

Gateshead Council

# Admission to Primary School (2012)

Including General Information for parents

Apply online at:

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**Margaret Whellans**

Group Director Learning and Children and Director Children's Services

 **Gateshead**  
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[www.gateshead.gov.uk](http://www.gateshead.gov.uk)

# Apply online for your child's school place

CLOSING DATE  
15 January 2012

**Applying online for admission to Primary/ Infant/ Junior School is quick & easy...**

- Simple instructions help guide you through the form
- The system stops you making errors
- You receive earlier confirmation of which school your child has been offered
- No risk of your application getting lost in the post
- You receive email confirmation when we receive your form
- Internet access is available at your local library and Gateshead Civic Centre

**Before you apply - check your child is the right age**

[www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)  
Tel: 0191 433 2757 / 2775 / 2756

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The information in this booklet relates to the academic year 2012 to 2013, which begins in September 2012.

The contents of this booklet are correct at the time of printing but there may be changes before the start of or during the academic year. These changes could be the result of changes in the law or in our policy.

## Foreword

This booklet gives information about schools in Gateshead and some of our policies. We recognise that your child's education is one of the most important aspects of their life. It affects their formative years, their future and even their relationship with you. We know how important it is that you receive as much information as possible about our school admission process. This booklet aims to provide you with the information you need to know in order to obtain a place for your child in a school.

Each school can also give you more detailed information in their school prospectus, a copy of which can be accessed online at:

**[www.gateshead.gov.uk](http://www.gateshead.gov.uk)** or free of charge from the individual school. The council's website also has other links which may be of interest to you.

You can access primary school performance tables via the internet at:

**[www.education.gov.uk/performance](http://www.education.gov.uk/performance)**

and school ofsted reports are available at:

**[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

I would encourage you to apply using Gateshead Council's online school admissions system where you can access all the information within this booklet and other useful links about education in Gateshead. You can apply online at: **[www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)**

I hope you will find this booklet and our website helpful in making the important decisions about your child's future education.

Margaret Whellans  
Group Director, Learning and Children  
and Director Children's Services  
Gateshead Council  
Learning and Children  
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Regent Street  
Gateshead  
NE8 1HH

## When to start school

Parents are required to send their child to school no later than the beginning of the school year (i.e. September) in which they become five. This means that all children can spend the same length of time in primary schools, irrespective of their date of birth.

Admission age ranges for admission in September 2012:

- Primary/infant school - reception class - children born between 1 September 2007 to 31 August 2008
- Junior school - year 3 class - children born between 1 September 2004 to 31 August 2005

You only need to apply for a place in year 3 if your child attends an infant school, for example, Oakfield Infant, Ryton Infant or Birtley St Joseph's Catholic Infant School.

**If you require a copy of this booklet in large print, Braille, audio tape or another language, please contact:  
0191 433 2775, 433 2757  
or 433 2756**

**Alternatively you can fax us on:  
0191 490 1168  
or email:  
[helenwright@gateshead.gov.uk](mailto:helenwright@gateshead.gov.uk)**

## Introduction

When reading the information in this booklet, please note that:

- All Gateshead primary and secondary schools accept boys and girls.
- There are no boarding places in any of our primary or secondary schools.
- Currently, all Gateshead secondary schools are comprehensive schools.
- The academic year operates from 1 September 2012 to 31 August 2013; therefore the first year of entry to school begins in September each year.

If you have any queries regarding the admission process, please contact the School Admissions Team on: 0191 433 2775 or 433 2756.

## School transfers

If you require a transfer for your child from one school to another, please contact the Behaviour and Attendance Improvement Team at The Dryden Centre on: 0191 433 8589 or 433 8587.

## School organisation in Gateshead

Gateshead has a two-tier school system, with children progressing from primary and junior schools to secondary school. There are three infant schools in Gateshead and each has a linked junior school.

Below is a breakdown of the organisation of our schools proposed for September 2012:

### We have

- 1 nursery school for children aged 3 to 4
- 3 infant schools for children aged 4 to 7
- 3 junior schools for children aged 7 to 11
- 61 primary schools for children aged 4 to 11

### Consisting of:

- 49 community schools
- 17 Roman Catholic schools
- 2 Church of England schools

### There are:

- 9 secondary Schools

### Consisting of:

- 7 community schools
- 2 Roman Catholic voluntary aided schools

At the time of writing two voluntary aided Catholic schools (Cardinal Hume Catholic and St Thomas More Catholic schools) and three community schools (Joseph Swan, Lord Lawson of Beamish, and Whickham schools) have applied to convert to become Academies. This means that they will become responsible for agreeing their own school admission arrangements. However they will retain the schools admission policy contained within the Admission to Secondary Schools booklet for the 2012 admission process.

## Special education

There are six special schools in Gateshead for children whose special educational needs cannot be met in a mainstream school. A list of these schools and all others in Gateshead can be found at the back of this booklet.

Community primary and junior schools – linked catchment areas for September 2012

<p><b>Community Secondary School</b></p>	<p>The catchment areas of the following community primary and junior schools in Gateshead form the combined catchment area for the Gateshead community secondary school or academy identified.</p> <p>You can find out what catchment area you live in by contacting the School Admissions Team on: 0191 433 2775 or 433 2756.</p> <p>School catchment maps are available for inspection at Gateshead Civic Centre. Gateshead primary school catchment maps are also available to view on the council's website at: <a href="http://www.gateshead.gov.uk">www.gateshead.gov.uk</a>.</p> <p>Please note that linked community primary and junior schools are not 'feeder' schools. <b>We do not operate any school 'feeder' arrangements to our community secondary schools.</b> There is no guarantee of a place at a community secondary school or academy as a result of attending one of its linked community primary or junior schools.</p>
<p>Charles Thorp Comprehensive School (formally Ryton Comprehensive School)</p>	<p>Blaydon West, Chopwell, Crookhill Community, Emmaville, Greenside, Highfield Community, High Spen, Parkhead Community, Rowlands Gill Community, Ryton Community Junior, Winlaton West Lane Community</p>
<p>Heworth Grange Comprehensive School</p>	<p>Bill Quay, Lingey House, Roman Road, The Drive Community, Wardley, White Mere Community</p>
<p>Joseph Swan School</p>	<p>Glynwood Community, Harlow Green Community, Kelvin Grove Community, Kells Lane, Oakfield Junior</p>
<p>Kingsmeadow Community Comprehensive School</p>	<p>Brighton Avenue, Caedmon Community, Dunston Hill Community, Dunston Riverside Community, Lobley Hill</p>
<p>Lord Lawson of Beamish Community School</p>	<p>Barley Mow, Birtley East Community, Kibblesworth, Portobello, Ravensworth Terrace</p>
<p>Thomas Hepburn Community School</p>	<p>Bede Community, Brandling, Carr Hill Community, Colegate Community, Falla Park Community, Fell Dyke Community, Larkspur Community, South Street Community, Windy Nook</p>
<p>Whickham School</p>	<p>Clover Hill Community, Fellside Community, Front Street Community, Swalwell, Washingwell Community, Whickham Parochial Church of England</p>

## Explanations of the terms used in this booklet

**Academy** – a school where the governing body set the criteria and is responsible for the school admissions.

**Acceptance form** – the form to be completed and returned by parents by Sunday 15 April 2012 to let us know 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 and voluntary controlled schools. The schools governing body is the admission authority for voluntary aided schools..

**Admission criteria** – the conditions of admissions agreed by the admission forum (in the case of community and voluntary controlled schools) or by the governing body (in the case of voluntary aided schools).

**Appeal** – any parent whose child is refused a place at one of their preferred schools has the right to appeal to an independent appeal panel.

**Community school** – a school where the council is responsible for the admissions and setting the criteria.

**DfE** – The Department for Education (central government for education).

**Home local authority** – A child's home local authority is the authority in which they live, i.e. the authority to which council tax is paid.

**Looked after child** – a child who is in care of a local authority and as deemed under Section 22 of the Children Act 1989.

**Oversubscribed** – where there are more requests for admission to a year group in a school, than there are places available.

**Parent/guardian/carer** – a person who can exercise legal parental responsibility as defined under the 1989 Children's Act.

**Planned admission number (PAN)** – the maximum number of pupils to be admitted into a particular year group at a school.

**Preference** – the legal right of parents to state the school they would prefer their child to attend.

**Sibling link** – an older brother/sister or step brother/sister that shares the same parent/guardian and lives at the same address as the child applying and will be attending the preferred school at the time of admission, or adopted brothers and sisters living at the same address and to children who are fostered and have other children from the host family attending the school in question.

**Single offer of a school place** – The one offer for a place at a school which is made to a parent on Monday 2 April 2012.

**Voluntary aided school (VA)** – a school where the governing body set the criteria and is responsible for the school admissions.

**Voluntary controlled school** – a school where the council set the criteria and is responsible for admissions.

## Timeline for admission to primary, infant and junior schools September 2012

### Important

For the 2012 admission year, the closing date for returning applications is Sunday 15 January 2012. Any paper application form received by the School Admissions Team after this date will be classed as late. If you submit a paper form we advise that you return it no later than Friday 13 January 2012 so that you can obtain a receipt confirming that your application was received on time.

Parents that choose to apply online will have until midnight on Sunday 15 January 2012 to submit their application. However we recommend that you submit your online form by 4.30pm on Friday 13 January 2012, as in the unlikely event you experience technical difficulties staff will not be available to offer you assistance after this time.



## How we offer places at Gateshead primary, infant and junior schools - Equal Preference System

All community, voluntary aided schools and academies in Gateshead operate an equal preference system when offering places.

This means that all applications received will be assessed equally against the school's admission criteria with no regard to the ranking the school was given on the application form. Therefore, the priority your child is placed in under the school's admission criteria is the most important factor when deciding whether a place is available at a school when applications are considered.

**However, the council must look at the ranking a school has been given on the application form when we determine the single offer of a school place for each child.**

If we become aware, during the co-ordination process that a child is eligible for an offer at more than one school ranked on the application form, then we must determine the single offer of a school place for that child. We decide this by offering a place at the school for which the child is eligible for an offer that was ranked highest on the application form. Therefore the ranking you give each school on your application form is considered by the council and is important if your child becomes eligible for more than one offer.

Sometimes there are not enough places at one school to satisfy every parent that applies for a place, this is what is meant when a school is "oversubscribed". **We cannot guarantee that you will gain a place for your child at any of your preferred schools** as this will depend on the admission criteria for the school and how it applies to your application and the number of applications that are received for each school.

If you live in Gateshead and we cannot offer your child a place at any of your preferred schools, then we will offer your child a place at your community catchment school if it still has places available. If there are no places available at this school, we will then offer the next nearest community school in Gateshead with places available, measured as the crow flies from the main entrance of the school to your home address.

The equal preference system does not mean that you stand a better chance of gaining a place at a school simply by naming it as a preference nor does it mean that all of your preferred schools ranked on your application form will stand an equal chance of success. Voluntary aided schools, community schools and academies have different admission criteria that must be applied to each application to determine the priority for admission and decide if they can offer your child a place at the school.

If you live in Gateshead and you do not submit an application form, a place will still be offered to your child on 2 April 2012 at your community catchment school, or if places are not available at this school after all other applications have been considered, your child will be offered a place at the next nearest community school in Gateshead with places available, measured as the crow flies from the main entrance of the school to your home address.

## Gateshead Council community and voluntary controlled primary schools Admission policy 2012/2013

We allocate places at our community primary infant and junior schools using our policy below and co-ordinate admissions to our schools using our co-ordinated admission scheme.

### The policy is as follows:

- Your child will start school at the beginning of the academic year in which they will reach the age of five. (An academic year lasts from 1 September in one year to 31 August in the following year). However in many schools the first year will include an induction period, (a period for your child to get used to school life). This may last from September until no later than the end of the October half term holiday. Parents who wish to defer their child's entry beyond this period must make this request in writing at the time of application for admission to school. Deferred entry must not extend beyond the beginning of the term after the child's 5th birthday, or beyond the academic year for which the application was accepted. Deferred entry will be considered by us, the local authority in consultation with the Head Teacher and governors of the school.
- We will accept pupils up to the school's agreed planned admission number for the year group unless we feel there are lawful grounds not to do so.

### Oversubscription criteria

We will consider applications from parents who have named the school as any ranked preference on their application form this is called the equal preference system. If there are more applications for the number of places available at the school we will then allocate places by using the following order of priority:

1. Children in Public Care (and as deemed under Section 22 of the Children Act 1989).
2. Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year.

3. Other children who live in the school's catchment area.
4. Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year.
5. Other children who have exceptional medical or social grounds - see point 1 below
6. All other children.

### Point 1

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. The evidence will be assessed by the local authority admission panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

### *Whickham Parochial Church of England Controlled Primary School*

***This school has the same oversubscription criteria as priorities 1 to 6 above except that criteria 3 and 4 above are reversed. Priority 1, 2, 5 and 6 remain in the same order however for this particular school their oversubscription criteria places priority 4 children above those children in priority 3.***

### Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children's Act, for the child.

*Continued on next page*

### Tie-breaker

If, within any of the above criteria, there are more applicants than places available, priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' i.e. in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. We measure the distance using a geographical information system (GIS).

### Waiting list

If places become available we will consider all relevant applications based on a waiting list. The waiting list will be maintained by the council from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list are placed according to the admission criteria and priorities set out above. However children who are the subject of a direction to admit by the local authority or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

### Important dates

The closing date for the return of applications is **Sunday 15 January 2012**. From 12 September 2011 you can apply for a place in a reception or junior class for admission in September 2012 by applying online at: **[www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)** you must submit your application by no later than Sunday 15 January 2012. Alternatively Parents requiring a paper application form must ensure that they request it in sufficient time for them to complete and return it by no later than Sunday 15 January 2012 to:

The School Admissions Team, Gateshead Council, Civic Centre, Regent Street, Gateshead NE8 1HH.

If you live outside Gateshead and want to apply to a Gateshead school, you must obtain an application form from your own council and return it to them by their closing date or apply through their online application system. However you must still consider the information in Gateshead Council's "Admission to Primary School" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at: **[www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)** Your own council will send us notification of your application and they will let you know the final allocation of a school place for your child.

### General information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary School" booklet for 2012 available at: **[www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)** The co-ordinated admission scheme and catchment areas referred to in this policy can be viewed at:

Gateshead Council, Civic Centre, Regent Street, Gateshead NE8 1HH, or online at: **[www.gateshead.gov.uk](http://www.gateshead.gov.uk)**

## Voluntary Aided School Admission Policies 2012/2013

The following voluntary aided schools operate the same oversubscription criteria, please note that the below policy applies to all schools listed in the table below:

School	PAN	Parish(es) Served
Sacred Heart	15	Sacred Heart, Byermoor
St Alban's	30	St Alban's, Pelaw
St Augustine's	45	St Augustine's, Felling
St Joseph's Blaydon	30	St Anne's, Winlaton & St Joseph's, Blaydon
St Joseph's Highfield	17	St Joseph's, Highfield & Our Lady of Lourdes, Chopwell
St Mary and St Thomas	30	St Mary & St Thomas Aquinas, Stella
St Mary's	30	St Mary's, Whickham & Immaculate Heart, Lobley Hill
St Oswald's	30	St Oswald's, Wrekenton
St Peter's	30	St Peter's, Low Fell & Our Lady of the Annunciation, Gateshead
St Philip Neri	16	St Philip Neri, Dunston, The Immaculate Heart, Lobley Hill
St Wilfrid's	17	St Wilfrid's, Gateshead

### Admission policy 2012/2013

This admissions policy has been formally adopted by the governing bodies of the above Catholic primary schools in Gateshead. In each school the governing body is the admissions authority and is responsible for determining the school's admissions policy.

The planned admission number (PAN) for each school is given in the above table.

The admissions policy criteria will be applied on an equal preference basis.

### How and when to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a voluntary aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the local authority.

### Late applications

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

### Oversubscription criteria

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

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to children who will have older siblings attending the school in September 2012)*

1. Catholic children in the care of a local authority.
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. Other children in the care of a local authority.

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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 faith traditions.
7. Other children.

If applicants are seeking admission under criteria 5 and 6 above, they will be asked for a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

### 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 will be asked to 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.

#### 2. Definition of children in the care of a local authority

A child, who is 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 school is made and who the local authority can confirm, will still be looked after at time of admission to the school.

#### 3. 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.

#### 4. Churches Together in England

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union  
British Antiochian Orthodox Church

Cherubim and Seraphim Council of Churches  
The Church of England  
Church of God Prophecy  
Church of Scotland (in England)  
Congregational Federation  
Coptic Orthodox  
Council of African and Caribbean Churches  
Council of Oriental Orthodox Churches  
Ichthus Christian Fellowship  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
The Methodist Church  
United Reform Church  
Wesleyan Holiness Church

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by a straight line from the front door of the child's home address (including flats) to the main entrance of the school, [using the local authority's computerised measuring system], with those living closer to the school receiving the 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 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.

A Parish boundary map is available for inspection at the Diocese, St. Cuthbert's House, West Road, Newcastle Upon Tyne, NE15 7PY

### Waiting lists

If your child has been 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 last day of the autumn term.

### Application information

It is very helpful to have an early indication of the number of children to be admitted to the reception class in 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 them 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 2 April 2012.

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## Corpus Christi Catholic Primary School

### Admission policy 2012/2013

The governing body of Corpus Christi Catholic School is the Admission Authority for this school.

This admissions policy has been formally adopted by the Governing Body of the school. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The Planned Admission Number (PAN) for each the school is 29.

The Admissions Policy Criteria will be applied on an equal preference basis.

### How and when to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a voluntary aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the local authority.

### Late applications

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

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

### Oversubscription criteria

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

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

*(First priority in each category will be given to children who have older sibling attending the school in 2012.)*

1. Catholic children in the care of a local authority.
2. Catholic children whose home address is within the parishes of Corpus Christi and Holy Rosary.
3. Catholic children whose home address is outside of the parishes of Corpus Christi and Holy Rosary.
4. Other children in the care of a local authority.
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4.)

*Continued on next page*

- 6. Children of other faith traditions.
- 7. Other children.

If applicants are seeking admission under criteria 5 and 6 above, they will be asked for a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

### 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 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

#### 2. Definition of children in the care of a local authority

A child, who is 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 school is made and who the Local Authority can confirm, will still be looked after at time of admission to the school.

#### 3. 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.

#### 4. Churches Together in England

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union  
 British Antiochian Orthodox Church  
 Cherubim and Seraphim Council of Churches

The Church of England  
 Church of God Prophecy  
 Church of Scotland (in England)  
 Congregational Federation  
 Coptic Orthodox  
 Council of African and Caribbean Churches  
 Council of Oriental Orthodox Churches  
 Ichthus Christian Fellowship  
 Independent Methodist Churches  
 Joint Council for Anglo-Caribbean Churches  
 Lutheran Council of Great Britain  
 The Methodist Church  
 United Reform Church  
 Wesleyan Holiness Church

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured (by the shortest route as shown on the AA route planner) from the child's home address (including flats) to the main entrance of the school, with those living closer to the school receiving the 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 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.

**A Parish boundary map is available for inspection at the Diocese, St. Cuthbert's House, West Road, Newcastle Upon Tyne NE15 7PY**

### 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 the full academic year.

### Application information

It is very helpful to have an early indication of the number of children to be admitted to the reception class in 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 them 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 2 April 2011.

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## St Agnes RC Primary School

### Admission policy 2012/2013

The governing body of St Agnes Catholic Primary School is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an equal preference basis. The governing body intends to admit up to 24 pupils to the reception year group in September 2012. This number will apply to the reception Year and to every other year in the school.

### How and when to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a voluntary aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the local authority.

### Late applications

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

### Oversubscription criteria

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

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to children who will have older siblings attending the school in September 2012).*

1. Catholic children in the care of a local authority.
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. Other children in the care of a local authority.
5. Non Catholic children who have an older brother or sister in school in September 2012
6. Children, who are baptised or dedicated members of other Christian churches as recognised by Churches Together in England (see note 4).
7. Children, who are members of other faith traditions.
8. Other children.

If applicants are seeking admission under criteria 6 and 7 above, they will be asked for a letter to confirm their church membership from their minister or faith leader, or suitable equivalent.

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## 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 will be asked to 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.

### 2. Definition of children in the care of a local authority

A child, who is 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 school is made and who the local authority can confirm, will still be looked after at time of admission to the school.

### 3. 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.

### 4. Churches Together in England

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union

British Antiochian Orthodox Church

Cherubim and Seraphim Council of Churches

The Church of England

Church of God Prophecy

Church of Scotland (in England)

Congregational Federation

Coptic Orthodox

Council of African and Caribbean Churches

Council of Oriental Orthodox Churches

Ichthus Christian Fellowship

Independent Methodist Churches

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

The Methodist Church

United Reform Church

Wesleyan Holiness Church

## Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from the home address to the school entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, as the crow flies, using the local authority's computerised measuring system, with those living closer to the school receiving the 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. Details of the appeals process are available from the local authority.

## Home address

It is the 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 the full academic year.

### Application information

It is very helpful to have an early indication of the number of children to be admitted to the reception class in 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 them 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 2 April 2012.

**Details of parish boundaries are available from Diocese of Hexham & Newcastle Education Service, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY. Tel: 0191 243 3313**

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## St. Aidan's Church of England Primary School

### Admission policy 2012/2013

The governing body of St Aidan's 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 2012. This arrangement follows consultation between the governing body, the local authority, all other schools in the area and all other admission authorities in the area.

In the event of the number of applications exceed the number of places available priority will be given to applications in the order of priority indicated below.

#### Oversubscription criteria

1. Looked After Children (in the care of a Local Authority)
2. Children with at least one parent who worships in a Church of England congregation in the Parish of Bensham and Teams who will have a brother or sister at the school at the time of admission (see note 1 below)
3. Other children with a brother or sister at the school at the time of admission
4. Children with at least one parent who worships in a Church of England congregation in the Parish of Bensham and Teams (see note 1 below)

5. Children with at least one parent who worships in another faith community in the Parish of Bensham and Teams (see note 1 below)
6. Children who have exceptional medical or social needs (see note 2 below)
7. Children of parents living within the Parish of Bensham and Teams
8. Other children

#### Tie-breaker

Where there are places available for some but not all applicants within a particular priority, distance from the home to school will be the deciding factor, with preference given to those applicants who live nearest the school when measured in a straight line (i.e. as the crow flies) from the centre of the home residence to the school's main entrance.

#### Waiting list

A waiting list will be maintained if the school is oversubscribed. If places subsequently become available after the closing date places will be allocated from those applicants on the waiting list. The waiting list will be maintained according to the admission criteria above for one term.

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## Notes

1. If applicants are seeking admission under criteria 2, 4 and 5 above they will be asked to provide evidence that they worship.  
**To qualify under this priority parents must have worshipped at least once in every calendar month since 1st September 2010 to 30 Sept 2011.** A letter from the incumbent or minister must be provided to substantiate this.
2. If applicants are seeking admission under criterion 6 above they will be asked to provide appropriate evidence from a relevant professional, e.g. a letter from a doctor or social worker. It should set out the particular reasons why our school is the most suitable school and the difficulties that would be caused if your child had to attend another school. We will not consider such applications if the relevant professional evidence is not provided. We will also seek an independent opinion of the evidence provided from the Gateshead local authority admission officer.

## Other information

We reserve the right to seek proof of address where relevant.

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

A map showing the parish boundaries can be inspected in the school office and on the school website – [www.staidansprimary.co.uk](http://www.staidansprimary.co.uk)

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 from the school.

The Admissions Policy criteria will be applied on an equal preference basis.

If relevant where an application was originally considered on the basis of false information provided by the parent (e.g. fraudulent information about address or church attendance) then the governing body reserves the right to place the child in a much lower category based on the established facts.

Where a parent fails to provide evidence requested by the governing body then the application will be considered and placed in the relevant criteria based only on the information provided. An offer of a place provided on the basis of fraudulent evidence may be subsequently withdrawn if found to have denied a place to a child who was more eligible for the place under the admission criteria.

Parents will be notified as to whether or not their child has been allocated a place on 2 April 2012.

## St Anne's Catholic Primary School

### Admission policy 2012/2013

The governing body of St Anne's Catholic Primary School is the admissions authority for this school and is responsible for determining the school's admissions policy.

Details of parish boundaries are available from the school.

The Planned Admission Number (PAN) for St Anne's Catholic Primary School is 30.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

#### How and when to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to St Anne's Catholic Primary School should also complete section B of the application form. All forms must be returned by the closing date set by the local authority.

#### Late applications

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

#### Oversubscription criteria

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

Parents are asked to note that admission to the pre-school is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order based on the information provided on the application form at the time of application:

1. Catholic children in the care of a local authority.
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 with a sibling attending the school at the time of admission
4. Catholic children whose home address is outside of the parish(es) served by the school who will not have a sibling attending the school at the time of admission
5. Other children in the care of a local authority.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) with a sibling attending the school at the time of admission.
7. Children, of other faith traditions with a sibling attending the school at the time of admission.
8. Other children with a sibling attending the school at the time of admission
9. Children who are baptised or dedicated members of other Christian churches as recognised by Churches Together in England (see note 4) who will not have a sibling attending the school at the time of admission
10. Children, who are members of other faith traditions who will not have a sibling attending the school at the time of admission.
11. Other children

If applicants are seeking admission under criteria 6, 7, 9 or 10 above, they will be asked for a letter to confirm their church membership from their minister or faith leader, or suitable equivalent.

#### Additional notes

1. **Definition of Catholic.** For the purposes of this policy the definition of a Catholic child is one who has been baptised as Catholic or who has been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, 3 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received

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into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

**2. Definition of children in the care of a local authority.** A child, who is 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 school is made and who the local authority can confirm, will still be looked after at time of admission to the school.

**3. 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.

**4. Churches Together in England**

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

- The Baptist Union
- British Antiochian Orthodox Church
- Cherubim and Seraphim Council of Churches
- The Church of England
- Church of God Prophecy
- Church of Scotland (in England)
- Congregational Federation
- Coptic Orthodox
- Council of African and Caribbean Churches
- Council of Oriental Orthodox Churches
- Ichthus Christian Fellowship
- Independent Methodist Churches
- Joint Council for Anglo-Caribbean Churches
- Lutheran Council of Great Britain
- The Methodist Church
- United Reform Church
- Wesleyan Holiness Church

**Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured in a straight line from the centre of the home residence (including flats) to

the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the 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 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.

A Parish boundary map is available for inspection at the Diocese, St. Cuthbert's House, West Road, Newcastle Upon Tyne NE15 7PY.

**Waiting lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria. The waiting list will be open until the last day of the autumn term.

**Application information**

It is very helpful to have an early indication of the number of children to be admitted to the reception class in 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 them 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 2 April 2012.

## St Joseph's Catholic Infant School, Birtley

### Admission policy 2012/2013

This admissions policy has been formally adopted by the governing bodies of the Catholic primary schools in Gateshead. In each school the governing body is the admissions authority and is responsible for determining the school's admissions policy.

Details of parish boundaries are available from Diocese of Hexham & Newcastle Education Service, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY.  
Tel: 0191 243 3313

The Planned Admission Number (PAN) for St Joseph's Infant School, Birtley is 30.

The admissions policy criteria will be applied on an equal preference basis.

### How and when to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a voluntary aided Catholic school should also complete part B of the application form. All forms must be returned by the closing date set by the local authority.

### Late applications

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

### Oversubscription criteria

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

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order: *(First priority in each category will be given to children who will have older brothers or sisters attending Birtley St Joseph's Infant or Junior school in September 2012)*

- 1 Catholic children in the care of a local authority.
- 2 Catholic children whose home address is within the parish served by St Joseph's Infant School.
- 3 Catholic children whose home address is outside of the parish served by St Joseph's Infant School.
- 4 Other children in the care of a local authority.
- 5 Children who are baptised or dedicated members of other Christian churches as recognised by Churches Together in England (see note 4).
- 6 Children who are members of other faith traditions.
- 7 Other children.

If applicants are seeking admission under criteria 5 and 6 above, they will be asked for a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

### Additional notes

#### 1. Definition of Catholic

Children who have been baptised as a Catholic or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to 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.

#### 2. Definition of children in the care of a local authority

A child who is 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 school is

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made, and who the local authority can confirm will still be looked after at time of admission to the school.

### 3. 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.

### 4. Churches Together in England

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union  
British Antiochian Orthodox Church  
Cherubim and Seraphim Council of Churches  
The Church of England  
Church of God Prophecy  
Church of Scotland (in England)  
Congregational Federation  
Coptic Orthodox  
Council of African and Caribbean Churches  
Council of Oriental Orthodox Churches  
Ichthus Christian Fellowship  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
The Methodist Church  
United Reform Church  
Wesleyan Holiness Church

### Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system, with those living closer to the school receiving the 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 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, 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 last day of the school autumn holiday.

### Application information

It is very helpful to have an early indication of the number of children to be admitted to the reception class in 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 them 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 the date specified by the local authority.

## St Joseph's Catholic Junior School, Birtley

### Admission policy 2012/2013

The governing body of St Joseph's Catholic Junior School is the admissions authority for this school and is responsible for determining the school's admissions policy. This admissions policy has been adopted by the governing body of St. Joseph's Catholic Junior School, Birtley, Gateshead.

Details of parish boundaries are available from Diocese of Hexham & Newcastle Education Service, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY. Tel: 0191 243 3313.

The admissions policy criteria will be applied on an equal preference basis. The governing body intends to admit up to 30 pupils (PAN) to Year 3 in September 2011.

#### Oversubscription criteria

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

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order: *(First priority in each category will be given to children who will have older siblings attending the school in September 2012).*

- 1 Catholic children in the care of a local authority
- 2 Children who have completed their education at St. Joseph's Catholic Infant School, Birtley
- 3 Catholic children whose home address is within the parish boundaries of St Joseph's Parish.
- 4 Catholic children whose home address is outside of the parish boundaries of St Joseph's Parish.
- 5 Other children in the care of a local authority.
- 6 Children who are baptised or dedicated members of other Christian churches as recognised by Churches Together in England (see note 4).
- 7 Children of other faith traditions.
- 8 Other children.

If applicants are seeking admission under criteria 5 and 6 above, they will be asked for a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

#### Additional notes

- 1. Definition of Catholic.** Children who have been baptised as a Catholic or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to 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.
- 2. Definition of children in the care of a local authority.** A child who is 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 school is made and who the local authority can confirm, will still be looked after at time of admission to the school.
- 3. 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.
- 4. Churches Together in England**  
(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)  
The Baptist Union  
British Antiochian Orthodox Church  
Cherubim and Seraphim Council of Churches  
The Church of England  
Church of God Prophecy  
Church of Scotland (in England)  
Congregational Federation  
Coptic Orthodox  
Council of African and Caribbean Churches

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Council of Oriental Orthodox Churches  
Ichthus Christian Fellowship  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
The Methodist Church  
United Reform Church  
Wesleyan Holiness Church

The Planned Admission Number (PAN) for the school is given above.

## How and when to apply

Applications must be made on the local authority common application form. Parents applying to a voluntary aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the local authority.

## Late applications

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

Where there are places available for some but not all applicants within a particular criterion, distance from home address to school will be the deciding factor, with preference being given to those whose home address is nearest to the school, measured as the crow flies from home to the school's main entrance.

## Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system, with those living closer to the school receiving the 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 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 contacting the local authority.

## Home address

It is the 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.

**A Parish boundary map is available for inspection at the Diocese, St. Cuthbert's House, West Road, Newcastle Upon Tyne NE15 7PY.**

## 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 the full academic year. All applicants on the waiting list are placed according to the admission criteria set out above.

## Application information

Formal written applications for admission must be made on the form provided by the local authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria. Parents will be notified as to whether or not their child has been allocated a place on 2 April 2012.

## St Joseph's Roman Catholic Voluntary Aided Primary School Gateshead

### Admission policy 2012/2013

This admissions policy has been formally adopted by the governing body of St Joseph's Roman Catholic Voluntary Aided Primary School, Gateshead. The governing body is the admissions authority and is responsible for determining the school's admissions policy. The Planned Admission Number (PAN) for St Joseph's is 29.

The admissions policy criteria will be applied on an equal preference basis.

#### How and when to apply

Applications must be made on the local authority common application form. Parents applying to a voluntary aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the local authority.

#### Late applications

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

#### Oversubscription criteria

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

Parents are asked to note that admission to the nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order: *(First priority in each category will be given to children who will have older siblings attending the school in September 2012).*

- 1 Catholic children in the care of a local authority.
- 2 Catholic children whose home address is within the parish of St Joseph's.
- 3 Catholic children whose home address is outside of the parish of St Joseph's.
- 4 Other children in the care of a local authority.
- 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 faith traditions.
- 7 Other children.

If applicants are seeking admission under criteria 5 and 6 above, they will be asked for a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

#### Additional notes

##### 1. Definition of Catholic

Children who have been baptised as Catholic or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to 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.

##### 2. Definition of children in the care of a local authority

A child who is 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 school is made and who the local authority can confirm will still be looked after at time of admission to the school.

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### 3. 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.

### 4. Churches Together in England

(See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union  
British Antiochian Orthodox Church  
Cherubim and Seraphim Council of Churches  
The Church of England  
Church of God Prophecy  
Church of Scotland (in England)  
Congregational Federation  
Coptic Orthodox  
Council of African and Caribbean Churches  
Council of Oriental Orthodox Churches  
Ichthus Christian Fellowship  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
The Methodist Church  
United Reform Church  
Wesleyan Holiness Church

### Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, with those living closer to the school receiving the 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 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.

**A Parish boundary map is available for inspection at the Diocese, St. Cuthbert's House, West Road, Newcastle Upon Tyne NE15 7PY.**

### Waiting lists

If your child has been 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 last day of the autumn term.

### Application information

It is very helpful to have an early indication of the number of children to be admitted to the reception class in 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 them 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 2 April 2012.

## Section 1

### Primary, infant and junior schools co-ordinated admission arrangements and general admissions information – September 2012

Primary school admissions in Gateshead are co-ordinated with our neighbouring councils. We will check the applications we receive in Gateshead against those submitted to our neighbouring councils to ensure only one application form for each child has been submitted.

Our neighbouring councils and their contact details are:

- Durham 0191 383 4576
- Newcastle 0191 277 4133
- Northumberland 01670 534 162
- South Tyneside 0191 424 7706
- Sunderland 0191 561 1447

All schools you apply to must be ranked on your application form, these may be for any community school, voluntary aided school or academy in Gateshead or for schools in our neighbouring authorities. Preferences for voluntary aided schools or academies in Gateshead or for schools in our neighbouring local authorities will be forwarded by us to the relevant school or local authority so they can consider your application.

We co-ordinate the single offer of a place for all children resident in Gateshead and can only offer one school place for each child. For example, if your child is eligible to be offered places at more than one school we will ensure only one offer is made for the highest ranked school for which your child is eligible. Parents must think carefully about the schools they apply to and how they rank them on their application form.

The co-ordination procedures may mean that a minority of parents receive the offer of a place at a school they did not choose. This is partly due to the oversubscription of places at some schools chosen by parents, demand for which can vary significantly from year to year.

#### Important points to note

- You must think carefully about the admission criteria for each school you apply to and the likelihood of success. For example, voluntary aided schools have different admission criteria to academies and community schools and this will affect how individual schools and admission authorities initially consider your application. You will be able to identify how high up the admission criteria your child will be from the school's admission policy. You can then look at the numerical information for the school in section 3 of this booklet. This information will give you an idea of the trend of applications, offers and appeals received for the last two academic years. However this must be treated with some caution as these figures can change significantly from year to year.
- We strongly recommend you use all three preferences on your application form - doing so does not reduce your chance of gaining a place at your first preference school. If you only name one school on your application form it does not increase your chances of gaining a place at this school, nor does repeating the name of a school on your application form improve your chance of gaining a place there. It simply means that if you are not offered a place at this school we will not know which other schools you may have considered as a second and third preference and you may run the risk of being offered a school some distance away from your home address.
- Your child's attendance at a school nursery does not guarantee your child a place in the reception class of the same school. Your application form will be considered against the school's admission criteria with no regard to the nursery that your child attends.

- You must obtain a receipt for your application form. If you apply online you are automatically emailed a receipt.
- You must inform us immediately if you change address after the submission of your application form.

## Children living in Gateshead – how to apply

You can apply online from Monday 12 September 2011 at:

**[www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)**

Applying online is quick and easy and you will receive an email on 2 April 2012 informing you which school your child has been offered.

If you are unable to apply online you can complete a paper application form. Paper application forms are available from the School Admissions Team who can be contacted on 0191 433 2757 or 433 2756. However, if you complete the paper application form, the letter informing you of which school your child has been offered will be posted second class to your home address on 2 April 2012. Therefore it may be several days after this date before you receive your letter; this is why we recommend you apply online, as you receive earlier notification of which school place your child has been offered.

Online and paper applications must be submitted by 15 January 2012. You must ensure you obtain a receipt when returning your application form. If you apply online you are automatically emailed a receipt. If you do not submit your form by the closing date of 15 January 2012 you will jeopardise your chances of gaining a place at the school you want.

## Children living outside Gateshead – how to apply

You must obtain an application form from your own council and return it to them by their closing date. They will forward a copy of your application to us. If you are not offered a

Gateshead school for which you have expressed a preference, your home local authority must ensure your child is offered a place in your area. However, if you are applying to a Gateshead school it is important that you read the information contained in this booklet in order to fully understand the admission criteria for the school you apply to.

## Late applications and late change of preferences

If you return your form after Sunday 15 January 2012 you will severely reduce your chances of gaining a place at your chosen schools. In exceptional circumstances we may be able to consider late applications if they are received before Friday 27 January 2012. This might happen if you have just moved into the area. In such circumstances proof of ownership or tenancy will be required. Each late application will be decided on its own merits. You need to be aware that if we agree to consider a late application for exceptional reasons this does not in itself mean that we can offer your child a place. It simply means that your application will be considered in accordance with the admission criteria along with all other applications that were received on time.

Change of preferences received after Sunday 15 January 2012 must be submitted in writing and will be considered as late applications unless exceptional circumstances apply.

## **Late applications and late change of preferences received after Friday 27 January 2012 will not be processed until after Monday 2 April 2012,**

however an offer will be made for your community catchment school in Gateshead or, if this is not available, at the next nearest community school in Gateshead with places available measured as the crow flies from the main entrance of the school to your home address.

**Allegations from late applicants stating that their application form has been lost in the post, or lost by the school or the council, will**

**not be considered without proof of receipt from the applicant.**

The majority of late applications are refused a place at their chosen school. We do not keep places back for late applicants who live in the catchment area of the school or who have an older brother or sister attending the preferred school.

### Waiting lists

We will maintain waiting lists for all oversubscribed community schools, voluntary aided schools and academies in Gateshead from Friday 20 April 2012. If you are refused a place at a Gateshead school you can request that your child's name be placed on the school's waiting list. To do this you must complete and return the waiting list request form, which you will receive with your refusal letter. The allocation of places from the waiting list will start on Friday 20 April 2012 and places will be offered on a weekly basis thereafter, providing vacancies arise. Waiting lists are maintained according to the admission criteria of the school without reference to the preference ranking given on the application form or the length of time a child has been on the list.

A child's position on a waiting list may change on a regular basis due to additions or deletions of children on the list.

Children who are the subject of a 'direction' by a local authority to admit or who are allocated to a school in accordance with a fair access protocol must take precedence over any child already on the waiting list.

### Appeal

If you are refused a school place you have the right to appeal against the decision to an independent panel. For schools in Gateshead, parents must contact the School Admission Team following receipt of their refusal letter and request an appeal form. Appeals are generally heard in June/July 2012.

Please note that in general fewer than half of appeals are decided in the parents' favour for years 3,4,5 and 6. In respect of infant classes, reception, year 1 and year 2, very few appeals are successful due to the legislation relating to statutory class size limitations in these early years classes. Further information regarding statutory class size legislation is available on page 29 of this booklet.

### Twins and triplets

Where you have twins and only one school place is available, you will be notified in writing and the decision will lie with you as to whether you accept the school place offered and if so, for which child. The same will apply for triplets. Where you do not accept the school place, the place will be offered to the next child on the waiting list.

### Deferred entry to primary school

The council considers that it is in the best interest of your child to enter formal education with their chronological year group. However, if you have a child who will start school prior to their fifth birthday you can defer your child's entry to school until later in the school year, however you cannot defer your child's entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Applications for such deferred entry should be made at the time of the normal application round for your child's age group.

If you choose not to send your child to school until the term after their fifth birthday and if this falls into the next academic year the child will then be subsequently placed in the admission year group relevant to the chronological age of the child as designated by the local authority (therefore if your child reaches the age of five during the summer term and you request to defer their entry until the term after their fifth birthday, they will be admitted into year 1, therefore having missed the reception class).

You may also request that your child attends school on a part time basis until they reach five years old, however such requests will only be considered if exceptional circumstances apply.

## Keeping children back a year

This is only considered in the most exceptional of circumstances. You cannot apply for a different year of entry to which your child should normally be admitted without independent evidence from a relevant registered professional i.e. a doctor or education psychologist providing clear reasons why the child will be unable to cope with the demands of the education process for the whole academic year. Such applications will be assessed by relevant officers within the council.

The offer of a place in one academic year cannot be held back so that the child can be admitted into the same school in a subsequent academic year.

## Looked after children

A 'looked after child' is a child who is in the care of a local authority, under Section 22 of the Children Act 1989. Looked after children have top priority in our community school admission policy for September 2012. This means that, when places become available during the school year, they can be offered to these children over others on the waiting list. This is to ensure that they are quickly placed in an appropriate school.

## Special educational needs

If your child has special educational needs you should still complete an application form and apply for a place at the same time as all other applicants.

Children with a statement of special educational need which names a particular school in the statement are required to be admitted to that named school. However, if the school named in the statement is different to your chosen first

preference school ranked on your application form then you will need to speak to the special educational needs team regarding this. You will also have the right to appeal against this decision.

If your child has special educational needs but not a statement, your application for a school place will be considered on the basis of the school's published admission criteria. All schools in Gateshead can provide for pupils with special educational needs.

## Reserving places

We cannot reserve places in our primary, infant or junior schools in the expectation of further applications from families moving into the area.

## Exceptions to the duty to offer a community primary school place

If there are more places available at a school than there are applicants, the admissions authority must accept all the applications except in the circumstances described below.

## Twice excluded pupils

Unless a child has been permanently excluded on two or more occasions, applications for places must be considered on the same basis as all other applications and in line with the school admissions code. In the case of twice excluded children, the admission authority (the council in the case of community and voluntary controlled schools and the governing body in the case of voluntary aided and foundation schools) is not under a duty to comply with the preference of parents. However this does not affect a child's right to education.

## Class size restrictions in Key Stage 1 (infant years)

Key stage 1 refers to reception, year 1 and year 2 in infant and primary schools.

All schools must follow class size legislation in Key Stage 1 (ages 4 to 7). Schools are not

allowed to have more than 30 children to one qualified teacher in any Key Stage 1 class, including reception.

You should be aware that once the limit of 30 children to one teacher is reached and your child is refused admission then there are only very restricted reasons for appeal. You do have the right of appeal but an appeal panel can only uphold your appeal if they are satisfied that either:

- The decision to refuse admission was not one which a reasonable admission authority would make in the circumstances of the case;
- 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 mandatory provisions in the School Admissions Code and the SSFA 1998

The appeal panel members must consider whether or not the council has satisfied them that their decision to refuse admission was reasonable in accordance with admission legislation and that the admission procedures were properly implemented. If this is shown to be the case, the panel are obliged to dismiss the appeal.

Your child may be refused a place at a school on the grounds that the admission would cause class size prejudice. Class size prejudice means that a school would not be able to keep the 30 pupils to one teacher class size limit unless extra measures were taken, such as the need to provide an extra teacher or classroom or even a reorganisation of classes. Factors relevant to the admission authority's decision could be:

- Where the introduction of an extra pupil would lead to the introduction of mixed aged teaching in a school previously operating in single year groups

- Whether the admission of the child would lead to a breach of the limit further up the system – some schools decide to have a small reception class with larger year 1 and year 2 classes (e.g. admission number of 45 with two reception classes of 22 and 23 and three mixed year 1 and year 2 classes of 30). Admitting extra pupils to the reception class would not breach the limit in that year but could do so in future years.

### Exception to Key Stage 1 class size legislation

Exception to the new class size legislation is only possible in very limited circumstances, for example where a child is in receipt of a statement of special educational needs naming the school in question, or where a child has moved into an area during the school year and there is no other school within a reasonable distance from home. In either case the class may remain above the 30 pupils to one teacher limit only for the remainder of that school year.

### Other admission authorities

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

#### **Diocesan Education Board**

Church House, St John's Terrace, Percy Main, North Shields NE29 6HS. Tel: 0191 270 4100

#### **Durham Diocesan Board of Education**

Carter House, Pelaw Leazes Lane, Durham DH1 1TB. Tel: 0191 374 6017

## Section 2

### Community and voluntary aided primary, infant and junior school admissions September 2012

#### Community and voluntary aided school admission policies

Gateshead Council is responsible for determining the admission policy and admission arrangements for community schools in Gateshead. Gateshead's community school admission policy is set out on page seven of this booklet.

The governing body of voluntary aided schools in Gateshead is responsible for determining the admission policy and admission arrangements to their school. The admission policies for all voluntary aided schools in Gateshead are set out on pages 9 to 24 of this booklet.

#### How places are offered at Gateshead schools

Places are offered at all Gateshead schools using an equal preference system. If there are not enough places available in a school to meet all parental requests, priority will be given according to the schools admission criteria set out within their admission policy. Please refer to page 6 of this booklet for further information on the equal preference system.

If you would like to know which school catchment area you live in please contact the School Admissions Team on: 0191 433 2775 before you submit your application. Copies of all primary school catchment maps are available online at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

If you would like to know if your address falls within the parish boundary for a particular voluntary aided (church) school, please contact the school direct.

#### Additional information - community schools

##### Address and fraudulent address claims

When deciding whether a child lives within a

catchment area for a Gateshead school only the address of the parent/legal guardian will be taken into account. Addresses of childminders, relatives or friends who may help look after your child must not be used on the application form. We reserve the right to seek proof of address and to withdraw an offer of a place in the event of an inaccurate address being provided on the application form. **Unfortunately places are withdrawn every year because some parents use a false address on their application form.** This includes cases where parents take out a short term lease, temporarily move in with relatives or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. **Gateshead Council will investigate all allegations of fraudulent practice brought to their attention.**

In addition we cannot accept your residence at a temporary address, unless exceptional circumstances apply, for example you are moving into the area or have been housed in emergency accommodation by the council.

Children must be resident in the country before we consider an application form for a school place, however there are exceptions for children of UK service personnel and other Crown Servants, if the request for admission is accompanied by an official government letter declaring a relocation date and intended address.

Parents of children who reside at two different addresses due to parental responsibility, are advised to seek advice about the completion of their application form before its submission from the School Admissions Team on: 0191 433 2757. It is expected that where there is shared parental responsibility for a child, that parents will agree who is the parent with the main responsibility before completing the application form.

## Change of address after the closing date (moving into a particular school's catchment area for the school you applied to)

It is your responsibility to notify us immediately of any change of address after submitting your application form. We cannot reserve places for families expecting to move into a particular school's catchment area. If you have not exchanged contracts or have not signed a tenancy agreement to support your new address we will be unable to use this address for the purpose of allocating places on Monday 2 April 2012. If you can provide us with the above evidence by Friday 27 January 2012, we will be able to use your new address for the purpose of allocating places on Monday 2 April 2012. Any school place offered will be on the assumption that your child will be living at this address in September 2012.

However, please note that if you move into a particular school's catchment area after the submission of your application form and do not provide us with proof of your new address by Friday 27 January 2012, your new address will not be taken into consideration when allocating places.

## Change of address after the closing date (moving out of a particular school's catchment area for the school you applied to)

It is your responsibility to notify us immediately of any change of address after submitting your application form. If you move out of the catchment area for the school you applied to after the submission of your application form this may affect the category in which your child has been considered. Any school place offered would be based on the assumption that your child will be living at this address in September 2012.

You must notify us immediately if you change address after the submission of your application form.

## Sibling links

We consider the sibling link to apply when an older brother/sister or step brother/sister who shares the same parent/guardian and lives at the same address as the child applying and will be attending the preferred school or linked junior school at the time of admission. This also applies to adopted brothers and sisters living at the same address and to children who are fostered and have other children from the host family attending the school in question.

## Special circumstances – social/medical reasons

We can consider exceptional individual applications particularly in cases involving social or medical needs. These applications must be supported in writing by relevant registered health professionals. Please send your application and supporting information to Gateshead Council, The School Admissions Team, Gateshead Council, Civic Centre, Regent Street, Gateshead, NE8 1HH by Friday 15 January 2012.

Such evidence must explain why the child's needs require placement at the particular school chosen and what difficulties would be caused if the child had to attend an alternative school. We will not consider such applications if the relevant professional evidence is not provided.

Usually common childhood ailments such as asthma, giving a child's nervousness at starting school or difficulties with childminding arrangements would not be sufficient to allocate a place. Appropriate examples may involve late applications from children looked after by the council, for example undergoing placement for fostering or adoption and where school issues exist or for children for whom there are exceptional medical factors directly related to the school placement. However, these examples are not exhaustive. No assumption should be made that the submission of the relevant evidence will, in itself be sufficient to allocate a place.

## **Additional information - voluntary aided schools**

Governing bodies of Roman Catholic and Church of England voluntary aided schools determine the eligibility of applicants to their schools using their own admission policies. The governors of each school are required under the co-ordinated admission arrangements to use Gateshead's application form to collect the names of applicants applying to their school for admission in September 2012. You are advised to read section 1 of this booklet which explains the main points of the co-ordinated scheme, admission process and allocation process for Gateshead schools.

When the school governors consider your application form, they will not know what preference you ranked their school on your application form and they will apply their admission criteria equally to all applications received on time, irrespective of whether it was a first, second or third preference. This does not mean that you stand a better chance of gaining a place at a particular school simply by naming it as a preference nor does it mean that all three of your preferred schools on your application form will stand an equal chance of success.

It is important that you read the admission policy for any school you apply for as voluntary aided policies differ from one to another, and are different from the community school admission policy.

Some voluntary aided schools use section B of the council's application form as their supplementary information form, therefore it is particularly important that you complete this section of the application form in full.

Gateshead Council will continue to co-ordinate admissions to voluntary aided schools up to and including the start of term September 2012.

If you are refused a place at a voluntary aided school you may ask to be placed on the school's waiting list. To do this you must complete and return the waiting list request form which you will receive with your refusal letter. In addition, you will also have the right to appeal to an independent panel.

## **Verification of information provided on the application form**

If a voluntary aided school receives more applications than the number of places available, then the governors of the school may ask you, after the closing date for applications, to provide further documentation to consider your application in accordance with their admission criteria. This could occur for any voluntary aided school you have applied for and if you have ranked more than one voluntary aided school as a preference then you may receive more than one request for information. You must provide all the evidence requested by the school, by the date they indicate. If you do not your application may be placed in a much lower priority for admission than it may actually be and this may reduce your chances of receiving an offer of a place at the school you applied for.

## **Further information**

Additional information about Roman Catholic Schools in the Diocese of Hexham and Newcastle can be obtained from:

Roman Catholic Diocese of Hexham and Newcastle  
St. Vincent's Diocesan Offices  
St Cuthbert's House  
West Road  
Newcastle upon Tyne  
NE15 7PY  
0191 228 0111

### Section 3 Admission Statistics

In the tables on pages 34-38 you will find statistics for community and voluntary aided school admissions for the academic years 2010 and 2011.

The information includes:

- the schools PAN (planned admission number)
- the number of applications received
- the number of places offered
- the breakdown of offers made in admission category order
- the number of appeals lodged for oversubscribed schools and the number of appeals that were successful.

The information also highlights which community schools were oversubscribed for these years.

Community School Admissions - September 2010 & 2011 - Admission Criteria Breakdown

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals heard	Number of successful appeals
Barley Mow	2011	30	20	6	7	25	0	9	11	1	0	4	0	0
	2010	30	24	10	8	30	2	13	13	1	0	1	0	0
Bede	2011	30	18	7	1	25	0	1	14	5	0	5	0	0
	2010	30	17	8	4	28	0	6	19	1	0	2	0	0
Bill Quay	2011	30	34	18	9	30	0	4	10	4	0	12	3	0
	2010	27	34	11	7	30	0	2	10	5	0	13	0	0
Birtley East	2011	30	26	5	9	30	1	12	11	2	0	4	0	0
	2010	30	18	4	10	30	1	8	8	2	0	11	0	0
Blaydon West	2011	30	15	7	8	16	0	10	5	0	0	1	0	0
	2010	30	15	6	16	22	0	13	7	0	0	2	0	0
Brandling	2011	27	14	2	5	18	0	5	10	2	0	1	0	0
	2010	27	13	5	3	14	0	4	6	3	0	1	0	0
Brighton Avenue	2011	45	30	19	10	44	0	5	20	8	0	11	0	0
	2010	45	25	16	11	43	2	5	20	6	0	10	0	0
Gaedmon	2011	30	33	10	19	30	0	7	7	7	0	9	3	0
	2010	29	24	19	15	30	1	2	13	4	0	10	0	0
Carr Hill	2011	45	32	13	11	41	1	11	18	2	0	9	0	0
	2010	45	48	12	4	45	1	14	18	7	0	5	0	0
Chopwell	2011	45	28	3	2	32	0	10	20	0	0	2	0	0
	2010	45	31	1	2	36	0	11	20	2	0	3	0	0
Clover Hill	2011	30	24	14	29	30	0	8	16	2	0	4	0	0
	2010	29	25	20	34	30	0	8	12	3	0	7	0	0
Colegate	2011	45	24	17	15	35	1	3	11	3	0	17	0	0
	2010	45	37	27	10	37	0	9	8	8	0	12	0	0
Crookhill	2011	30	20	3	3	22	0	5	13	1	0	3	0	0
	2010	30	24	10	10	25	0	8	12	2	0	3	0	0
Dunston Hill	2011	60	58	22	9	59	0	10	17	11	0	21	0	0
	2010	60	63	16	10	60	0	9	24	13	0	14	0	0

Community School Admissions - September 2010 & 2011 - Admission Criteria Breakdown *continued*

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals heard	Number of successful appeals
Dunston Riverside	2011	30	30	16	9	27	0	6	12	3	0	6	0	0
	2010	30	25	11	3	28	0	11	11	1	0	5	0	0
Emmaville	2011	45	32	1	0	34	0	9	19	1	0	5	0	0
	2010	45	26	27	13	30	0	11	13	3	0	3	0	0
Falla Park	2011	30	30	9	7	30	1	6	5	7	0	11	3	0
	2010	30	27	7	14	30	0	3	12	7	0	8	0	0
Fell Dyke	2011	45	37	1	6	40	1	19	20	0	0	0	0	0
	2010	45	37	8	7	41	2	18	20	0	0	1	0	0
Fellside	2011	30	49	50	27	30	0	11	15	4	0	0	1	0
	2010	30	51	49	22	30	0	8	16	6	0	0	1	0
Front Street	2011	60	58	30	19	60	0	5	11	21	0	23	0	0
	2010	60	44	37	25	58	1	3	10	12	0	32	0	0
Glynwood	2011	30	24	12	8	28	1	1	10	5	0	11	0	0
	2010	30	26	12	16	30	0	3	8	10	0	9	0	0
Greenside	2011	30	26	4	4	27	0	10	13	1	0	3	0	0
	2010	30	10	1	12	12	0	5	6	0	0	1	0	0
Harlow Green	2011	60	29	19	27	41	0	3	16	10	0	12	0	0
	2010	60	33	21	30	43	0	6	18	4	0	15	0	0
Highfield	2011	17	15	8	5	14	0	9	2	2	0	1	0	0
	2010	17	19	22	9	17	0	9	8	0	0	0	2	0
High Spen	2011	29	22	3	4	23	0	5	10	3	0	5	0	0
	2010	29	19	14	14	24	0	8	6	1	0	9	0	0
Kells Lane	2011	60	61	74	21	60	0	18	28	5	0	9	4	0
	2010	60	77	67	29	60	1	25	32	2	0	0	6	0
Kelvin Grove	2011	60	34	7	12	43	0	13	18	4	0	8	0	0
	2010	60	36	13	7	47	1	5	20	10	0	11	0	0
Kibblesworth	2011	29	17	1	2	18	0	2	8	3	0	5	0	0
	2010	29	12	2	0	16	0	1	9	1	0	5	0	0
Larkspur	2011	29	23	8	1	26	1	11	8	2	0	4	0	0
	2010	29	24	0	4	29	0	12	11	2	0	4	0	0

Community School Admissions - September 2010 & 2011 - Admission Criteria Breakdown *continued*

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals heard	Number of successful appeals
Lingey House	2011	42	62	30	11	45	0	11	17	10	0	7	9	3
	2010	42	42	34	16	42	0	10	11	7	0	14	0	0
Lobley Hill	2011	59	52	12	7	59	0	13	31	5	0	10	0	0
	2010	59	44	9	6	51	0	14	23	8	0	6	0	0
Oakfield Infant	2011	60	74	48	27	60	0	9	13	21	0	17	3	0
	2010	60	64	70	36	60	0	5	12	14	0	29	3	0
Oakfield Junior	2011	60	60	0	0	59	0	6	13	34	0	6	0	0
	2010	60	59	0	0	59	0	5	14	9	0	31	0	0
Parkhead	2011	58	44	17	8	47	0	5	15	10	0	17	0	0
	2010	58	29	18	16	37	0	6	8	9	0	14	0	0
Portobello	2011	29	26	14	7	29	1	2	4	8	0	14	0	0
	2010	29	40	27	7	30	0	3	12	9	0	5	2	0
Ravensworth Terrace	2011	29	35	29	4	30	1	7	13	5	0	4	1	0
	2010	29	26	28	6	30	0	7	9	2	0	12	2	0
Roman Road	2011	30	25	8	4	30	0	9	9	4	0	8	0	0
	2010	30	23	2	4	26	0	7	9	4	0	6	0	0
Rowlands Gill	2011	60	45	9	4	48	0	15	15	7	0	11	0	0
	2010	60	29	17	18	38	0	11	16	1	0	10	0	0
Ryton Infant	2011	58	51	23	14	53	0	6	16	15	0	16	0	0
	2010	58	54	33	20	58	0	8	21	7	0	22	0	0
Ryton Junior	2011	59	55	0	0	55	0	2	14	7	0	32	0	0
	2010	59	53	0	0	54	0	8	16	9	0	21	0	0
South Street	2011	44	39	13	8	43	0	1	11	12	0	19	0	0
	2010	44	32	22	10	44	0	4	9	15	0	16	0	0
Swalwell	2011	20	19	3	1	22	0	6	12	1	0	3	0	0
	2010	20	19	3	5	24	2	4	18	0	0	0	0	0
The Drive	2011	29	22	2	8	29	0	1	10	4	0	14	0	0
	2010	29	17	18	13	20	0	4	5	4	7	0	0	0

Community School Admissions - September 2010 & 2011 - Admission Criteria Breakdown *continued*

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals heard	Number of successful appeals
Wardley	2011	45	49	11	10	45	0	13	27	5	0	0	7	0
	2010	45	34	11	22	34	0	18	11	2	0	3	0	0
Washingwell	2011	20	22	12	11	25	0	4	5	5	0	11	0	0
	2010	29	10	5	10	16	0	2	3	2	0	9	0	0
Whickham Parochial	2011	30	19	45	15	28	0	2	6	3	0	17	0	0
	2010	30	34	46	21	30	0	9	9	4	0	8	4	0
White Mere	2011	30	25	9	6	30	0	7	6	6	0	11	0	0
	2010	30	21	12	10	24	0	5	7	5	0	7	0	0
Windy Nook	2011	45	42	2	1	45	1	6	10	15	0	13	2	0
	2010	45	45	22	19	45	0	2	20	10	0	13	0	0
Winlaton West Lane	2011	45	43	23	15	45	2	8	6	7	0	22	0	0
	2010	45	35	25	12	45	0	7	8	9	0	21	0	0

The schools highlighted in the above table were oversubscribed for the September 2011 intake.

Applications for Voluntary Aided Schools September 2010 and 2011 - Admission Criteria Breakdown

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Category 12	Appeals heard	Number of successful appeals
Corpus Christi	2011	29	36	16	8	29	0	15	1	0	11	2	0	-	-	-	-	-	3	1
	2010	29	33	20	4	29	0	9	10	0	7	1	2	-	-	-	-	-	6	1
Sacred Heart	2011	15	10	3	2	11	0	3	0	0	4	0	4	-	-	-	-	-	0	0
	2010	15	12	0	1	14	0	6	0	0	0	0	0	0	0	7	0	1	2	2
St Agnes	2011	24	28	14	5	29	0	10	3	0	4	8	2	2	-	-	-	-	0	0
	2010	20	31	14	9	24	0	11	3	0	10	0	0	0	-	-	-	-	5	5
St Aidan's	2011	30	29	10	2	30	0	0	14	0	0	0	16	0	-	-	-	-	1	0
	2010	30	29	8	7	30	0	0	10	1	0	0	19	0	-	-	-	-	1	0
St Alban's	2011	30	35	18	3	30	0	14	6	0	10	0	0	-	-	-	-	-	4	0
	2010	30	35	12	9	30	0	20	8	2	0	0	0	-	-	-	-	-	0	0
St Anne's	2011	30	20	7	2	23	0	2	1	2	0	1	1	5	7	0	4	-	0	0
	2010	30	17	9	12	19	0	1	2	0	9	0	7	-	-	-	-	-	0	0
St Augustine's	2011	45	37	16	5	38	0	11	7	0	10	1	9	-	-	-	-	-	0	0
	2010	45	39	22	12	41	0	20	3	0	8	0	10	-	-	-	-	-	0	0
Birtley, St Joseph's Infants	2011	30	15	5	4	16	0	9	1	0	3	0	3	-	-	-	-	-	0	0
	2010	30	27	6	3	30	0	17	0	0	5	0	8	-	-	-	-	-	0	0
Birtley, St Joseph's Juniors	2011	30	29	0	0	29	0	29	0	0	0	0	0	0	-	-	-	-	0	0
	2010	30	29	0	0	30	0	30	0	0	0	0	0	0	-	-	-	-	0	0
Blaydon, St Joseph's	2011	30	30	24	5	30	0	15	3	0	12	0	0	-	-	-	-	-	0	0
	2010	30	37	32	9	30	0	23	1	0	6	0	0	-	-	-	-	-	1	0
Gateshead, St Joseph's	2011	29	22	24	5	29	0	6	5	0	8	0	10	-	-	-	-	-	0	0
	2010	29	28	14	9	29	0	4	5	3	6	1	10	-	-	-	-	-	0	0
Highfield, St Joseph's	2011	17	16	9	2	17	0	7	4	0	3	0	3	-	-	-	-	-	0	0
	2010	17	20	6	2	17	0	12	1	0	4	0	0	-	-	-	-	-	2	2
St Mary's	2011	30	42	8	7	30	0	30	0	0	0	0	0	0	-	-	-	-	4	0
	2010	30	36	20	11	30	0	29	1	0	0	0	0	-	-	-	-	-	2	0
St Mary & St Thomas Aquinas	2011	30	36	17	6	30	0	5	16	0	9	0	0	-	-	-	-	-	2	0
	2010	30	36	32	7	30	0	5	14	0	11	0	0	-	-	-	-	-	1	0
St Oswald's	2011	30	30	10	5	30	0	6	2	0	6	1	15	-	-	-	-	-	0	0
	2010	47	25	22	5	30	0	8	0	0	1	0	0	0	2	0	19	-	0	0
St Peter's	2011	30	48	22	17	30	0	30	0	0	0	0	0	-	-	-	-	-	5	0
	2010	30	36	27	12	30	0	26	4	0	0	0	0	-	-	-	-	-	0	0
St Philip Neri	2011	16	19	12	7	19	0	12	6	0	1	0	0	-	-	-	-	-	2	2
	2010	16	17	8	8	16	0	10	4	0	1	1	0	-	-	-	-	-	1	1
St Wilfrid's	2011	17	8	2	2	9	4	1	0	0	1	0	3	-	-	-	-	-	0	0
	2010	17	13	5	4	14	0	3	1	0	5	0	5	-	-	-	-	-	0	0

The schools highlighted in the above table were oversubscribed for the September 2011 intake.

## Section 4

### Appealing Against the Refusal of a Place

#### Appealing against admission decisions

If your child has been refused a place at any school for which you have expressed a preference, you have the right to appeal against this decision. Information about the appeals procedure for voluntary aided schools is available directly from the school in question. In accordance with Department for Education guidance, the appeal procedure does not apply to nursery admissions.

#### Appeals for community schools

The letter informing you that a place cannot be offered to your child will advise you how to appeal, if you wish to do so. If you decide to appeal, you should contact the School Admissions Team following receipt of your refusal letter to request an appeal form. Once completed, you should send your appeal form to Development Law and Democratic Services, Legal and Corporate Services, Gateshead Council, Civic Centre, Regent Street, Gateshead NE8 1HH.

Please note that the council is required where possible to arrange and conduct all admission appeal hearings for September 2012 before the end of the current academic year (i.e. by July 2012). Accordingly, the council requests that all parents wishing to make an appeal return their completed forms on or before Friday 15 April 2012. If parents submit appeal forms after this date it may result in appeal hearing dates having to be rearranged at short notice with inconvenience to other parents and panel members.

Before deciding whether to appeal, you should think about the admission policy for admitting pupils, your reasons for wanting your child to attend the school and how strong a case you have. You may also want to consider visiting the school where you have been offered a place or alternative schools that still have places available. Please contact the School Admissions Team on: 0191 433 2775 if you would like information on the availability of places at other schools you may consider.

If you decide to appeal, your appeal will be heard by a panel that is independent of the school and Gateshead Council.

You may want to attend an appeal for more than one school at which you have been refused a place. The outcome of one appeal does not prevent you from attending another.

You will be informed of the date and place of the appeal hearing. You should be given at least 14 days notice. Ten days before the hearing, you will be sent copies of the statement of case that will be put before the appeal panel in support of the council's decision not to offer your child a place.

You are advised to attend the appeal hearing, where you will be given the opportunity to put your case forward and ask questions. You can take a friend if you wish. If you are unable to attend, the case made by you in writing will be considered in your absence. In making your case, you will probably want to refer back to your original reasons for choosing the school. If you want the panel to take any additional information into account, you should, if possible, submit any supporting documents with your appeal form or provide these to the clerk in good time for the members of the panel and council to be able to consider them properly. There will be a representative from the council and the school at the hearing to explain to the panel why it was not possible to offer your child a place.

At the end of the hearing, the clerk should be able to give you an idea of how soon you can expect to receive the panel's written decision.

#### **The panel's decision is final.**

You can appeal once for admission of your child to a particular school for any given academic year. The council will only determine a second application for any given academic year where it accepts there has been a significant change in your circumstances relevant to the question of admission.

## Section 5

### Casual Admissions and In-Year Transfers

#### Applying for an in-year transfer to a primary school

From September 2010, Gateshead Council was required to co-ordinate all applications for school places for children resident in Gateshead.

Parents with children of statutory school age who move into Gateshead and require a school, or who are resident and wish to change school, should apply for a school place using the online application form or contact the Behaviour and Attendance Improvement Team for an in-year application form on: 0191 433 8587/8589.

Parents will need to complete the application form and submit any additional supplementary papers/evidence that may be required before their application can be considered.

Should either the local authority, current or receiving school feel that a child's needs could be best met by not moving school, an intervention meeting will be arranged to try to resolve any issues and ensure that the best advice is given before a move of school is made.

School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/Forces personnel are exempt).

Year groups in some schools may be full and therefore may not have places available when you move house or decide to transfer your child from one school to another. Unfortunately, Gateshead Council and schools that are their own admission authorities cannot hold places back for parents who decide in the future to move into the catchment area or parish of their preferred school.

We apply the same admission policy for casual admissions as for the normal admission round.

Admission to Gateshead schools is therefore dependent on the availability of places in the appropriate year group at the time of application and will have due regard for statutory class size legislation.

Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a rental agreement may be required. Gateshead local authority reserves the right to seek further documentary evidence to support a claim to residence.

#### Application forms

Parents must apply to Gateshead Council regardless of the school they are applying for. The application form allows parents to apply for any school (excluding independent schools), and to give reasons for their preferences.

The application will ask the parent for the following information:

- express up to three preferences in rank order;
- details of siblings who currently attend the preferred school;
- details of the child for whom the application is being made;
- if the child has a Statement of Special Educational Needs;
- any reasons for their preferences;
- name the child's current school; and
- details about the person completing the application (name, address, relationship to the child, contact details).

If additional information is required by the governing body of a foundation or voluntary aided school or academy in order to apply its oversubscription criteria, parents will need to complete a supplementary form which is available directly from the school.

## Applications for schools in other local authorities

Parents resident in Gateshead who wish to apply for a place at a school maintained by another Local Authority should apply to Gateshead LA. The Behaviour and Attendance Improvement Team will then co-ordinate the application process and contact the authority which maintains the school.

The offer of a school place will be made by Gateshead local authority following confirmation from the maintaining local authority that a place is or is not available along with details of the right to appeal if applicable.

## Children with a Statement of Special Education Needs

Children with a current Statement of Special Educational Needs will be referred to their local Special Educational Needs (SEN) Team. The SEN Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

## Refusal of a school place

If we refuse you a place at your preferred school we will let you know where there are places available at alternative schools and we will also offer you the right of appeal. For Community Schools, appeal forms are available from the Behaviour and Attendance Improvement Team on: 0191 433 8587 or 433 8589. A completed appeal form should be returned to Legal and Corporate Services, Democratic Services, Civic Centre, Gateshead, NE8 1HH who will acknowledge receipt. Your appeal will be heard within 30 school days following the date of receipt. Vacant places sometimes arise before the date of the appeal hearing. Where this happens, the school will allocate vacant places to the pupils on the waiting list using the admission criteria. Appeal forms in respect of applications to Voluntary Aided Primary Schools are available directly from the respective school.

Where year groups in schools are oversubscribed, then each school will maintain a waiting list for the relevant year group and any future vacancies may be allocated using the school waiting list. To have your child's name placed on the waiting list you must write to the Head Teacher of your chosen school directly and ask for your child to be placed on the waiting list for the appropriate year group. School staff will inform you directly if a place becomes available to which your child is entitled. If after your initial enquiries to the school you are offered a place by school staff and you have not already done so then you must complete a transfer form even though you have been told a place is available.

Parents are required to notify The Behaviour and Attendance Improvement Team if they do not propose to accept a school place offered who will inform schools directly.

## Fair Access Protocol

Fair Access Protocols exist to ensure that access to education is secured for children who have no school place and where a placement in a mainstream school or alternative provision is appropriate and ensures that all schools admit their fair share of students with challenging behaviour. Our approach reflects a commitment by all schools to work in partnership with each other and the local authority in the interests of securing the best outcomes for young people. Further information on the council's Fair Access Protocols are available from the Behaviour and Attendance Improvement Team on: 0191 433 8591.

## Section 6

### Special Educational Needs (SEN)

We recognise that some children need special educational help that cannot be provided in primary and secondary schools. For this reason we currently maintain six special schools, with other schools designated as additionally resourced mainstream schools (ARMS). If you would like more details of the facilities at these schools please phone Pupil and Parent Services on 0191 433 8582. All enquiries are dealt with in complete privacy and confidence.

#### A graduated approach

Children can have different kinds or levels of SEN and learn in different ways so a step-by-step or graduated approach is taken by the school to help with your child's difficulties. Your child may need help for a short time or for the whole time they are at school depending on their difficulties.

The school must tell you that they are giving your child extra help because of their difficulties and keep you informed of their progress.

#### Step 1 - School action

Your child will be given extra help by staff at school; for example, they may work in a small group or be given work that is different from the other children in their class.

#### Step 2 – School Action Plus

If your child does not make progress at School Action, the school will seek advice from outside professionals, for example, a specialist teacher or educational psychologist.

#### Step 3 - Formal Statutory Assessment

If your child is still not making enough progress at School Action Plus and the school cannot provide the help that your child needs, the Local Education Authority may decide to carry out a formal statutory assessment.

Most assessments happen as a result of several professionals being involved but under the Education Act 1996 you can also ask us to assess your child's educational needs. When we receive a request to assess a child we will decide within 6 weeks whether to go ahead and assess your child's needs. We must then carry out an assessment unless we think the request is unreasonable.

If we do decide to go ahead, we will ask for advice (written reports) from you, your child's school, any outside professional who have been involved with your child, the local health authority and social services.

When we have completed our assessment, we will decide whether to go ahead and make a statement of special educational needs. This statement gives you a summary of your child's special educational needs and the facilities we suggest to meet those needs.

At first we will send you a proposed statement with copies of the professional advice we have received. We will also contact you to ask which school you would like your child to attend and let you know which school the Local authority thinks could meet your child's needs. This could be at your child's current school, an additionally resourced mainstream school or in exceptional circumstances a special school.

If you are happy with the statement we will finalise it naming an appropriate school for your child.

If you disagree with any of the proposed statement, you have 15 days to send your comments to us or to arrange a meeting with one of our officers. If after this, you still disagree with the assessment, you have another 15 days to arrange meetings with the professionals who have provided the written advice. Following this procedure, we may decide to complete the statement in its original form or change it.

We try to work with parents to come to an agreement about assessments but there are times when parents do not agree with our decision not to assess the child or with the contents of a statement. If this happens, you have the right to appeal to the Special Educational Needs Tribunal.

### Finding a school for your child

Sometimes we cannot offer your child a place at a suitable school in Gateshead. When this happens, we do all we can to find a suitable place in a school maintained by another authority or an independent organisation. We will make arrangements for you and your child to visit the school before you make a final decision.

### Parent partnership service

Parent Partnership Service is run by Barnardo's on behalf of Gateshead Council. It offers a free support and information service for parents/carers of children with special educational needs. You can contact the Parent Partnership Service on: 0191 478 4667.

### Absence from school for medical reasons

If your child is ill or has had an accident, they may be at home or in hospital for some time. There is a teaching unit at the Queen Elizabeth Hospital, which aims to provide some continuity of education during a hospital stay. If your child is at home, home tuition may be suitable.

## Section 7

### Special Needs Pupils

#### Policy for home to school transport for children with additional needs

##### Introduction

This policy statement supports the Gateshead Council's vision for children and young people as set out in Towards 2010: "Children and young people who develop to their full potential and have the life skills and opportunities to play an active part in society". This includes promoting easy access to the council's services.

The policy statement is in addition to the local authorities (LA's) general policy for transport to school. It applies to:

- children normally resident in Gateshead
- all children of statutory school age and to pre-school children

A separate policy exists for post 16 students attending colleges or school sixth forms.

##### Policy statement

It is the duty of parents/carers to ensure that their child attends school, to be responsible for their safety on the journey between home and school and to meet any travel costs. It is the responsibility of every parent/carer to help their child to develop the skills and confidence for independent and safe travel to and from school. Most school pupils do not require any help from the local authority (LA).

The LA provides help with home to school transport in cases where we consider it necessary to help a child or young person to attend school.

Some school pupils will be entitled to help simply because they live more than the "statutory walking distance" from their nearest suitable school – in these cases the LA's general policy for transport to school applies.

In a small number of cases, school pupils need help because they have additional needs. These may include school pupils:

- with special educational needs (with or

without statements)

- with a physical disability (temporary or permanent)
- with a medical/psychological condition (temporary or permanent)
- with other special needs, including family circumstances

In assessing whether a school pupil needs LA help with home to school transport, the LA takes account of the following factors:

- the statutory walking distance from home to school
- the nature of the route
- the age of the child
- whether the child is capable of independent travel
- the child's special educational needs (if any)
- the child's physical disabilities (if any)
- the child's medical condition
- the child and family's religious denomination
- the family circumstances
- any other factors the LA considers relevant

The assessment will be carried out following the receipt of a request from the parent/carer, which can be made at any time during the school year. The parent/carer will apply for help using a form supplied by the LA. The LA will consider such additional information about the child as it considers necessary to make an assessment, including the advice of:

- the child's school
- LA educational psychologist or other specialist staff
- the child's GP, consultant or other health staff
- any social worker involved with the child or family
- any other agency providing support for the child or family
- the local transport authority
- any other person/agency suggested by the parent/carer

Where the LA does not already have such information, it is the responsibility of the parent to obtain such advice and submit it to the LA with their application.

The LA will normally process applications within 10 working days, subject to the necessary information and advice from other agencies being available. We will inform applicants if we are unable to meet this target.

If the LA agrees to provide help, the LA may review the provision at any time, but changes to the provision will normally take effect at the start of a new school year (1 September). There will always be a review of provision when a child:

- moves from primary to secondary education
- completes secondary education
- changes school
- moves house
- has a change in their physical/medical or other condition.

It is the duty of the parent to inform the LA of any change in the child's or the family's circumstances. The provision may also be reviewed/removed if the parent or child refuses to co-operate with reasonable requests from the LA or transport provider.

If the LA does not agree to provide help, the parent/carer will be informed by letter and advised that they may appeal against that decision, provided they do so in writing within 15 working days.

The parent/carer should submit in writing the reasons for the appeal and their case in full to Pupil and Parent Services at Dryden Centre marked for the attention of the Director of Learning and Schools, together with any other supporting information. There is no entitlement to a hearing in person. The Director will normally consider appeals within 10 working days of receipt and will give her/his decision in writing. If an application/appeal is unsuccessful, a parent may only apply for a further assessment after twelve months has elapsed or if there is a significant change in circumstances in the meantime.

If the LA agrees to provide help with home to school transport, this shall be free of charge and by whatever means the LA considers appropriate, including:

- taxi, bus or ambulance service contracted by the LA
- a permit to travel on public transport
- escort provided by the LA
- meeting the costs of a parent/carer who makes their own transport or escort arrangements.

### Other provisions

Transport for a child with special educational needs will not normally be recorded in their statement but will be considered separately in accordance with this policy.

Where a child is temporarily attending provision other than their usual school, their need for assistance will be assessed in the same way as described above.

Where a child is temporarily residing at a different address (including respite care), their provision will only be maintained if this can be achieved at no additional cost.

Where the parent/carer has chosen to send their child to a school other than the nearest suitable school, the LA will only provide help with transport if the cost of the provision is no greater than that required to attend the nearest suitable school.

We do not pay travelling expenses for pupils attending schools that we do not maintain. We may provide help with transport or travel expenses outside of our normal scheme in special cases.

If we give a child a free travel permit and they need a replacement permit, we will charge you £4.

**Further information can be found on the Gateshead Council website at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)**

## Section 8

### School Transport

#### Sustainable travel to school

Gateshead Council has developed a Sustainable Modes of Travel Strategy which aims to improve accessibility to schools, promote sustainable travel and increase the numbers of pupils walking, cycling or using public transport on their journeys to and from school. The full strategy document and a parents' summary may be accessed on the council's website and by using this link:

**<http://www.gateshead.gov.uk/Education%20and%20Learning/Schools/SustainableSchoolTransport.aspx>**

Gateshead Council has also developed a new website **[www.TravelMatters.org.uk](http://www.TravelMatters.org.uk)** which contains teaching resources to promote sustainable travel in the classroom and also general information and a Pupils' Centre with games and stimulating activities for primary-age children.

If you require any information on sustainable modes of travel to school for your child's school journey please contact **Gateshead Council School Travel Plans on: 0191 433 3161 or 433 3109 or email [schooltravelplans@gateshead.gov.uk](mailto:schooltravelplans@gateshead.gov.uk).**

We only provide free home to school transport in certain circumstances:

#### Primary

##### **We provide free travel for:**

- Any primary pupil who lives more than two miles from the nearest suitable school (based on the shortest available route). This travel will be by whatever means we consider most suitable. We will not provide any help if you choose to send your child to a school outside your catchment area.

#### Secondary

##### **We provide free travel for:**

- Any pupil in years 7 to 11 at a secondary

school who lives more than three miles from the nearest suitable school (based upon the shortest available route). This travel will be by whatever means we consider most suitable. We will not normally provide any help if you choose to send your child to a school outside your catchment area.

- Any pupil who is in receipt of free school meals or whose household qualify for the maximum level of working tax credit on 1 March 2012 subject to:
  - 1) These pupils are entitled to free travel to one of their three nearest qualifying schools where they live more than two miles but not more than six miles from that school.
  - 2) Where a parent has expressed a preference for a school, and that preference is based on the parent's religion or belief then a pupil will be eligible for free travel to their nearest suitable school preferred on grounds of religion or belief where they live more than two miles, but not more than fifteen miles from that school.

Please note qualification for free travel in future years is dependent on continued eligibility for free school meals or maximum working tax credit.

#### Notes

We may provide help with transport or travel expenses outside of our normal scheme in special cases.

If we give a child a free travel permit and they need a replacement permit, we will charge you £4.

Please contact: 0191 433 2742 for further information.

*Continued on next page*

## NEXUS

NEXUS also provides the following help with school/college travel:

If your child is under 16:

### UNDER 16 CARD

- With an under 16 card, children aged 5 to 15 on the 31 August before the start of the current academic year can travel at the concessionary child fare on public transport in Tyne & Wear until 7pm Monday to Friday. You will pay the operators commercial fare at all other times.
- Children aged 5 – 15 years old must have an under 16 card to take advantage of concessionary fares.
- The under 16 card is being replaced by a Smartcard branded POP with effect from 1 August 2011 - any previously issued under 16 cards will no longer be valid for concessions after this date. Applications for a POP card are available at Nexus travel shops or via **[www.nexus.org.uk](http://www.nexus.org.uk)**

If your child is 16 – 19:

### STUDENT IDENTITY CARD – TEEN TRAVEL

- Lives in the Tyne & Wear area and normally pays an adult fare.
- Details of how to apply for an ID card are available at Nexus travel shops or from **[www.nexus.org.uk](http://www.nexus.org.uk)**. This will allow them to purchase a weekly or four weekly travel permit at a 25% discount (Teen Travel).

## Section 9

### General Information

#### Providing school milk

We provide free school milk for:

- Primary age children who need it for health reasons (decided by a clinical medical officer from the District Health Authority); and
- Children in nursery units (thanks to the EC School Milk Subsidy Scheme and the Department of Health's Welfare Food Scheme)

#### School meals

School meals are available for all children, currently they are free if you are receiving Income Support or Jobseeker's Allowance (income based). However, some changes may apply to Key Stage 1 pupils entitlement from September 2010. You can get an application form for free school meals from the Welfare Benefits Section of our Finance and ICT Department (extension 3651) on the ground floor of the Civic Centre or from any local Housing Office. If you would like more information about free school meals, please ring Gateshead Council on 0191 433 3725 or 433 3726.

School meals in Gateshead's Primary Schools are provided by Gateshead School Meals, the Council's award winning in-house service provider. A two-course, nutritionally balanced school meal in a primary school costs £1.90. The price is reviewed each year in April.

Our fully trained catering staff encourage children to eat healthily in school and make good choices. Our menus are fully compliant with the National Nutritional Standards for school meals. Many of the foods we use have been reduced in fat, sugar and salt and many of the ingredients we use are sourced locally.

Most of our menu is home made and meals are freshly cooked every day. New menus are introduced after October half term and we supply copies for pupils to take home. A non-meat meal is available every day.

The menus can also be seen on the council's website along with other information about

Gateshead school meals and they appear in the local press each week.

Please ask your Head Teacher if your child needs a special diet for medical or ethnic reasons. For medical diets, the unit catering manager will require a letter from your child's doctor, consultant or dietician to provide for your child's specific needs.

If you require further information about school meals or would like to discuss any aspect of the service, please ring the council's school catering manager on: 0191 433 5513, or contact the unit catering manager at the school. Alternatively, there is a free phone helpline: 0800 169 2780 or visit our website: **[www.gateshead.gov.uk](http://www.gateshead.gov.uk)**

#### School clothing

Most schools operate a school uniform code however schools must not act as sole suppliers of school uniform. Details of the uniform are usually contained in the school's prospectus that can be obtained from the school. We do not have any general arrangements for providing help with buying school uniform or PE kit and Gateshead Council does not provide a uniform grant. However, some schools provide their own help and support for parents in particular for those children who are eligible for free school meals or are entitled to the maximum level of working tax credit. Parents wishing to ask about such assistance should contact the Head Teacher at the school.

#### School crossing patrols

We do not have to provide a school crossing patrol service, but we see it as an important contribution to the safety of children in Gateshead.

However, from time to time, for reasons beyond our control, a school crossing patrol may not be available to help your children. As children may have difficulty crossing roads on their own, please remember that your child's safety is your responsibility at all times.

## Section 10

### Charging for School Activities

Under the Education Act 1996 the council and each school's governing body must draw up and review policies for charging arrangements. The 1996 Act aims to:

- Maintain your child's right to free education;
- Make sure that activities offered completely or mainly during normal teaching time are available to all pupils, whether or not their parents can or want to help meet the costs;
- Emphasise that there is no legal requirement to charge for any form of education or related activity, but to give local authorities and governing bodies the power to charge for optional activities they provide completely or mainly out of school hours; and
- Confirm the right of local authorities and governing bodies to ask for voluntary contributions for the benefit of the school, or to support any activity organised in, or outside, school hours.

We have agreed on the policies set out below and have informed school governing bodies of the local authority policy to assist schools to draw up their own charging policy. The policies determined by individual governing bodies may differ from the generic council policy but there is a statutory duty on all governing bodies in accordance with the 1996 Education Act and all policies must adhere to legal requirements. Please contact the school's head teacher for details of the school's policies.

#### Education during school hours

Education must be free of charge if it takes place completely or mainly during school hours. If the number of places available for a particular activity is limited, the school must decide which pupils should be given the chance to take part. This should not have anything to do with parents wanting or being able to contribute to the cost.

Schools must not charge for materials, books, instruments or other equipment, but they can invite parents to provide or pay for materials for practical lessons. Schools should only make a charge if parents have said in advance that they want to keep the finished product.

If an organisation other than the local authority or the school's governing body arranges an activity during school hours and parents ask the school to allow their child time off to join in the activity, the other organisation may charge the parents. The governing body and head teacher must consider whether allowing the child time off is justified. They must also remember that a pupil must not normally be off school for more than two weeks in any one academic year.

#### Education outside school hours

Schools must not charge for activities they provide completely or mainly outside school hours if they have arranged these activities to meet the requirements of:

- Public exams;
- The National Curriculum; or
- Statutory duties relating to religious education.

In these cases the school can charge parents only for the cost of board and lodgings on residential visits,

For other activities schools can charge for 'optional extras'.

#### Board and lodging

Your child's school should pay the first £56 a year for your child's board and lodging on GCSE field trips, which are an essential part of the course.

#### Music tuition and musical instruments

Gateshead Schools' Music service provides a free allocation of weekly time to each school

dependent on the number of students on roll. In addition musical instruments are supplied free of charge.

Several schools augment this free allocation of time by buying extra time from the Music Service and making a charge to parents. This is agreed by each schools governing body. Normally pupils in receipt of free school meals are not charged for tuition.

The Saturday Academy offers tuition in most instruments and the voice. It meets on Saturdays during term time at the Dryden Centre, Evistones Road, Gateshead NE9 5UR. Adults as well as children are welcome to enrol. The fee for a session is £10.

It is possible for pupils to obtain instruments through the Assisted Instrument Purchase Scheme. This will give substantial discounts, as VAT is not charged and an educational discount also applies. Further details are available from the School Music Service on 0191 433 8690 or 433 8685 or email [johnreherne@gateshead.gov.uk](mailto:johnreherne@gateshead.gov.uk)

## Public exams

We actively encourage pupils to enter for public exams. You will not have to pay fees for GCSEs, GCE 'A' and AS levels and other relevant public exams such as RSA, City and Guilds and GNVQs.

Your child's school will pay the fees if your child is entered for these exams on the head teacher's advice. However, if your child has been entered for an exam and does not take it without a good reason, we will ask you to repay the exam fee.

## School admissions

Schools must not accept or turn away pupils based on whether parents are willing or able to make financial contributions to school activities.

**List of Community Primary Schools for September 2012**

DFE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	Nursery	PAN 2012	Estimated Number on Roll in Sept 2011
2226	Barley Mow Primary Mr D Hewitson	Pembroke Ave, Birtley, DH3 2DJ Tel: 0191 410 2758	<a href="http://www.barleymowprimary.org">www.barleymowprimary.org</a> <a href="mailto:barleymowprimaryschool@gateshead.gov.uk">barleymowprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	179
2039	Bede Community Primary Mr N Anderson	Old Fold Road, Gateshead NE10 0DJ Tel: 0191 433 4135	No website available <a href="mailto:bedecommunityprimaryschool@gateshead.gov.uk">bedecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	129
1000	Bensham Grove Community Nursery Denise Henry	Sidney Grove, Gateshead NE8 2XD Tel: 0191 433 4090	No website available <a href="mailto:benshamgrovecommunitynurseryschool@gateshead.gov.uk">benshamgrovecommunitynurseryschool@gateshead.gov.uk</a>	3-4	Yes	78	73
2197	Bill Quay Primary Mrs T Hilton	Davidson Road, Bill Quay, NE10 0UN Tel: 0191 469 3013	<a href="http://www.billquayprimary.org">www.billquayprimary.org</a> <a href="mailto:billquayprimaryschool@gateshead.gov.uk">billquayprimaryschool@gateshead.gov.uk</a>	4-11	No	30*	194
2163	Birtley East Community Primary Miss A Diggle	Highfield, Birtley, DH3 1QQ Tel: 0191 410 2551	<a href="http://www.birtleyeast.co.uk">www.birtleyeast.co.uk</a> no email address available	3-11	Yes	30	178
2182	Blaydon West Primary Mrs N Watson	Blaydon, Gateshead NE21 4PY Tel: 0191 414 3286	<a href="http://www.blaydonwest.gateshead.sch.uk">www.blaydonwest.gateshead.sch.uk</a> <a href="mailto:blaydonwestprimaryschool@gateshead.gov.uk">blaydonwestprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	140
2200	Brandling Primary Dr A Taylor	Mulberry Street, Gateshead NE10 0JB Tel: 0191 433 4079	<a href="http://www.brandlingprimary.org">www.brandlingprimary.org</a> <a href="mailto:brandlingprimaryschool@gateshead.gov.uk">brandlingprimaryschool@gateshead.gov.uk</a>	3-11	Yes	27	97
2221	Brighton Avenue Primary Mrs M Pallent	Brighton Road, Gateshead NE8 1XS Tel: 0191 433 4079	<a href="http://www.brightonavenue.primary.org">www.brightonavenue.primary.org</a> <a href="mailto:info@brightonavenueprimary.org">info@brightonavenueprimary.org</a>	3-11	Yes	45	200
2233	Caedmon Community Primary Mr C Wisby	Whitehall Road, Gateshead NE8 4LH Tel: 0191 433 4095	<a href="http://www.caedmonprimary.org">www.caedmonprimary.org</a> <a href="mailto:info@caedmonprimary.org">info@caedmonprimary.org</a>	3-11	Yes	30	191
2008	Carr Hill Community Primary Mr C Kidd	Carr Hill Road, Gateshead NE9 5NB Tel: 0191 477 1203	<a href="http://www.carrhillprimary.org">www.carrhillprimary.org</a> <a href="mailto:info@carrhillprimary.org">info@carrhillprimary.org</a>	3-11	Yes	45	300
2235	Chopwell Primary Mrs B Fellowes-Pryne	Derwent Street, Chopwell NE17 7HS Tel: 01207 561 322	<a href="http://www.chopwellprimary.org">www.chopwellprimary.org</a>	3-11	Yes	45	168
2216	Clover Hill Community Primary Mrs L Easton	Glenhurst Drive, Whickham NE16 5SJ Tel: 0191 433 4056	<a href="http://www.cloverhill.primary.org">www.cloverhill.primary.org</a> <a href="mailto:cloverhillprimary@gateshead.gov.uk">cloverhillprimary@gateshead.gov.uk</a>	4-11	No	30	206
2228	Colegate Community Primary Mr M Younger	Colegate West, Felling NE10 9AH Tel: 0191 420 6626	No website available <a href="mailto:colegatecommunityprimaryschool@gateshead.gov.uk">colegatecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	243
2219	Crookhill Community Primary Miss K McCormack	Hexham Old Road, Crookhill NE40 3ES Tel: 0191 433 4066	<a href="http://www.crookhillprimary.org">www.crookhillprimary.org</a> <a href="mailto:crookhillprimary@gateshead.gov.uk">crookhillprimary@gateshead.gov.uk</a>	4-11	No	30	144
2164	Dunston Hill Community Primary Mr W Foreman	Market Lane, Dunston NE11 9NX Tel: 0191 433 4021	<a href="http://www.dunstonhillprimary.org.uk">www.dunstonhillprimary.org.uk</a> <a href="mailto:dunstonhillcommunityprimaryschool@gateshead.gov.uk">dunstonhillcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	60	399

List of Community Primary Schools for September 2012 continued

DFE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	Nursery	PAN 2012	Estimated Number on Roll in Sept 2011
2220	Dunston Riverside Community Primary - Mrs J Goodfellow	Colliery Road, Dunston NE11 9DX Tel: 0191 433 4019	<a href="http://www.dunstonriverside.org">www.dunstonriverside.org</a> <a href="mailto:info@dunstonriverside.org">info@dunstonriverside.org</a>	3-11	Yes	30	175
2167	Emmaville Primary Miss A Armstrong	Main Street, Crawcrook, Ryton NE40 4ND - Tel: 0191 413 2460	No website available <a href="mailto:emmavilleprimaryschool@gateshead.gov.uk">emmavilleprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	248
2198	Falla Park Community Primary Mrs D Thompson	Falla Park Road, Felling NE10 9HP Tel: 0191 433 4011	<a href="http://www.fallapark.gateshead.sch.uk">www.fallapark.gateshead.sch.uk</a> <a href="mailto:fallaparkcommunityprimaryschool@gateshead.gov.uk">fallaparkcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	201
2232	Fell Dyke Community Primary Mrs B Scott	Springwell Road, Gateshead NE9 7AA Tel: 0191 433 4111	<a href="http://www.fellydykeprimary.org">www.fellydykeprimary.org</a> <a href="mailto:fellydykecommunityprimaryschool@gateshead.gov.uk">fellydykecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	219
2231	Fellside Community Primary Mrs M Maitland	Fellside Road, Whickham NE16 5AY Tel: 0191 488 7486	<a href="http://www.fellsideprimary.co.uk">www.fellsideprimary.co.uk</a> <a href="mailto:fellsidecommunityprimaryschool@gateshead.gov.uk">fellsidecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	210
2184	Front Street Community Primary Mrs H Gladstone	Front Street, Whickham NE16 4AD Tel: 0191 433 5677	<a href="http://www.frontstreetprimary.co.uk">www.frontstreetprimary.co.uk</a> <a href="mailto:frontstreetcommunityprimaryschool@gateshead.gov.uk">frontstreetcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	60	375
2225	Glynwood Community Primary Mrs D Ryan	Glynwood Gardens, Gateshead NE9 5SY Tel: 0191 433 4117	<a href="http://www.glynwoodcommunityprimaryschool.org">www.glynwoodcommunityprimaryschool.org</a> <a href="mailto:glynwoodcommunityprimaryschool@gateshead.gov.uk">glynwoodcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	200
2181	Greenside Primary Miss D Foster	Rockwood Hill Road, Greenside NE40 4AX Tel: 0191 413 2186	<a href="http://www.greensideprimary.org">www.greensideprimary.org</a> <a href="mailto:greensideprimaryschool@gateshead.gov.uk">greensideprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	103
2238	Harlow Green Community Primary Mrs A Stephenson	Harlow Green Lane, Gateshead NE9 7TB Tel: 0191 487 6703	<a href="http://www.harlowgreen.org">www.harlowgreen.org</a> <a href="mailto:harlowgreen.gov.uk">harlowgreen.gov.uk</a>	3-11	Yes	60	309
2186	Highfield Community Primary Mrs S Thompson	Whinfield Way, Highfield, Rowlands Gill NE39 2JE - Tel: 01207 549 882	<a href="http://www.highfieldcps.org">www.highfieldcps.org</a> <a href="mailto:highfieldcommunityprimaryschool@gateshead.gov.uk">highfieldcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	17	106
2168	High Spen Primary Mr A Firth	Hugar Road, High Spen, Rowlands Gill NE39 2BQ Tel: 01207 542 373	<a href="http://www.highspenprimary.org">www.highspenprimary.org</a> <a href="mailto:highspenprimaryschool@gateshead.gov.uk">highspenprimaryschool@gateshead.gov.uk</a>	3-11	Yes	29	138
2234	Kells Lane Primary Mrs D Hewitson	Kells Lane, Gateshead NE9 5HX Tel: 0191 433 4140	<a href="http://www.kellslaneschool.org">www.kellslaneschool.org</a>	4-11	No	60	416
2012	Kelvin Grove Community Primary Mr A Jones	Kelvin Grove, Gateshead NE8 4UN Tel: 0191 477 4186	<a href="http://www.kelvingroveprimaryschool.org">www.kelvingroveprimaryschool.org</a> <a href="mailto:susanherring@gateshead.gov.uk">susanherring@gateshead.gov.uk</a>	3-11	Yes	60	260
2058	Kibblesworth Primary Mr K Dodd	Kibblesworth, Gateshead NE11 0XP Tel: 0191 410 2975	<a href="http://www.kibblesworthprimary.uk.org">www.kibblesworthprimary.uk.org</a> <a href="mailto:kibblesworthprimaryschool@gateshead.gov.uk">kibblesworthprimaryschool@gateshead.gov.uk</a>	3-11	Yes	29	105
2051	Larkspur Community Primary Mrs C Haddock	Beacon Lough East, Gateshead NE9 6SS Tel: 0191 487 5628	<a href="http://www.larkspurprimary.org">www.larkspurprimary.org</a> <a href="mailto:larkspurcommunityprimaryschool@gateshead.gov.uk">larkspurcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	29	170

List of Community Primary Schools for September 2012 continued

DfE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	Nursery	PAN 2012	Estimated Number on Roll in Sept 2011
2205	Lingey House Primary Mrs C Jones	Millford, Leam Lane Estate, Felling NE10 8DN Tel: 0191 433 4061	<a href="http://www.LingeyHousePrimary.org">www.LingeyHousePrimary.org</a>	3-11	Yes	45*	309
2222	Lobley Hill Primary Mrs Sue McElrue	Rothbury Gardens, Gateshead Ne11 0AT Tel: 0191 433 4080	<a href="http://www.lobleyhillprimaryschool.net">www.lobleyhillprimaryschool.net</a> <a href="mailto:lobleyhillprimaryschool@gateshead.gov.uk">lobleyhillprimaryschool@gateshead.gov.uk</a>	3-11	Yes	60*	337
2049	Oakfield Junior Mr M Thompson (Acting)	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 433 4086	<a href="http://www.oakfieldjunior.org">www.oakfieldjunior.org</a>	7-11	No	60	237
2055	Oakfield Infant Mrs J Jacques	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 487 0354	<a href="http://www.oakfieldinfants.co.uk">www.oakfieldinfants.co.uk</a> <a href="mailto:oakfieldinfantschool@gateshead.gov.uk">oakfieldinfantschool@gateshead.gov.uk</a>	4-7	No	60	179
2236	Parkhead Community Primary Mrs P Bailey	Park Lane, Winlaton NE21 6LT Tel: 0191 433 5618	<a href="http://www.parkheadprimary.org">www.parkheadprimary.org</a> <a href="mailto:parkheadcommunityprimaryschool@gateshead.gov.uk">parkheadcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	58	317
2162	Portobello Primary Ms Angela Charlton	Tamerton Drive, Birtley DH3 2LY Tel: 0191 410 4571	No website available	4-11	No	30*	201
2056	Ravensworth Terrace Primary Mr B Johnson	Birtley Lane, Birtley DH3 2PP Tel: 0191 410 2166	No website available	4-11	No	30*	194
2229	Roman Road Primary Mrs C McKeown	Leam Lane Estate, Gateshead NE10 8SA Tel: 0191 433 4006	<a href="http://www.romanroadprimary.org">www.romanroadprimary.org</a> <a href="mailto:romanroadprimaryschool@gateshead.gov.uk">romanroadprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	167
2239	Rowlands Gill Community Primary Miss H Martin	Dominies Close, Rowlands Gill NE39 2PP Tel: 01207 549 359	<a href="http://www.rowlandsgillprimary.org">www.rowlandsgillprimary.org</a> <a href="mailto:info@rowlandsgillprimary.org">info@rowlandsgillprimary.org</a>	3-11	Yes	60	306
2193	Ryton Community Junior Mrs S Haswell	Ryton NE40 3AF Tel: 0191 413 3573	Awaiting website <a href="mailto:rytoncommunityjuniorsschool@gateshead.gov.uk">rytoncommunityjuniorsschool@gateshead.gov.uk</a>	7-11	No	59	206
2188	Ryton Community Infant Mrs J Porter	Ryton NE40 3AF Tel: 0191 413 2776	<a href="http://www.rytoninfantschool.org">www.rytoninfantschool.org</a> <a href="mailto:rytoncommunityinfantschool@gateshead.gov.uk">rytoncommunityinfantschool@gateshead.gov.uk</a>	3-7	Yes	58	162
2036	South Street Community Primary Mrs J McGrow	Gramer Street, Gateshead NE8 4BB Tel: 0191 477 3993	<a href="http://www.southstreetprimary.co.uk">www.southstreetprimary.co.uk</a> <a href="mailto:southstreetcommunityprimary@gateshead.gov.uk">southstreetcommunityprimary@gateshead.gov.uk</a>	3-11	Yes	44	281
2172	Swalwell Primary Mrs J Lancaster-Smith	South View Terrace, Swalwell NE16 3HZ Tel: 433 4000	<a href="http://www.swalwellprimary.org">www.swalwellprimary.org</a> <a href="mailto:info@swalwellprimary.org">info@swalwellprimary.org</a>	3-11	Yes	20	103
2213	The Drive Community Primary Ms H Goffon	The Drive, Felling, Gateshead NE10 0PY Tel: 0191 421 0390	<a href="http://www.thedriveprimary.org">www.thedriveprimary.org</a> <a href="mailto:thedriveprimary@gateshead.gov.uk">thedriveprimary@gateshead.gov.uk</a>	3-11	Yes	29	173
2224	Wardley Primary Mr M Malik	Keir Hardie Ave, Wardley NE10 8TX Tel: 0191 469 3012	<a href="http://www.wardleyprimary.org">www.wardleyprimary.org</a> <a href="mailto:wardleyprimaryschool@gateshead.gov.uk">wardleyprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	251

**List of Community Primary Schools for September 2012**

DfE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	Nursery	PAN 2012	Estimated Number on Roll in Sept 2011
2194	Washingwell Community Primary Mrs A Hall	Broom Lane, Whickham NE16 4RB Tel: 0191 488 4400	www.washingwell.gateshead.sch.uk washingwellcommunityprimaryschool@gateshead.gov.uk	4-11	No	20	177
3001	Whickham Parochial C of E Primary – Mr P Armstrong	Broadway, Whickham NE16 5QW Tel: 0191 488 7867	www.whickhamparochial.org whickhamparochialprimaryschool@gateshead.gov.uk	4-11	No	30	209
2214	White Mere Community Primary Mrs G Howe	Sherburn Way, Gateshead NE10 8BA Tel: 0191 433 4004	www.whitemereprimary.org whitemerecommunityprimaryschool@gateshead.gov.uk	4-11	No	30	168
2227	Windy Nook Primary Mrs A Bathan - Tel: 0191 433 4004	Albion Street, Gateshead NE10 9BD Tel: 0191 469 4954 Tel: 0191 433 4004	www.windynookprimary.org windynookprimaryschool@gateshead.gov.uk	3-11	Yes	45	301
2177	Winlaton West Lane Community Primary - Mrs A Exley	West Lane, Winlaton NE21 6PH Tel: 0191 414 2557	www.winlatonwestlane.org winlatonwestlandcommunityprimaryschool@gateshead.gov.uk	4-11	No	45	278

\* indicates an increase in the planned admission number for September 2012

**List of Community Secondary Schools for September 2012**

DfE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	PAN 2012	Estimated Number on Roll in Sept 2011
4036	Heworth Grange Comprehensive School - Mr C Richardson	High Lanes, Heworth NE10 0PT Tel: 0191 421 2244	<a href="http://www.heworthgrange.org.uk">www.heworthgrange.org.uk</a> <a href="mailto:enquiries@heworthgrange.org.uk">enquiries@heworthgrange.org.uk</a>	11-18	210	1047
4043	Joseph Swan School Mr A Fuller	Saltwell Road South, Gateshead NE9 6LE Tel: 0191 442 2000	<a href="http://www.josephswan.org.uk">www.josephswan.org.uk</a> <a href="mailto:enquiries@josephswan.org.uk">enquiries@josephswan.org.uk</a>	11-18	210**	1011
4041	Kingsmeadow Community Comprehensive School - Mrs B Rouse	Market Lane, Dunston NE11 9NX Tel: 0191 460 6004	<a href="http://www.kingsmeadow.org.uk">www.kingsmeadow.org.uk</a> <a href="mailto:enquiries@kingsmeadow.org.uk">enquiries@kingsmeadow.org.uk</a>	11-16	180	611
4027	Lord Lawson of Beamish Community School - Mr D Grigg	Birtley Lane, Birtley DH3 2LP Tel: 0191 433 4026	<a href="http://www.lordlawson.org.uk">www.lordlawson.org.uk</a> <a href="mailto:lordlawson@lordlawson.org.uk">lordlawson@lordlawson.org.uk</a>	11-18	254	1285
4031	Charles Thorp Comprehensive School Mr S Williamson	Main Road, Ryton NE40 3AH Tel: 0191 413 2113	<a href="http://www.charlesthorpcs.co.uk">www.charlesthorpcs.co.uk</a> <a href="mailto:enquiries@charlesthorpcs.co.uk">enquiries@charlesthorpcs.co.uk</a>	11-18	240	1074
4042	Thomas Hepburn Community School - Mrs J Barker	Swards Road, Felling NE10 9UZ Tel: 0191 420 4555	<a href="http://www.thomashepburn.org.uk">www.thomashepburn.org.uk</a>	11-18	150	650
4029	Whickham School Mr S Haig	Burnthouse Lane, Whickham NE16 5AR Tel: 0191 496 0026	<a href="http://www.whickhamschool.org">www.whickhamschool.org</a> <a href="mailto:whickhamschool@gateshead.gov.uk">whickhamschool@gateshead.gov.uk</a>	11-18	266	1288

\*\* indicates a reduction in the planned admission number for September 2012

**Community Technology College September 2012**

DfE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	PAN 2012	Estimated Number on Roll in Sept 2011
6900	Emmanuel College Mr Wmch	Consett Road, Lobley Hill, NE11 0AN Tel: 0191 460 2099	<a href="http://www.emmanuelctc.org.uk">www.emmanuelctc.org.uk</a> <a href="mailto:enquiries@emmanuelctc.org.uk">enquiries@emmanuelctc.org.uk</a>	11-18	196	987

List of Voluntary Aided Primary Schools September 2012 *continued on next page*

DFE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	Nursery	PAN 2012	Estimated Number on Roll in Sept 2011
3313	Corpus Christi Catholic Primary Mrs C Ingle	Dunsmuir Grove, Gateshead NE8 4QL Tel: 0191 477 2175	<a href="http://www.corpuschristigateshead.org.uk">www.corpuschristigateshead.org.uk</a>	3-11	Yes	29	183
3329	Sacred Heart Catholic Primary Mr P Naughton	Byermoor, Burnopfield NE16 6NU Tel: 01207 270 396	<a href="http://www.sacredheartgateshead.org">www.sacredheartgateshead.org</a> <a href="mailto:sacredheartprimary@gateshead.gov.uk">sacredheartprimary@gateshead.gov.uk</a>	4-11	No	15	86
3326	St Agnes' Catholic Primary Mrs M L Hudson	Ryton NE40 4UN Tel: 0191 413 2184	<a href="http://www.stagnesgateshead.org">www.stagnesgateshead.org</a> <a href="mailto:junegrady@gateshead.gov.uk">junegrady@gateshead.gov.uk</a>	4-11	No	24	199
2237	St Aidan's C of E Primary Mrs L Steele	Derwentwater Road, Gateshead NE8 1QY Tel: 0191 477 2690	<a href="http://www.staidansprimary.co.uk">www.staidansprimary.co.uk</a> <a href="mailto:staidansprimary@gateshead.gov.uk">staidansprimary@gateshead.gov.uk</a>	3-11	Yes	30	174
3335	St Alban's Catholic Primary Mrs D Fox	Rothbury Avenue, Pelaw NE10 0QY Tel: 0191 469 3251	<a href="http://www.stalbansgateshead.org">www.stalbansgateshead.org</a> no email address	3-11	Yes	30	188
3322	St Anne's Catholic Primary Miss K Leonard	Off Pickering Green, Harlow Green, Gateshead NE9 7HX - Tel: 0191 433 4053	<a href="http://www.stannesprimary.org">www.stannesprimary.org</a> <a href="mailto:stannes@gateshead.gov.uk">stannes@gateshead.gov.uk</a>	4-11	No	30	190
3336	St Augustine's RC Primary Miss C Duffy	Colegate, Leam Lane, Felling, Gateshead NE10 8PP - Tel: 0191 469 2949	<a href="http://www.staugustinesprimary.org">www.staugustinesprimary.org</a> <a href="mailto:info@staugustinesprimary.org">info@staugustinesprimary.org</a>	3-11	Yes	45	297
3325	St Joseph's Catholic Infant, Birtley Mrs V Gibson	Mitchell Street, Birtley DH3 1LU Tel: 0191 410 2324	<a href="http://birtleysjosephscatholicinfantschool@gateshead.gov.uk">birtleysjosephscatholicinfantschool@gateshead.gov.uk</a> <a href="http://www.st-josephs-jun.gateshead.sch.uk">www.st-josephs-jun.gateshead.sch.uk</a>	4-7	No	30	70
3324	St Joseph's Catholic Junior, Birtley Mrs C McDermott	School Street, Birtley DH3 2PN Tel: 0191 410 2231	<a href="http://stjosephscatholicjuniorschoolbirtley@gateshead.gov.uk">stjosephscatholicjuniorschoolbirtley@gateshead.gov.uk</a>	7-11	No	30	109
3331	St Joseph's Catholic Primary, Blaydon - Mr D Godfrey (Acting Headteacher)	Croftdale Road, Blaydon NE21 4BG Tel: 0191 414 3108	<a href="http://www.blaydon-st-josephs.org.uk">www.blaydon-st-josephs.org.uk</a>	4-11	No	30	210
3317	St Joseph's Catholic Primary, Gateshead - Mr J Hattam	Prince Consort Rd, Gateshead NE8 1LR Tel: 0191 490 1517	<a href="http://www.stjosephscrvcprimary.org">www.stjosephscrvcprimary.org</a> <a href="mailto:stjosephscrprimaryschool@gateshead.gov.uk">stjosephscrprimaryschool@gateshead.gov.uk</a>	4-11	No	29	197
3327	St Joseph's RC Primary, Highfield Mrs A Parkin	Whinfield Way, Highfield, Rowlands Gill NE39 2JE - Tel: 01207 545 972	<a href="http://www.stjosephshighfield.org.uk">www.stjosephshighfield.org.uk</a> <a href="mailto:highfieldstjosephsRCprimaryschool@gateshead.gov.uk">highfieldstjosephsRCprimaryschool@gateshead.gov.uk</a>	4-11	No	17	126
3328	St Mary & St Thomas Aquinas Catholic Primary - Miss E White	Stella Lane, Blaydon NE21 4NE Tel: 0191 414 3116	<a href="http://www.stmaryandthomasaquinas.co.uk">www.stmaryandthomasaquinas.co.uk</a> <a href="mailto:stmaryandstthomascatholicprimaryschool@gateshead.gov.uk">stmaryandstthomascatholicprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	205
3333	St Mary's RC Primary Mrs M McMillan	Duckpool Lane, Whickham NE16 4HB Tel: 0191 420 5828	<a href="http://www.whickhamstmarys.org.uk">www.whickhamstmarys.org.uk</a>	4-11	No	30	211

**List of Voluntary Aided Primary Schools September 2012**

DfE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	Nursery	PAN 2012	Estimated Number on Roll in Sept 2011
3318	St Oswald's RC Primary Mrs C Wallace	Wrekenton, Gateshead NE9 7LH Tel: 0191 487 8641	<a href="http://www.stoswaldscrprimary.org">www.stoswaldscrprimary.org</a> <a href="mailto:stoswaldscrprimary@gateshead.gov.uk">stoswaldscrprimary@gateshead.gov.uk</a>	3-11	Yes	30	210
3319	St Peter's RC Primary Mrs L Stokoe	Dryden Road, Gateshead NE9 5TU Tel: 0191 487 8233	<a href="http://www.stpeterscrprimary.org">www.stpeterscrprimary.org</a>	4-11	No	30	209
3330	St Philip Neri RC Primary Mrs L Stephenson	Ellison Road, Gateshead NE8 2QU Tel: 0191 460 4378	<a href="http://www.stphilipneriprimary.org">www.stphilipneriprimary.org</a> <a href="mailto:stphilipnerirprimaryschool@gateshead.gov.uk">stphilipnerirprimaryschool@gateshead.gov.uk</a>	4-11	No	16	127
3339	St Wilfrid's RC Primary Mr A Murray	Old Fold Road, Gateshead NE10 0DJ Tel: 0191 477 1909	No website available <a href="mailto:stwilfridsprimaryschool@gateshead.gov.uk">stwilfridsprimaryschool@gateshead.gov.uk</a>	3-11	Yes	17	80

**List of Voluntary Aided Secondary Schools September 2012**

DfE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range	PAN 2012	Estimated Number on Roll in Sept 2011
4605	Cardinal Hume Catholic School Mr N Hurn	Old Durham Road, Gateshead NE9 6RZ Tel: 0191 487 7638	<a href="http://www.cardinalhume.com">www.cardinalhume.com</a> <a href="mailto:info@cardinalhume.com">info@cardinalhume.com</a>	11-18	190	989
4606	St Thomas More Catholic School Mr J Parkinson	Croftdale Road, Blaydon NE21 4BQ Tel: 499 0111	<a href="http://www.stthomasmore.org.uk">www.stthomasmore.org.uk</a>	11-18	235	1199

**List of Specialist Schools for September 2012**

DfE Number	School/Head Teacher	Address and Phone Number	Website and Email Address	Age Range
7009	Dryden School (SLD) Mrs R Harrison	Shotley Gardens, Low Fell, Gateshead NE9 5UR Tel: 0191 420 3811/420 3812	No website available	11 – 19 Boys & Girls
7010	Eslington Primary School (SEBD) Mrs Richards	Hazel Road, Gateshead NE8 2EP Tel: 0191 433 4131	www.eslingtonprimary.org eslingtonprimaryschool@gateshead.gov.uk	5 – 11 Boys & Girls
7006	Furrowfield School (SEBD) Mrs C Bell Sue Murphy (Deputy Head)	Whitehills Drive, Felling, Gateshead NE10 9RZ Tel: 0191 433 4071	www.furrowfield.gateshead.scho.uk	11 – 16 Boys
7007	Gibside School (PMLD, SLD, ASD) Jane Higgin	Burnthouse Lane, Whichham NE16 5AT Tel: 0191 441 0123	www.gjbsideschool.org	3 – 11 Boys & Girls
7008	Hill Top Specialist Arts College (MLD) Ms Colquhoun	Wealcroft, Leam Lane Estate, Gateshead NE10 8LT Tel: 0191 469 2462	www.hilltopschool.org	11 – 19 Boys & Girls
7002	The Cedars School Sports College (PD) – Mrs J Fraser	Ivy Lane, Low Fell, Gateshead NE9 6QD Tel: 0191 433 4046	www.cedarstrust.co.uk thecedarsschool@gateshead.gov.uk	5 – 16 Boys & Girls

Key	Schools Catering for Children with
SEBD	Social, Emotional and Behavioural Difficulties
MLD	Moderate Learning Difficulties
PD	Physical Difficulties
LD	Learning Difficulties
SLD	Severe Learning Difficulties
PMLD	Profound and Multiple Learning Difficulties
ASD	Autistic Spectrum Disorder

**List of Specialist Centres September 2012**

DfE Number	Specialist Centre	Address and Phone Number
1102	Behaviour Support Service at the Shipcote Centre	Edendale Terrace, Gateshead NE8 4JN Tel: 0191 477 4835
1102	Behaviour Support Service at the Millway Centre	Millway, Gateshead NE9 5PQ Tel: 0191 420 0606

**educationGateshead, Advisory and Inspection Service**

Centre Name	Address and Phone Number	Senior Inspectors
Dryden Centre	Evistones Road, Low Fell, Gateshead NE9 5UR Tel: 0191 433 8500	Mr Paul Carvin – Head of educationGateshead Tim Nelson – Senior Primary Inspector Steve Horne – Senior Secondary Inspector Innovations & Development Pauline Piddington – Senior Inspector Post 14

**Behaviour and Attendance Improvement Team**

Centre Name	Address and Phone Number	Staff Contacts
Dryden Centre	Evistones Road, Low Fell, Gateshead NE9 5UR Tel: 0191 433 8644 Tel: 0191 433 8012 Tel: 0191 433 8716 Tel: 0191 433 8570	Jeanne Pratt – Behaviour and Attendance Advisor Frances Ewart – Manager Safeguarding - Education Jane Robinson – Senior Education Welfare/CME Officer Sharon Napier – Senior Education Welfare Officer

## Notes

