##### **GUIDANCE NOTE**

## **EXTRAORDINARY ADMISSIONS ROUND FOR PUPILS CURRENTLY IN YEAR 8 AT A NORTH TYNESIDE MIDDLE SCHOOL ONLY**

Applications open 2 January 2025

Application closing date 17 January 2025

##### **Guidance Note**

North Tyneside Local Authority operates a Co-ordinated Admission Scheme with other Admission Authorities within the Borough, i.e. Academies, Catholic/Faith, Trust Schools and with neighboring Local Authorities. These include Gateshead, Newcastle and Northumberland Local Authorities. You can submit only **ONE** application form in this extra-ordinary admissions round (certain criteria apply), which may include preferences for schools in other Local Authorities. You may complete this application form in this extraordinary admissions round if you are:

* Parents or carers of Year 8 pupils attending a middle school in North Tyneside who have applied for a Year 9 place for September 2025 at Monkseaton High School as one of their preferences in the normal admissions process; or,

* Parents or carers of Year 8 pupils in a middle school in North Tyneside who have not applied for a Year 9 place for September 2025 in the normal admissions process; or,

* Parents or carers of Year 8 Pupils in a middle school in North Tyneside who would like to apply for other schools where only one preference has been submitted on their original application in the normal admissions process.

You may express up to three preferences and we strongly advise that you name more than one school. If any of your preferences are for a school other than a North Tyneside School, we will contact the appropriate Admission Authority of that school to enable a decision to be made on your application. If you live in North Tyneside, we will notify you of your allocated school on **‘National Offer Day’**

on **3 March 2025.**

**Equal Preference System**

All Schools in North Tyneside operate an equal preference system. This means that each Admission Authority must consider any preference for the school regardless of the ranking on your application form. It means that an individual school or Academy will consider first, second and third preferences equally and apply their admission criteria to everyone who applied on time. If your child can be offered a place at more than one school, a place will be allocated at the highest ranked school.

### **Admission Policies and Admission Criteria**

You need to be aware that Academies, Learning Trust, and Catholic/Faith/Church of England schools may have different admission policies and admission criteria, which decide how they allocate places. You will need to consider the admission policy for any school you express a preference for, to determine what criteria each school will use when they consider your application. Please note that you must consider how your child will get to a particular school as travel assistance is only available for eligible children. Please contact Home to School Transport to check if you will be likely to receive assistance, on hometoschool.transport@northtyneside.gov.uk

All admission policies can be found in our booklet Essential Guide to North Tyneside Schools available at [**my.northtyneside.gov.uk**](https://my.northtyneside.gov.uk/category/220/essential-guide-schools)**.**

**Late Applications**

If you return your application form after **17 January 2025**, your application will be considered late, and you should be aware that this willreduce your chance of gaining a place at the school(s) you want. You should state why your application is late. If you do not do this, we will assume that you do not have any exceptional circumstances to allow the Admission Authority to consider your application along with those received on time.

#### **Change of School Preference after 17 January 2025**

Once you have submitted your application form in this extraordinary admissions

round you **cannot** change your preferences without a genuine reason i.e. you have moved address. Your original application will be cancelled, and a new application must be submitted which will be considered as late. This will reduce your chance of gaining a place at the school(s) you want.

**Address**

When considering your application, the Local Authority will use the parental home address of the parent/carer who receives the child benefit or child tax credit for the child/children if applicable. Your home address is an important factor as school places are allocated based on 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 evidence about why this is, if you wish that address to be considered. You should be aware that each Admission Authority reserves the right to seek proof of address and to withdraw an offer of a place if inaccurate information or address is given on the application form. If you change your address after the submission of the form, you must contact us in writing immediately or you can email us at: school.admissions@northtyneside.gov.uk.

Any school place offered will be based on the address on your application and the assumption that your child will still be resident at this address in September 2025. Your application will need to be reconsidered at your new address if you move and have not informed us. You will be asked to supply ‘proof of address’ if any of your preferred schools are oversubscribed.

**Contact information**

Information relating to the admission arrangements for Community Schools in North Tyneside can be found in the Essential Guide to North Tyneside Schools booklet available at [my.northtyneside.gov.uk](https://my.northtyneside.gov.uk/category/220/essential-guide-schools). If you require advice and guidance about how the admission criteria/policy of an Academy, Learning Trust, or Catholic/Faith school operates then you should contact the school directly.

**Contacts in Other Local Authorities**

You can seek advice about admission to schools in neighboring Local Authorities

on the following telephone numbers:

Gateshead Local Authority: 0191 433 2757

Newcastle Local Authority: 0191 278 7878

Northumberland Local Authority: 0345 600 6400

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| --- |
| **FOR OFFICE USE ONLY** |
| *Received:*  |
| *Criteria:* |
| *Input:* |

## **SCHOOL ADMISSIONS**

## **COMMON APPLICATION FORM FOR PUPILS CURRENTLY IN YEAR 8 AT A NORTH TYNESIDE MIDDLE SCHOOL ONLY WHO REQUIRE ADMISSION INTO A SECONDARY OR HIGH SCHOOL IN SEPTEMBER 2025**

Applications open 2 January 2025

Application closing date 17 January 2025

Please complete a separate form for each of your children

Use this form to apply for a school place if your child will be starting in Year 9 of a Secondary or High School in September 2025. Only complete this application if you live in the North Tyneside Local Authority area (e.g. if you pay your Council Tax to North Tyneside Council) and your child falls under one of the groups listed below:

* Parents or carers of Year 8 pupils attending a middle school in North Tyneside who have applied for a Year 9 place for September 2025 at Monkseaton High School as one of their preferences in the normal admissions process; or,

* Parents or carers of Year 8 pupils in a middle school in North Tyneside who have not applied for a Year 9 place for September 2025 in the normal admissions process; or,

* Parents or carers of Year 8 Pupils in a middle school in North Tyneside who would like to apply for other schools where only one preference has been submitted on their original application in the normal admissions process.

Once completed, please email it on or before the closing date to school.admissions@northtyneside.gov.uk. If you are posting the form, we advise

that you gain proof of postage. If we do not receive your form or if it arrives late, we will need this to prove you have posted it. The address to send the form to is:

North Tyneside Council, Access Team, 3rd Floor left, Quadrant East, Silverlink North, Cobalt Business Park, NE27 0BY

If your application form is received after 17 January 2025, your application will be considered as late, and this will reduce your chance of gaining a place at the school you want. If you have any queries, please read the Essential Guide to North Tyneside Schools or email school.admissions@northtyneside.gov.uk

# SECTION A

# 1. PREFFERED SCHOOL:

In the space below, please write in order of priority which school(s) you would prefer your child to go to; you may include schools outside of North Tyneside. Please note that all of your preferences will be considered equally, this means that your preferences will be considered regardless of the ranking you give the school.

It is important that you read the Admission Policies for each school you state as a preference to understand how the places will be allocated at the school. We strongly advise that you name more than one school. You will be contacted to supply ‘proof of residency’ if any of your preferred schools are oversubscribed.

|  |  |  |  |
| --- | --- | --- | --- |
| Preference  | Name of School(s) | State Local Authority (if school is not in North Tyneside) | You may state the reasons for your preference(s) |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |

### 2. PUPIL DETAILS:

|  |  |
| --- | --- |
| Surname of Child |  |
| First Name of Child |  |
| Date of Birth of Child |  |
| Gender |  |
| Home Address |  |
| Daytime Contact Tel. Number:  |  |
| E-mail Address: |  |

|  |  |
| --- | --- |
| Name of child’s current or previous school |  |
| What is your child’s first language? |  |
| Is the child in the care of a Local Authority?  | Yes/No**(Delete as appropriate)** |
| If yes, please state the responsible Local Authority |  |
| Please give the name of the Social Worker  |  |
| Has the child previously been in care and immediately after being in care become subject to an Adoption Order, Child Arrangements Order or Special Guardianship Order? If yes, your application must be supported with documentary evidence, i.e. Adoption Certificate  | Yes/No**(Delete as appropriate)** |
| Is the child’s parent a member of UK Service Personnel? | Yes/No**(Delete as appropriate)** |
| Does your child have an Education Health and Care Plan?  | Yes/No**(Delete as appropriate)** |

### 3. PARENT / CARER DETAILS:

|  |  |
| --- | --- |
| Surname of parent or carer |  |
| First Name of parent or carer |  |
| Do you receive the child benefit or child tax credit for the child? | Yes/No**(Delete as appropriate)** |
| Home Address |  |
| Daytime Contact Tel. Number |  |
| E-mail Address |  |

**Please indicate your relationship to the child. You can do this by highlighting, ticking or circling one of the following:**

Mother Father Stepparent Carer Social Worker Other: …………….…………...

### 4. SIBLING DETAILS:

Will an older brother or sister be attending one of your preferred schools in September 2025? Yes No

If yes, please provide the following:

|  |  |  |
| --- | --- | --- |
| Name of sibling | DoB of sibling | Name of school sibling attends in September 2025 |
|  |  |  |
|  |  |  |
|  |  |  |

Is the child’s parent a member of staff at **Kings Priory School,** where the member of staff has been employed at the school for two or more years?

**Yes No**

5. LATE APPLICATIONS:

If you are returning your application after 17 January 2025, please give the reason why your application is late – if you do not do this, we will assume that you do not have any exceptional circumstances to allow the Admissions Authority to consider your application along with those received on time. Documentary evidence may be required.

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## SECTION B

## If you have listed St Thomas More Catholic High School as one of your preferences, you must also complete SECTION B of this application form.

## Before completing this part of the form, you should read the school’s Admission Policy and oversubscription criteria carefully. This information is available in the Essential Guide to North Tyneside Schools booklet online at [my.northtyneside.gov.uk](https://my.northtyneside.gov.uk/category/220/essential-guide-schools) or from the school. Please note that you must consider how your child will get to school as travel assistance is only available for eligible children. Please contact Home to School Transport to check if you will be likely to receive assistance on hometoschool.transport@northtyneside.gov.uk.

## I have read the Admission Policy and oversubscription criteria and indicate the category I am applying under below.Please tick relevant category box

## Catholic looked after and previously looked after children.

## Catholic children who attend a Catholic feeder primary school.

## Other Catholic children.

## Other looked after and previously looked after children.

## Catechumens and members of an Eastern Christian Church.

## Other children who attend a Catholic feeder primary school.

Children of other Christian denominations whose membership is evidenced by a minister or faith leader.

Children of other faiths whose membership is evidenced by a minister or faith leader.

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### Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.

### Any other children.

|  |  |
| --- | --- |
| Name of Parent/Carer completing this form |  |
| Date form completed |  |

###  Declaration – to be completed by parent/carer

Declaration:

By submitting this application form I give permission to the Access Team, to collect and retain information about me for the purpose of processing my application for a school place. I understand that the Access Team and schools which are their own admission authority may check the information I have provided with other information held by North Tyneside Council to make sure that the information I have provided is correct and accurate. I also understand that if I have given false or inaccurate information, any school place that is offered will be withdrawn.

North Tyneside is the Data Controller for the purposes of the Data Protection Act 1998.

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| --- | --- |
| Name of Parent/Carer |  |
| Date  |  |