

Admission to

Primary/Infant/Junior School 2012

You may also use this form to apply for a place in a first or middle school

Closing date for applications: Sunday 15 January 2012

If you live in Gateshead we recommend you apply online at: www.gateshead.gov.uk/schooladmissions Alternatively, you can complete this application form and return it to the address on the back by 15 January 2012. If you live outside Gateshead you must obtain your own council's form and return it direct to them.

Please remember to sign and date your application form on page 3

Section A**Your child's details**

Name:

Date of Birth:

Gender:

Male Female

Parental Address:

Post Code:

Current Nursery Provider:

Is your child in public care, i.e. looked after by a council? Yes No

If yes, which council looks after your child?

Name of Social Worker:

Does your child have a statement of Special Educational Need? Yes No Is English your child's first language? Yes No

If no, what is your child's first language?

Your details

Title: for example Mr/Mrs/Miss/Ms

Name:

What is your relationship to the child? Parent Legal Guardian Foster Carer Social Worker

Home Phone:

Mobile Phone:

Work Phone:

Email:

Proof of address and change of address

Please note that we reserve the right to seek proof of address and to withdraw the offer of a place if a false address is given on this application form. Unfortunately, children lose places every year due to parents giving false information on their application forms. If you change your address after the submission of your application form you must inform us immediately.

It is your responsibility to ensure Gateshead Council receives this application form by Sunday 15 January 2012

Preferences

Please write in order of preference, which school(s) you would like to apply to, even if this school is not in Gateshead. **If you have listed a voluntary aided (church) school as one or more of your preferences you must also complete section B on page 3 of this form.**

1st preference school

Name of school	
You may state a reason for your preference (optional)	
Please provide the details of any brothers or sisters that attend this school:	
Name of older brother or sister:	Date of birth:

2nd preference school

Name of school	
You may state a reason for your preference (optional)	
Please provide the details of any brothers or sisters that attend this school:	
Name of older brother or sister:	Date of birth:

3rd preference school

Name of school	
You may state a reason for your preference (optional)	
Please provide the details of any brothers or sisters that attend this school:	
Name of older brother or sister:	Date of birth:

Late applications received after Sunday 15 January 2012

If you submit a late application you must provide a reason why it was submitted late in the space below. If you do not, we will assume that you have no exceptional reasons to allow us to consider it as an "ontime" application.

Alternative school

I do not want my child to go to any school in Gateshead local authority, as my child will be going to:

_____ Independent School.

Social/medical reasons

You may use the space below to describe any exceptional social/medical reasons for applying to a particular school, however, you must attach supporting evidence from a professional dealing with your case, for example, a Doctor, Psychologist, Social Worker etc. Such evidence must explain why your child's needs require placement at a particular school and what difficulties would be caused if your child had to attend an alternative school.

(Please continue on a separate sheet if necessary).

Section B

Voluntary aided (church) schools

If you have listed a voluntary aided (church) school as one or more of your preferences you must also complete this section.

Religion of child: _____

Name of mother: _____ Name of Father: _____

Name of church attending: _____ Date of child's baptism: _____

Place of child's baptism: _____ Town of child's baptism: _____

All applicants stating that they are baptised Catholic or dedicated members of other church traditions must provide evidence with their application. I have enclosed a copy of: (Please tick relevant box)

Baptismal certificate Letter from priest confirming baptism

Letter from minister or faith leader confirming church membership

Please use the space below to describe any reasons for applying to a voluntary aided church school:

Signature

I confirm that I have read and understand the Admission to Primary Schools booklet and the information I have given on this form is correct to the best of my knowledge. I understand that if I have provided false information Gateshead Council may withdraw the place that has been offered.

Parent/Guardian Signature: _____ Date: _____

Important Information

It is important that you consider the information in Gateshead's Admission to Primary School booklet before you complete your application. You can access a copy of this on the council's website at:

www.gateshead.gov.uk/schooladmissions Alternatively copies are available upon request by contacting the School Admissions Team on: 0191 433 2756. Copies are also available to view at your local school, library and at Gateshead Civic Centre.

Gateshead Council operates a co-ordinated admission scheme with other admission authorities within Gateshead and with our neighbouring local authorities.

If any of your preferences are for a school other than a Gateshead community school then we will contact the appropriate admission authority of that school to enable a decision to be made on your application.

If you live in Gateshead we will write to you on 2 April 2012 to let you know which school your child has been offered.

Please note we cannot hold places back for children in their community catchment primary school or for children with siblings already at the school nor can voluntary aided admission authorities hold places back for children from their parishes.

Please note that your child's attendance at a school nursery or co-located nursery does not guarantee a place in the reception class of the same school. The nursery your child attends must not be taken into consideration when allocating places in the reception class.

Equal preference system

All schools in Gateshead operate an equal preference system. This means that an individual school will consider all first, second and third preferences together and apply their admission criterion to everyone who applied on time to determine the allocation of places to the school. Please refer to the admission to Primary School booklet for further information on the equal preference system

Admission policies and criteria

Voluntary aided (church) school, community schools and academies can have different admission policies and criteria that determine how they allocate places. All community schools in Gateshead use the same admission policy. You will need to consider the admission policy for any school you apply to in order to determine what criteria each school will use, when they consider your child's application.

Address

When determining whether or not a child lives in the catchment area for a community school, only the address of the parent/legal guardian will be taken into account. Each admission authority reserves the right to seek proof of address and to withdraw an offer of a place if any false information or address is given on the application form.

If you live outside Gateshead you must request an application form from your home local authority.

If you change your address after the submission of your application form you must write to us immediately to let us know your new address. We may ask you to provide us with proof of address.

Receipt of application forms

You must request a receipt when you return your application form. If you apply online you are automatically emailed a receipt.

Helpline telephone numbers

For help or advice regarding the application process and admission policies for schools in Gateshead please contact: 0191 433 2757, 433 2775 or 433 2756.

Contacts in other councils

You can seek advice about admission to schools in neighbouring authorities by contacting the following numbers:

Durham Council	0191 383 4574
South Tyneside Council	0191 424 7706
Newcastle Council	0191 277 4133
Sunderland Council	0191 561 1447
Northumberland Council	01670 534 162

Information you provide is collected in compliance with the Data Protection Act 1998. It will be used to allocate school places and may be shared with other local authorities with whom the child may become associated, the Department for Education and other relevant officers in Learning and Children and Children's Services.

We will keep your personal data safe and secure and will not share it with other organisations or disclose it to anyone else without your consent, unless we are required by law to do so.

Different Format

If you require a copy of this form in large print, Braille, audiotape or in another language, please telephone :

0191 433 2775 or 433 2757

Completed forms

Please remember to sign and date your application form and return it no later than **15 January 2012**.

School Organisation and Admissions

Gateshead Council
Learning and Children
Civic Centre
Regent Street
Gateshead NE8 1HH