

## Guidance Notes

North Tyneside Local Authority (LA) operates a Co-ordinated Admission Scheme with other Admission Authorities within the Borough, ie Academies, Catholic/Faith, Trust Schools and with neighbouring Local Authorities. These include Gateshead, Newcastle and Northumberland LA's. You can submit only **ONE** application form for consideration, which may include preferences for schools in other Local Authorities. 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' 1 March 2024**.

## 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 to Community Schools. You will need to consider the admission policy for any school you express a preference for, in order to determine what criteria each school will use when they consider your application. All admission policies can be found in our booklet Essential Guide to North Tyneside Schools available at [my.northtyneside.gov.uk](http://my.northtyneside.gov.uk)

## LATE Applications

If you return your application form after **31 October 2023**, your application will be considered as **'LATE'** and you should be aware that this **will** reduce your chance of gaining a place at the school(s) you want. **You should state why your application is 'LATE'** – if you fail to 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 31 October 2023

Once you have submitted your application form you **cannot** change your preferences without a genuine reason ie 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 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 child arrangements order, issued by a court, 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](mailto:school.admissions@northtyneside.gov.uk)**. Any school place offered will be on the basis of the address on your application and the assumption that your child will still be resident at this address in **September 2024** – we may ask for proof of your new address.

## 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](http://my.northtyneside.gov.uk), 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 neighbouring 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

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



North Tyneside Council

<b>FOR OFFICE USE ONLY</b>
<i>Received:</i>
<i>Criteria:</i>
<i>Input:</i>

**Common Application Form  
Admission to Middle & High School in September 2024  
Closing Date 31 October 2023**

The information below is required to consider your application for a school place. We may check the information you have provided with other information held at the Council by Revenue and Benefit Services. It will not be used for any other purposes unless we are required or allowed to do so by law.

The Authority is under a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes. The information will be held for seven years.

Use this form to apply for a school place if your child will be starting in Y5 of a Middle School, Y7 of a High School or Y9 of Monkseaton High School or Whitley Bay High School in September 2024. 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). It is important that you read the 'Essential Guide to North Tyneside Schools' booklet (available online at [my.northtyneside.gov.uk](http://my.northtyneside.gov.uk)) before completing your application form. You should also read the guidance notes on the back of this application form.

You must return this application form by the closing date to: [\*\*school.admissions@northtyneside.gov.uk\*\*](mailto:school.admissions@northtyneside.gov.uk)

If you are posting the form, you **MUST** get proof of postage. If we do not receive your form, you will need this to prove you have posted it. The postal address is **The Access Team, Floor 3, North Tyneside Council, Quadrant East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY**. If your application form is received after **31 October 2023**, 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](mailto:school.admissions@northtyneside.gov.uk)

**SECTION A**

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 all your preferences will be considered equally, this means 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.**

	Name of School(s)	You may state the reasons for your preference(s)
1.		
2.		
3.		

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.

Parent Full Name: .....

Parent Signature: .....

Do you receive the child benefit or child tax credit for the child: Yes  No

Relationship to the child: ..... Date: .....

**PUPIL DETAILS**

Surname of Child: .....

First Name of Child: .....

Date of Birth: ..... Male  Female

**Please apply using the address you and your child currently live at. If you move after submitting your application, it is your responsibility to tell us your new address. Your home address will be verified by checking with the Revenues and Benefits Service.**

Parental Home Address: .....  
.....  
..... Postcode: .....

Daytime Contact Tel. Number: .....

E-mail Address: .....

Is the child in the care of a Local Authority? Yes  No

If Yes, please state which Local Authority: .....

Please give the name and contact details of the Social Worker: .....

Has the child previously been in care but immediately after being in care became subject to an adoption, child arrangements order or special guardianship order?

Yes  No  If you tick **Yes**, your application **must** be supported with documentary evidence.

UK Service Personnel: Yes  No

Does your child have an Education Health and Care Plan? Yes  No  In the process of applying/being assessed

Children of staff at **Kings Priory School** where the member of staff has been employed at the school for two or more years? Yes  No

Name of Pupil's Current School: .....

**Sibling Link**

Will an older brother or sister be attending one of your preferred schools in September 2024?  
If yes, please give details below.

Name of Sibling	Date of Birth	School Attending in September 2024

If you are returning your application after **31 October 2023**, please give the reason why your application is **'LATE'** – if you fail to 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.

.....  
.....

## SECTION B

Only complete this section if you have listed **St Thomas More Catholic High School** as one of your preferences. 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.northynteside.gov.uk](http://my.northynteside.gov.uk) or from the school.

The Clerk to the Governors will contact your child's school if your child attends one of the feeder Catholic Primary Schools to confirm evidence of Baptism. If you do **NOT** wish this to happen, please tick the box.

**If you have ticked the box, please note it is your responsibility to provide evidence of Baptism.**

I have read the Admission Policy and oversubscription criteria and indicate the category I am applying under below.

**\*Please tick relevant category box**

1. Catholic looked after and previously looked after children.
2. Catholic children who attend a Catholic feeder primary school.
3. Other Catholic children.
4. Other looked after and previously looked after children.
5. Catechumens and members of an Eastern Christian Church.
6. Other children who attend a Catholic feeder primary school.
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader.
8. Children of other faiths whose membership is evidenced by a minister or faith leader.
9. 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.
10. Any other children.