and social difficulties. Where the LA recommends school placement other than the child's local school, then we will usually provide transport to and from the school. **Details of eligibility for Home to School/College Transport are detailed in the Council's Home to School/College Transport Policy, copies of which can be obtained from the Access Team on telephone number (0191) 643 8726.**

### **Statutory Assessment and Review Service**

#### **What we are and what we do:**

- Carry out the administration of 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.
- Issue outcomes of the statutory assessment and AEN process.
- Monitor and revise Statements of special educational need and other placements through an annual review process.
- Secure appropriate provision, placement and support for pupils with statements of special educational need 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.

- 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 Action Plus as outlined in the Special Educational Needs Code of Practice (2001)
- 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. We can be contacted on **(0191) 643 8685 or 8684.**

### **Advice and Support for Parents**

North Tyneside's Parent Partnership Service offers impartial support to parents of children with special educational needs. The service can provide independent parental supporters who are able to offer support to parents on an individual basis. All LA's have a statutory duty to provide Parent Partnership Services and to provide a disagreement resolution service. **For more information contact: The Families Information Service on telephone number 0345 2000 108.**

### **Educational Psychology Service**

North Tyneside Educational Psychology Service is committed to the application of psychological theory and practice to empower schools, families and individuals to build on strengths and facilitate positive and lasting changes, which lead to improved outcomes for our children and young people. In North Tyneside, Educational Psychologists seek to listen to and understand children and young people within the context of their families, schools and communities and are skilled in exploring how children and young people think, develop and learn. Intervention reflects evidence-based practices and research findings to promote and support emotional well being, educational development, learning outcomes and life chances for children and young people up to the age of 25 years.

There are 5 key elements to Educational Psychology provision: assessment, intervention, consultation, training and research. Support can be targeted for individual, group or whole school intervention in accordance with the prioritised needs of service users. All schools and localities are allocated a dedicated qualified Lead Educational Psychologist to co-ordinate referral requests and advise upon recommended strategies and methods of intervention.

### Who we are:

The Educational Psychology Service comprises a team of qualified Educational Psychologists managed by a Principal Educational Psychologist. All are graduates and qualified teachers with additional post graduate qualifications, expertise and Health Professions Council registration. The Service also contributes to the development and training of Year 2 and 3 graduate Doctoral Trainee students of Applied Educational Psychology.

### Referral route:

Referrals and requests for Educational Psychology Service involvement requires initial consultation and agreement with nominated school representatives and must include formal parental consent. The Educational Psychology Service now operates a system for delivering provision through commissioning arrangements. A Core Offer exists for all schools which incorporates all statutory duties relating to formal assessment processes. Additional intervention and resources can be commissioned by schools and other service users to for identified individual, group or whole school needs.

### The Educational Psychology Service currently delivers the following provision:

- Submission of Psychological Advice as part of the Statutory Assessment of Special Educational Needs process under the terms and conditions of the 1996 Education Act.
- Monitoring and review of arrangements for children and young people with Statements of Special Educational Needs.
- Expert Special Educational Needs knowledge and guidance
- Witness support for Tribunals.
- Response to Critical Incident event requests within 24 hours of reported concern.
- Assessment for those requiring access to special examination arrangements.
- Promotion of integrated and collaborative working with multi-agency professionals and school staff, which place the young person and their family at the centre of all decision making, planning and review processes.

- Delivery of approaches to assessment and intervention, which fully engage the family and value the voice of the child and the parent/carer.
- Application of assessment which seeks to explore an individual's belief systems, competencies, strengths and difficulties.
- Delivery of an extensive range of training programmes aimed at developing skilled capacity within families and schools. All training draws upon recent research findings, evidence based practice and examples of good practice.
- Guidance pertaining to specialist teaching approaches, strategies for differentiation and learning support resources.
- Dedicated weekly 'Advice Line' for parents and professionals.
- Delivery of workshops for parents on a variety of themes including child development, learning, behaviour, social and emotional development.
- Commitment to research, evaluation and strategic development work relating to targets and objectives identified in the North Tyneside Children and Young People's Plan.
- Maintenance of a close working relationship with Newcastle University to ensure high national standards in Educational Psychologist practice to reflect current research principles.
- Promotion of evidence-based early intervention programmes for children and parents.
- A range of therapeutic techniques and approaches for working with children and young people individually, to support challenge and bring about positive changes and improved life chances.

### For further information please contact:

Educational Psychology Service  
Riverside Children's Centre  
Minton Lane  
North Shields  
NE29 6DQ

Tel: (0191) 643 8739 or (0191) 643 8740

Email: [educational.psychology@northtyneside.gov.uk](mailto:educational.psychology@northtyneside.gov.uk)

### Service hours:

Monday to Thursday, 8.30am – 4.30pm

Friday, 8.30am – 4.00pm

### Advice Line hours:

Tuesday, 1.30pm – 4.00pm

Friday, 9.00am – 12 noon

## Learning Support Services - Service Structure

Learning Support Services are provided from special schools as well as centrally held services. Provision from Special schools. A number of special schools have been commissioned to provide learning support services on behalf of the local authority. The following services are managed and delivered by special schools:

Service/Team	Contact	Telephone Number
Language and Communication Team	Benton Dene School	(0191) 643 2730
Dene Communication Centre (Pre-school Language & Communication Resource Base)	Benton Dene School	(0191) 643 2730
Dyslexia Team	Southlands School	(0191) 200 1012
Moving on Vocational Support	Southlands School	(0191) 200 6348
Portage (Pre-school home teaching service)	Beacon Hill School	(0191) 643 3000
Local Early Years Action Plus Support (LEAPS)	Beacon Hill School	(0191) 643 3000
Motor Skills Co-ordinator Outreach	Woodlawn School	(0191) 200 8729
Sensory Service: Visual Difficulties Team Hearing Difficulties Team	Beacon Hill School	(0191) 643 3000
Deaf Support Centre	Marden High School	(0191) 200 6357
Provision from Central Services Teacher for Transient Children	Wallsend Health Centre The Green, Wallsend	(0191) 643 8853

## Contribution of the Services to Raising Standards and Increasing Inclusion

All teams within the service provide a range of support, key areas of which are outlined below:

- (i) Supporting schools and early years settings to develop their SEN policies, practices and provision in order to raise pupil achievement and increase levels of effective inclusion.
- (ii) Contributing towards the identification and assessment of the needs of children and young people, including the statutory assessment and review process.
- (iii) Provision of advice and guidance regarding intervention and support programmes for early years settings, schools, post-16 providers and parents/carers.
- (iv) Provision of specialist teaching programmes for identified children and young people.
- (v) Development of resources to support teaching programmes and curriculum access.
- (vi) Provision of specialist training and staff development programmes for early years settings, schools, post-16 providers and parents/carers.
- (vii) Monitoring pupil progress and the quality and effectiveness of provision for identified children and young people with SEN and/or disabilities.
- (viii) Identifying and disseminating good practice in the field of SEN and disabilities.
- (ix) Working in partnership with other professionals and a range of services in order to provide a co-ordinated response to identified need.

### Referral Criteria

Referrals may be made by the following: Schools, Early Years providers, Health, Social Services and Voluntary Agencies.

### Eligibility Criteria

Children and young people must be identified as having special educational needs within the framework of the SEN Code of Practice

### Children's Disability Team

The Children's Disability Team provide assessment and support services for Disabled Children (aged 0 -18 years) and their families to meet each child's developmental needs and aspirations to ensure inclusion and opportunity. The service also provides short breaks for parents, carers and siblings.

**Tel: (0191) 643 4151.**

### Early Support Service

North Tyneside Early Support aims to provide information about the national Early Support initiative; a range of materials and resources for the families of children with disabilities (0-5 years) and the professionals that work to support them; a range of Early Support training for parents and professionals aimed at improving and co-coordinating service delivery; and to assist in the development of a model of key working for the families of children (0-5) with complex disabilities and/or complex health needs.

### Transition Support

In North Tyneside Transition Planning for young people with additional needs takes place using a coordinated multi-agency approach that extends far more widely than the school and family. The outcomes for Transition Planning for young people with a Statement of Educational Needs, on School Action or School Action Plus and/or with significant health needs that we will strive to achieve, will be:

- For all young disabled people to leave school with a clear person centred plan of what they want to do next.
- For the young person to have autonomy, increased independence, active participation in their community and access to adult focussed opportunities to include further education, training, employment, leisure, housing, friendships, relationships etc.
- For those eligible for Adult Social Care, services are agreed, including those provided through Personal Budgets, and in place when the young person stops receiving support from children's services.

### Disability Services – Family Based Short Break Care Service

Provide planned short breaks for disabled children (aged up to 18) with foster carers. Referral to the service must first be made through the First Call Service.

### Disability Services – Addison Street Short Break Unit

Provides short breaks for children/young people aged between 8 - 18 years, who have a physical and/or learning disability. Support is offered to the child and family by providing regular short breaks ranging from 2 nights up to 14 nights. Referral to the service must be through the First Call Service.

### Disability Services – Heathfield Mews

2 place short break and 4 place long stay unit provides both short breaks and longer term placements for children/young people aged between 7 - 18 years, who have complex disabilities and challenging behaviours.

Support is offered to the child and family by providing regular short breaks ranging from 2 nights up to 14 nights, or longer term placements when required. Referral to the service must be through the First Call Service.

### Primary Resource and Outreach Service (PRO)

The Primary Resource and Outreach Service (PRO) is a multi-disciplinary team that works with schools, parents and carers to support pupils between the ages of 3 and 13 years with emotional, social and/or behavioural difficulties. PRO is a local authority School Action Plus resource, engagement with which is a pre-requisite prior to considering referral for statutory assessment. PRO offers a telephone helpline and a 24 hour response to queries during term time, along with a parent contact/support service during holidays. Referral forms are available on request via the child's current school. **For further information telephone (0191) 643 8849.**

### Moorbridge

Moorbridge Pupil Referral Service is for pupils who require Education Otherwise than at School according to the Education Act 1993. Moorbridge Pupil Referral Service has a PRU for Key Stage 3 and Key Stage 4 and 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.

The service also provides outreach for Young Mothers who are on maternity leave from their educational establishment .

### At Key Stage 3

Moorbridge provides short term 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 Pupil Planning Panel

When it is appropriate these pupils will return to their mainstream school provision, transfer to another school or alternative provisions.

### 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.

### 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.

### Young Parents Outreach Service

This will be provided on a request basis this can be accessed by applying to the Pupil Planning Panel. The primary aim of the Young Parents Outreach Service is to prepare pupils for re-integration into an appropriate educational provision. The Outreach team will also prepare a programme of education and opportunities designed to prepare pupils for the transition to further education and, training, as well as the world of work and adult life. Staff in the outreach team recognises that each pupil's circumstances are different and every opportunity will be given to each pupil to fulfil their potential in all areas of their education and personal development as a student and as a young parent. **For further information contact telephone number: (0191) 643 6170.**

### Governor Services

Governing bodies are very important in the decision making process with regard to the progression of schools and the raising of standards of achievement for all pupils.

They are actively involved in the recruitment and selection of staff, overseeing the budget, the development of new buildings or resources such as information and communications technology, as well as much more. Governing bodies are working, often behind the scenes, to make sure that their schools are working to be the best they can be. They work closely with the Headteacher and staff and share with them their vision for the school. A support team exists to support governing bodies by offering advice and training as well as a professional Clerking Service.

### Clerking Service

North Tyneside Governor Services provides a central clerking service and offers advice and information on the statutory duties of governing bodies.

### Governor Training

School governors receive training from a number of specialists covering the variety of governors' responsibilities. Governor Services work with governing bodies and individual governors to identify and address their training needs in relation to the range of governor related issues.

### Governor Advice and Support

Governing bodies receive advice and support from Governor Services on statutory and non-statutory matters. If you would like to become a parent governor, contact the Headteacher at your child's school to see if there are any vacancies. If you are not eligible to become a parent governor you can still get involved. North Tyneside has vacancies for Authority, Community and Foundation governors in some schools. **For more information please contact Governor Services on telephone number (0191) 643 8715.** North Tyneside is committed to safeguarding children. Anyone interested in becoming a governor will be subject to appropriate checks, e.g. 'Disclosure and Barring Service'.

## School in North Tyneside

### Additional Resourced Centres

DfE	Name of Resource Centre	Address Telephone Number
N/A	Primary Resource Outreach Service	The Meadowell Centre, Avon Avenue, North Shields, Tyne & Wear; NE29 7QT. Tel: (0191) 643 8849
I 100	Moorbridge, Pupil Referral Unit	Earsdon Road, Shiremoor; NE27 0HJ. Tel: (0191) 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	Beacon Hill Mrs H M Jones	2 – 16  16 - 19	Beacon Hill School & Specialist College for Business & Enterprise, Rising Sun Cottages, Wallsend, Tyne & Wear; NE28 9JW. Tel: (0191) 643 3000  Tyne Metropolitan College. Queen Alexandra Road, North Shields, NE29 9BZ. Tel: (0191) 290 0704 www.beaconhill.n-tyneside.sch.uk	Severe Learning Difficulties/Profound and Multiple Learning Difficulties. Autism Spectrum Disorders Portage and LEAPS Service. Local Early Action Plus Support
7004	Benton Dene School Mrs A McAllister Williams	3 – 11	Benton Dene School, Hailsham Avenue, Longbenton, Newcastle, NE12 8FD. Tel: (0191) 643 2730 www.bentondeneschool.co.uk	Moderate Learning Difficulties/Autism Spectrum Disorders Language and Communication/Speech
7002	Southlands Mr D Erskine	11 – 16 or over	Beach Road, Tynemouth, North Shields, NE30 2QR. Tel: (0191) 200 6348  'Moving On' Contact: Mr D Ferguson Tel: (0191) 200 6348  Dyslexia Referral Team Contact: Mr G Draper Tel: (0191) 200 1012 www.southlandsschool.org.uk	Moderate Learning Difficulties including those with associated behavioural emotional and social difficulties. Dyslexia  Vocational Programme (14 – 16 MLD)
7007	Silverdale Mr P Gannon	7 - 16	Langdale Gardens, Wallsend, NE28 0HG. Tel: (0191) 200 5982 www.silverdaleschool.com	Behavioural Emotional and Social Difficulties
7001	Woodlawn Mr S Ripley	2 - 19	Drumoyne Gardens, Monkseaton, Whitley Bay, NE25 9DL. Tel: (0191) 643 2590 www.woodlawn.org.uk	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	Sir Jame Knott Nursery School & North Shields Children's Centre Mrs L A Colthart Executive Headteacher	3 – 5	River View, Tynemouth, North Shields, Tyne and Wear, NE30 4AG. Tel: (0191) 200 5438 www.sirjamesknottschool.co.uk	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	Coquet Park First* Mr M Lovell	The Links, Whitley Bay, Tyne and Wear, NE26 1TQ. Tel: (0191) 200 8708 www.coquetpark.ik.org	30	
2060	Langley First* Mr T Jones	Drumoyne Gardens, West Monkseaton, Whitley Bay, Tyne and Wear, NE25 9DL. Tel: (0191) 643 2026 www.langleyfirst.org.uk	60	Resourced Nursery Provision Physical Difficulties
2058	Marine Park First* Mr S Easton	Park Road, Whitley Bay, Tyne and Wear, NE26 1LT. Tel: (0191) 200 8723 www.marineparkfirst.co.uk	75	
2046	Southridge First* Mrs K Morris	Cranleigh Place, Beaumont Park Estate, Whitley Bay, Tyne and Wear, NE25 9UD. Tel: (0191) 200 8709	60	
2055	South Wellfield First* Ms J Gordon	Otterburn Avenue, South Wellfield, Whitley Bay, Tyne and Wear, NE25 9QL. Tel: (0191) 200 8809 www.southwellfieldfs.org.uk	60	
2074	Whitley Lodge First* Mrs F Lutman	Woodburn Drive, Whitley Bay, Tyne and Wear, NE26 3HW. Tel: (0191) 200 8781 www.whitleylodgeschool.org.uk	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	Appletree Gardens First* Mrs J Burrel	Appletree Gardens, Monkseaton, Whitley Bay, Tyne and Wear. NE25 8XS. Tel: (0191) 252 3546 www.appletreegardens.ik.org	60	
2041	Rockcliffe First* Mrs S Colpitts - Elliott	Grafton Road, Whitley Bay, Tyne and Wear, NE26 2NR. Tel: (0191) 200 8799 www.rockcliffeschool.org.uk	41	

**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	Amberley Community Primary* Mr A J Rigg	East Bailey, Killingworth, Newcastle Upon Tyne, NE12 6SQ. Tel: (0191) 200 8344	60	
2068	Battle Hill Community Primary* Mrs L Wells (Acting)	Berwick Drive, Battle Hill, Wallsend, NE28 9DH, Tyne and Wear. Tel: (0191) 200 7246 www.battlehillps.org.uk	45	
2078	Benton Dene Primary* Mrs J Forster	Hailsham Avenue, Longbenton, Newcastle Upon Tyne, NE12 8FD. Tel: (0191) 643 2730 www.bentondeneschool.org.uk	60	Communication Support Base
2086	Burradon Community Primary* Miss A Hunter	Burradon Road, Burradon, Cramlington, Northumberland, NE23 7NG. Tel: (0191) 200 8345	27	
2062	Carville Primary* Mrs P Richardson	The Avenue, Wallsend, Tyne and Wear, NE28 6AX. Tel: (0191) 200 7236	30	
2082	Denbigh Community Primary* Mrs L Guthrie	Denbigh Avenue, Wallsend, Tyne and Wear, NE28 ODS. Tel: (0191) 262 2509 www.denbighps.org.uk	60	
2085	Fordley Primary* Mrs C Withers (Acting)	Dudley Drive, Fordley, Cramlington, Northumberland, NE23 7AL. Tel: (0191) 200 8030 www.fordleyschool.com	60	

**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
2079	Forest Hall Primary* Ms C M Parker	Delaval Road, Forest Hall, Newcastle Upon Tyne, NE12 9BA. Tel: (0191) 200 8341 www.foresthallprimary.org.uk	30	
2083	Greenfields Community Primary* Mrs A Gravely & Mrs H Hardy (Acting)	Taylor Avenue, Wideopen, Newcastle Upon Tyne, NE13 6NB. Tel: (0191) 200 7919 www.greenfields.n-tyneside.sch.uk	55	
2087	Hadrian Park Primary* Mrs J Parker	Addington Drive, Wallsend, Tyne and Wear, NE28 9RT. Tel: (0191) 200 7257 www.hadrianparkprimary.org.uk	45	
2084	Hazlewood Community Primary* Mrs A Endean	Canterbury Way, Woodlands Park, Wideopen, Newcastle Upon Tyne, NE13 6JJ. Tel: (0191) 200 7911 www.hazlewoodprimary.org.uk	44	
2013	King Edward Primary* Mrs K Rickeard	Preston Avenue, North Shields, Tyne and Wear, NE30 2BD. Tel: (0191) 200 6337 www.kingedwardprimary.org.uk	60	
2022	Monkhouse Primary* Mrs L Baggett	Wallington Avenue, North Shields, Tyne and Wear, NE30 3SH. Tel: (0191) 200 6350 www.monkhouseprimary.org.uk	30	
2072	Redesdale Primary* Mrs A Nicholson	Wiltshire Drive, Wallsend, Tyne and Wear, NE28 8TS. Tel: (0191) 200 7326 www.redesdale.co.uk	30	
2070	Stephenson Memorial Primary* Mrs E Overton	Martin Road, Wallsend, Tyne and Wear, NE28 OAG. Tel: (0191) 200 7365 www.stephensonmemorial.org.uk	60	
2065	Wallsend Jubilee Primary* Mrs A Thornton	Mullen Road, Wallsend, Tyne and Wear, NE28 9HA. Tel: (0191) 200 7249 www.wallsendjubileeps.org.uk	60	Moderate Learning Difficulties
2088	Western Community Primary* Mrs C Brown	Rutland Road, Wallsend, Tyne and Wear, NE28 8QL. Tel: (0191) 200 7250 www.westernprimaryschool.ik.org	60	
2037	Westmoor Primary* Mrs S Trundley	Southgate, Killingworth, Newcastle Upon Tyne, NE12 6SA. Tel: (0191) 200 8353 www.westmoorprimary.org.uk	45	

**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	Grasmere Academy* Mrs L Clelland	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	Backworth Park Primary* Mrs C A Crerar	The Park, Backworth, Newcastle Upon Tyne, NE27 OAH. Tel: (0191) 200 8355 www.backworthpark.com	30	
2054	Bailey Green Primary* Mrs L R Taylor	West Bailey, Killingworth, Newcastle Upon Tyne, NE12 6QL. Tel: (0191) 200 8356 www.baileygreenprimary.org.uk	60	
2077	Balliol Primary* Mrs F Downes	Chesters Avenue, Longbenton, Newcastle Upon Tyne, NE12 8QP. Tel: (0191) 200 7471 www.balliolprimary.co.uk	30	Additional Resourced Provision (ARP) - Behavioural Emotional and Social Difficulties
2076	Collingwood Primary* Dr J R Crinson	Oswin Terrace, North Shields, Tyne and Wear, NE29 7JQ. Tel: (0191) 200 5038	60	
2000	Cullercoats Community Primary Mr G Storey	Marden Avenue, Cullercoats, North Shields, Tyne and Wear, NE30 4PB. Tel: (0191) 200 8721	60	
2036	Holystone Primary* Mr S Baines	Whitley Road, Holystone, Newcastle Upon Tyne, NE27 ODA. Tel: (0191) 200 7426 www.holystoneprimaryschool.co.uk	60	
2080	Ivy Road Primary* Mrs S Watts	Ivy Road, Forest Hall, Newcastle Upon Tyne, NE12 9AP. Tel: (0191) 200 8346	30	
2081	New York Primary* Mrs L A Colthart	Lanark Close, North Shields, Tyne and Wear, NE29 8DP. Tel: (0191) 200 6338 www.newyorkprimary.org	44	
2008	Percy Main Primary* Mr J Walsh	Nelson Terrace, North Shields, Tyne and Wear, NE29 6JA. Tel: (0191) 200 6343 www.percymainprimary.org.uk	30	

**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
2026	Preston Grange Primary Mrs T A Taylor	Chiltern Road, Preston Grange, North Shields, Tyne and Wear, NE29 9QL. Tel: (0191) 200 6347 www.prestongrangeprimary.co.uk	30	
2069	Richardson Dees Primary* Mrs S Winter-Pattison	High Street East, Wallsend, Tyne and Wear, NE28 7RT. Tel: (0191) 200 7256	30	Behaviour Emotional and Social Difficulties
2021	Riverside Primary* Mrs A Yilmaz	Minton Lane, North Shields, Tyne and Wear, NE29 6DQ. Tel: (0191) 200 5037 www.riversideprimary.org.uk	30	
2031	Shiremoor Primary* Miss B Slider	Stanton Road, Park Est, Shiremoor, Newcastle Upon Tyne, NE27 0PW. Tel: (0191) 200 8701 www.shiremoor-primary.co.uk	60	
2016	Spring Gardens Primary* Mrs S Campbell	Brightman Rd, North Shields, Tyne and Wear, NE29 OHP. Tel: (0191) 200 5263 www.springgardensprimary.org.uk	60	
2004	Waterville Primary* Mr M Nugent	Waterville Road, North Shields, Tyne and Wear, NE29 6SL. Tel: (0191) 200 6351	30	Language and Communication
2024	Whitehouse Primary* Ms R Woods	Whitehouse Lane, North Shields, Tyne and Wear, NE29 8PE. Tel: (0191) 200 6346 www.whitehouseprimary.org.uk	30	Moderate Learning Difficulties

### 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	Holy Cross RCVA Primary* Mr A James	Coniston Road, Wallsend, Tyne and Wear, NE28 0EP. Tel: (0191) 200 7357 www.holycrossprimary.co.uk	30	
3319	St Bernadette's RCVA Primary* Mr A Egdell	Rising Sun Cottages, Wallsend, Tyne and Wear, NE28 9JW. Tel: (0191) 200 7363 www.st-bernadettes.n-tynesidesch.uk	45	Behaviour Emotional and Social Difficulties (Key Stage 1)
3320	St Columba's RCVA Primary* Mr R Meek	Station Road, Wallsend, Tyne and Wear, NE28 8EN. Tel: (0191) 200 7235	30	
3305	St Cuthbert's RCVA Primary* Mr S Dillon	Lovaine Place, North Shields, Tyne and Wear, NE29 0BU. Tel: (0191) 200 5620	30	
3308	St Joseph's RCVA Primary* Mrs C Jewitt	Wallsend Road, North Shields, Tyne and Wear, NE29 7BT. Tel: (0191) 200 5077	45	
3309	St Mary's RCVA Primary* (North Shields) Mrs C M Bland	Farrington Road, North Shields, Tyne and Wear, NE30 3EY. Tel: (0191) 200 8812 www.stmarysonline.co.uk	30	
3315	St Mary's RCVA Primary (Forest Hall) Mr S Fallon	Great Lime Road, Forest Hall, Newcastle Upon Tyne, NE12 7AB. Tel: (0191) 200 8381 www.stmarysrcprimaryschool.co.uk	30	
3316	St Stephen's RCVA Primary* Mr S Fallon	Bardsey Place, Longbenton, Newcastle Upon Tyne, NE12 8NU. Tel: (0191) 200 7425 www.ststephensrcprimary.co.uk	30	
3317	Star of the Sea RCVA Primary* Mr J Hannah	Seatonville Road, Whitley Bay, Tyne and Wear, NE25 9EG. Tel: (0191) 643 2080 www.staroftheseaschool.co.uk	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	Christ Church C of E Primary* Mrs G Taylor	Kielder Terrace, North Shields, Tyne and Wear, NE30 2AD. Tel: 200 6345 (*nursery is A.M. only)	30	

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

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
3302	St Bartholomew's C of E Primary* Mr R Restall	Front Street, Longbenton, Newcastle Upon Tyne, NE12 8AE. Tel: (0191) 200 7466 www.stbartscofeschool.org.uk	30	
3321	Wallsend St Peter's C of E Primary* Mr P Rickeard	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	Burnside Business & Enterprise College Mrs M Murphy	St Peters Road, Wallsend, Tyne and Wear, NE28 7LQ. Tel: (0191) 259 8500 (Age 11 – 18+) www.burnside.n-tyneside.sch.uk	260	Moderate Learning Difficulties
4033	Churchill Community College Mr D M Baldwin	Churchill Street, Wallsend, Tyne and Wear, NE28 7TN. Tel: (0191) 234 7200 (Age 11 – 18+) www.churchillcommunitycollege.org	190	Behaviour Emotional and Social Difficulties (Key Stage 3)
4030	George Stephenson High Mr I D Wilkinson	Southgate, Killingworth, Newcastle Upon Tyne, NE12 6SA. Tel: (0191) 216 1115 (Age 11 – 18+) www.gshs.org.uk	228	Moderate Learning Difficulties
4038	John Spence Community High Mr J Stephenson	Preston North Road, North Shields, Tyne and Wear, NE29 9PU Tel: (0191) 200 5220 (Age 11 – 16) www.johnspence.n-tyneside.sch.uk	177	Moderate Learning Difficulties
4039	Longbenton Community College Mr J Cockburn	Hailsham Avenue, Longbenton, Newcastle Upon Tyne, NE12 8ER. Tel: (0191) 218 9500 (Age 11 – 18+) www.longbenton.org.uk	180	Autism Spectrum Disorders
4006	Marden High Specialist Media Arts, Science and Maths College Mr J Morris	Hartington Road, North Shields, Tyne and Wear, NE30 3RZ. Tel: (0191) 200 6357 (Age 11 – 16) www.mardenhigh.net	181	Deaf Support Centre
4008	Norham High Mrs T Hush	Alnwick Avenue, North Shields, Tyne and Wear, NE29 7BU. Tel: (0191) 200 5062 (Age 11 – 16) www.norhamhigh.com	179	Language and Communication Tel: (0191) 200 5062 and Autism Spectrum Disorders
4041	Seaton Burn College Ms A J Shaw Principal	Dudley Lane, Seaton Burn, Newcastle Upon Tyne, NE13 6EJ. Tel: (0191) 236 1700 (Age 11 – 18+) www.seatonburn.org.uk	169	

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

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
4605	St Thomas More RC Academy Mrs D Donkin	Lynn Road, North Shields, Tyne and Wear; NE29 8LF. Tel: 258 8340 www.stmacademy.org.uk	270	Moderate Learning Difficulties

**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	Marden Bridge Middle Mr S Lloyd (Acting)	Lovaine Avenue, Whitley Bay, Tyne and Wear; NE25 8RW. Tel: 200 8725 www.mardenbridge.n-tyneside.sch.uk	177	
4027	Monkseaton Middle Mrs K Charlton	Vernon Drive, Monkseaton, Whitley Bay, Tyne and Wear; NE25 8JN. Tel: 200 8715 www.monkseatonmiddle.n-tyneside.sch.uk	96	Physical Difficulties
4026	Valley Gardens Middle Mr M Homer	Valley Gardens, Whitley Bay, Tyne and Wear; NE25 9AQ. Tel: 200 8792 www.valleygardensmiddle.org.uk	180	Moderate Learning Difficulties
5400	Wellfield Middle Mr S Collinson	Kielder Road, South Wellfield, Whitley Bay, Tyne and Wear; NE25 9WQ. Tel: 252 9486 www.wellfieldmiddleschool.org.uk	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	Whitley Bay High Mr A V S Chedburn	Deneholm, Whitley Bay, Tyne and Wear; NE25 9AS. Tel: 200 8800 (Age 13 – 18+) www.whitleybayhighschool.org	350	Moderate Learning Difficulties

**Trust High School (Age 13 – 18+ years)**

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number	SEN Provision
4034	Monkseaton High* Mrs T Crowder	Seatonville Road, Monkseaton, Whitley Bay, Tyne and Wear; NE25 9EQ Tel: 297 9700 www.monkseaton.org.uk	240	Physical Difficulties

\* From 1 October 2013 Monkseaton High will become part of the Learning Trust High Schools.



## Academy (Age 4 – 18 years)

DfE	Name of School and Headteacher	Address Telephone Number Website	Published Admission Number
4000	Kings Priory School Mr D Dawes	Huntington Place, Tynemouth, North Shields, NE30 4RF www.kingsprioryschool.co.uk	Reception: 75 Year 7: 25

## School Term and Holiday Dates 2013/2014

School Term	No. of Days	School Holidays	No. of Days
<b>Autumn Term 2013</b>		<b>Mid-Term</b>	
Monday 2 September to Friday 25 October	40	Monday 28 October Friday 1 November	5
Monday 4 November to Friday 20 December	35	<b>Christmas Holiday</b> Monday 23 December to Friday 3 January	10
<b>Spring Term 2014</b>		<b>Mid-Term</b>	
Monday 6 January to Friday 14 February	30	Monday 17 February to Friday 21 February	5
Monday 24 February to Friday 4 April	30	<b>Easter Holiday</b> Monday 7 April to Monday 21 April	11
<b>Summer Term 2014</b>		<b>May Day</b>	
Tuesday 22 April to Friday 23 May	23	Monday 5 May	1
		<b>Spring Holiday</b>	
Monday 2 June to Friday 18 July	35	Monday 26 May to Friday 30 May	5

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

2 further training days to be taken from holiday or as a twilight session.

Easter Weekend 18 - 21 April falls at the end of the Spring holiday.

Summer term ends Friday 18 July.

Schools likely to return on 1 September (to be confirmed).

## 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.

### 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.

### 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.

### 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.

### 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.

### **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**

A person who holds parental responsibility, and with whom the child normally resides with.

### **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.

### **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.

## Kings Priory School admission arrangements for September 2014

### 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 for its second year of operation (September 2014) are set out in full in the final section below entitled "Arrangements for Admission of Pupils as the School Builds to its Full Capacity".

Published Admission Numbers	September 2014	Full School Capacity
Reception	75	75
Year 7	25	50
Year 12	25	25

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

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

- 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.
- 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 junior 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 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:

- "Looked after children" and "Previously Looked after Children";
- those children who will have a sibling at the School at the point at which they would be admitted to the School;
- 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;
- up to 10% of the admission number to those children who most clearly demonstrate an aptitude for Music;
- remaining places by random allocation.

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 residence 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), places remaining after stated pupils have been admitted and criteria a) to d) above have been applied will be offered to children by random allocation. The process of random allocation will be supervised by someone independent of the School.

The above random allocation will also be used as a "tiebreaker" within each criterion, if necessary.

### **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;
- d) up to 10% of the admission number to those children who most clearly demonstrate an aptitude for Music;
- e) remaining places by random allocation.

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 residence 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), places remaining after stated pupils have been admitted and criteria a) to d) above have been applied will be offered to children by random allocation. The process of random allocation will be supervised by someone independent of the School.

The above random allocation will also be used as a "tiebreaker" within each criterion, if necessary.

### 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.

### Arrangements for Admission of Pupils as the School Builds to its Full Capacity

Pupils in the predecessor schools, Priory Primary School and King's School, which will close on 31st August 2013 will, if their parent(s) wish, transfer to the School when it opens on 1st September 2013.

The School's admission numbers will relate to the age groups to which pupils will normally be admitted; that is, pupils in Reception, Year 7 and Year 12. The admission numbers for the School in its second year of operation are:

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

In its second year of operation, admission to year groups other than those relating to the age groups to which children will normally be admitted will be based on the following numbers. These are not Admission Numbers and pupils will only be admitted to these year groups if numbers on roll fall below these numbers:

- Year 1 75
- Year 2 75
- Year 3 75
- Year 4 75
- Year 5 75
- Year 6 100
- Year 8 125
- Year 9 75
- Year 10 100
- Year 11 100
- Year 13 100



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)

<b>Hindi</b> <p>हम यह जानकारी आपको अन्य भाषाओं और रूपों, जैसे कि बड़े प्रिंट, ब्रेल या ऑडियो टेप पर भी उपलब्ध करवा सकते हैं। इस बारे 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:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>	<b>Polish</b> <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:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>
<b>Cantonese</b> <p>是項資料有不同語言的翻譯本、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:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>	<b>Bengali</b> <p>আমরা অন্যান্য ভাষায় এবং অন্যান্য ফরমেটে যেমন বড় ছাপার হরফে, ব্রেইলে বা অডিওটেপে এই ডকুমেন্টটি সরবরাহ করতে পারবো। আরো বিস্তারিত জানার জন্য দয়া করে আমাদের সাথে যোগাযোগ করবেন:-</p> <p>টেলিফোন: 643 8724</p> <p>ফ্যাক্স: 643 8730</p> <p>ইমেইল: <a href="mailto:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>
<b>Albanian</b> <p>Ne mund ta ofrojmë këtë informacion në gjuhë të tjera dhe në formate të ndryshme si në shkronja të mëdha, në një formë të shkruari për të verbërit ose në kasetë dëgjimi. Për informacion të mëtejshëm, ju lutem na kontaktoni në</p> <p>Telefon: 643 8724</p> <p>Faks: 643 8730</p> <p>E.mail: <a href="mailto:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>	<b>Urdu</b> <p>بڑی چھپائی، بریل یا آڈیو ٹیپ۔ مزید تفصیل کے لئے رابطہ قائم کیجئے۔ ہم یہ معلومات مختلف زبانوں اور دیگر صورتوں میں بھی فراہم کر سکتے ہیں مثلاً</p> <p>ٹیلی فون : 643 8724</p> <p>فیکس : 643 8730</p> <p>ای میل : <a href="mailto:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>
<b>Russian</b> <p>Эту информацию мы можем предоставить Вам на других языках в других форматах, например, крупным шрифтом, печатью Брайля для слепых или на аудиокассете:</p> <p>Телефон: 643 8724</p> <p>Факс: 643 8730</p> <p>Эл. почта: <a href="mailto:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>	<b>Farsi</b> <p>ما می توانیم این اطلاعات را به زبان های دیگر و همچنین در فرمت های مختلف مانند حروف چاپی درشت، بریل و نوار صوتی (کاست) در اختیار شما بگذاریم. برای آگاهی بیشتر لطفاً با ما از طرق زیر تماس حاصل نمایید:</p> <p>تلفن: 643 8724</p> <p>فکس: 643 8730</p> <p>ایمیل: <a href="mailto:school.admissions@northtyneside.gov.uk">school.admissions@northtyneside.gov.uk</a></p>

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