

## Emmanuel College

You should be aware that if you have applied and subsequently receive and accept the offer of a place at Emmanuel College, Gateshead Council would consider your acceptance at the college as your child's final determined school placement. We, Gateshead Council will therefore not proceed to consider any of your preferences shown on your application form submitted to us for a Gateshead Community or Voluntrary Aided School. However we will write to you to confirm this in January 2010.

**You cannot apply to Emmanuel College or any other independent/private schools on Gateshead's application form. You must contact these schools direct to discuss their admission arrangements.**

Please see below information on the intake policy and procedure for Emmanuel College.

### Intake Policy and Procedure

Application to Emmanuel College must be made direct to the College through the Admissions Officer.

For Year 7 places, this Application must reach College on its specific Application Form by midnight July 11th in any year. It is also the responsibility of parents to ensure that their Application has been received by that date either by enclosing a SAE or by phoning the College and receiving a Receipt Number.

Places in Years 7-11 are restricted to those who live in the Catchment Area **from the time of application through until after he/she has started on the College Roll.** Application for other Years can be made by writing to The Principal at the College address.

Sixth Form places, however, have no residential restriction other than the commitment to attend on time and on all College Days.

All Year 7 applicants must sit a Non-verbal Reasoning Test on a Saturday in September. **No arrangement can be made for anyone to be considered for these tests to be sat at any other time,** except upon receipt of a medical note indicating the child's incapacity to attend.

This Test is set and marked by the **National Foundation for Educational Research** in order to assess children's general intelligence and is not a test of either mathematical or literacy skill. Once it has marked these papers, NFER places all of the children's scores into 9 different ability categories and returns both the marks and the number of children to be admitted from each category to the College. College is legally bound to allocate places on this basis and a fully comprehensive, mixed ability intake is the result.

The second pre-requisite is that 66% of places are allocated to children from those wards within the Catchment Areas which are deemed to be the **highest in terms of socioeconomic deprivation,** thus ensuring the balance in favour of those families. The remaining 34% must come from other parts of the Catchment Area, thus ensuring a social as well as ability mix within College.

All students who attend the Test are then given the opportunity to meet with staff, particularly to discuss their interest in the **College's Specialist Technology Curriculum** and to give parents the chance to ask any questions specific to their Application.

From that point on, the 196 places which the DfES funds are allocated by a **computerised process** which continually selects students by their Test Rank and their address until the legal obligations outlined above are met.

Please also note that proximity to the College has no impact upon the allocation process; nor does the Primary School attended, the religious faith of the family nor any other family background details.

The Application process is completed each year in time for the **Directors' December Meeting** at which point the 196 places are decided upon. Only after that Meeting can places be allocated and this is done in writing by the end of that week. Those offered places must reply in writing by the date in their letter (usually early January) and anyone who is not allocated a place must also write in to state if they want to remain on the **Interested List** in case any place becomes available in the future.

Should any place become available for any reason before the day on which Year 7 start at College, the place can only be allocated to someone from the same ability category, thereby maintaining the integrity of the mixed-ability population. Thereafter, places which become available in any Year are allocated at the Principal's discretion and after consideration of the likelihood of the child being able to make the transition from their current secondary school into Emmanuel.

Appeals against non-admittance can only be made if the **processes above are not adhered to** and any such Appeal should be sent in writing to The Chairman of Directors, c/o Emmanuel College.

**NB.** No application can be processed unless the permanent residence of the child and their parent/guardian is in the Catchment Area. Anyone who falsifies this information will have any allocated place **withdrawn immediately**. The evidence required to prove residence will include Community Charge and Electoral Roll information. If parents are unsure about any aspect of their residential qualification, they should consult the College Admission Officer before completing their Application.

The Catchment Area is defined by postcode. Those living in addresses where the postcode begins **NE1, NE4, NE8, NE9, NE10, NE11, NE16, NE21** and **DH9** are inside the Catchment Area. **NE5** and **NE15** are split areas and parents should consult the Admissions Officer to clarify if they live inside or outside the Catchment Area.

### **Sixth Form**

As indicated above, Sixth Form places are allocated on a separate basis outlined in our Sixth

Form Prospectus which can be obtained by writing to the Head of Sixth Form at College. **Certain academic standards at GCSE are required** for entry into Sixth Form and these relate to the level of Course which applicants wish to study.

In the case of all Sixth Form applications, and whilst those from others schools are warmly invited to apply, **Emmanuel's own Year 11 students will be given first preference** for Sixth Form places which are currently funded to a Year 12 limit of 130.

### **Further Information**

Further information on the college's admissions arrangements, attainment tables, inspection reports, uniform policy, open days and other general information about the college are available on their website: **[www.emmanuelctc.org.uk](http://www.emmanuelctc.org.uk)** or by contacting the college's admissions officer on 0191 460 2099.

If refused a place Emmanuel College will maintain a waiting list for all year groups.

The college received 398 applications for admission into year 7 for September 2009 and they allocated 196 places for 2009.