

**PROPOSED-Co-ordinated Admissions Scheme for Infant, Junior & Primary schools in the area of Gateshead Local Authority SEPTEMBER 2010**

**Introduction**

1. This scheme is made by Gateshead Metropolitan Borough Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2002 and applies to all Infant, Junior & Primary Schools in Gateshead.

Interpretation

**2. In this Scheme -**

"the LA" means Gateshead Council acting in their capacity as local authority;

"the LA area" means the area in respect of which the LA is the local authority;

"Primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"Infant, junior & primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"Secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"School" means a community or voluntary school (but not a special school), which is maintained by the LA;

"Voluntary controlled schools" means such of the schools as are voluntary controlled schools, where the LA sets the admissions criteria and offers places;

"VA schools" means such of the schools as are voluntary-aided schools;

"Admission authority" in relation to a community or voluntary controlled school means the LA and, in relation to a VA school means the governing body of that school;

"The specified year" means the school year beginning at or about the beginning of September 2010;

"Admission arrangements" means the arrangements for a particular school or schools that govern the procedures and decision making for the purposes of admitting pupils to the school.

All schools maintained by Gateshead Council as described above within the scheme will operate an equal preference system. This means all preferences for each school listed by parents on the common application form are considered under the oversubscription criterion without reference to the parental ranking. However where a child may be potentially offered a place at more than one school on their form, then the rankings given on the common application form will be used to determine the final single offer that will be made by selecting the school that was ranked highest on the common application form for which the child is eligible for an offer.

“Parent/Guardian” means any person who holds parental responsibility as defined under the 1989 Children Act and with whom the child normally resides;

"Casual admission" means any application for a place in the first year of primary education that is received **after 7 May 2010**, including those received during the academic year commencing in September 2010, and applications for a place in any other year group received at any time from the commencement of the Scheme; and

"Eligible for a place" means that a child has been placed on a school's ranked list at such a point, which falls within the school's published admission number or is eligible following determination under the In Year Fair Access protocol,.

### **Commencement and extent**

This scheme applies in relation to the admission arrangements for the schools for admission year 2010-2011 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The governing body of each of the VA schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

### **The Scheme**

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The Scheme shall apply to every infant, junior & primary school in the LA area as identified in Appendix 1 (except special schools) and shall take effect from 15 April 2010.

## **SCHEDULE 1**

### **PART I - The Scheme**

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of Infant/Junior/Primary education in the specified year, and for any applications made for a "casual admission" into any year group in the admissions round leading up to, and during, the academic year 2010/2011.
3. The CAF must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents wishing to express a preference for their child to be admitted to a school within the LA area (including VA schools).
4. **The CAF will -**
  - a. Allow the parent to express up to 3 preferences by completing the form, in rank order of preference,
  - b. Invite parents to give their reasons for each preference,
  - c. Specify the closing date and where the application form must be returned, in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure:**
  - a. that the CAF is available on request from the LA and on-line at **[www.gateshead.gov.uk](http://www.gateshead.gov.uk)** and
  - b. that the CAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. **The LA will take all reasonable steps to ensure that:**
  - a. Every parent resident in the LA area who has a child eligible to commence primary education receives a copy of the CAF (and a written explanation); and
  - b. Every parent whose application falls within the category of a casual admission receives a copy of the CAF (and written explanation), on request, and understands the process.

Parents will be advised that they will receive no more than one offer of a school place and that:

- (i) A place will be offered at the highest ranked nominated school for which they are eligible for a place under the admission criteria; and
  - (ii) Explain that, if more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and
  - (iii) If a place cannot be offered at a nominated school, a place will be offered at an alternative school.
7. All preferences expressed on the CAF are valid applications. The governing body of a VA school can require parents who wish to nominate, or have nominated, their school on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be returned to the LA, along with the CAF, so that the relevant forms can be passed to the VA school/s.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by foundation or VA schools the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the VA governing body to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2. (NB no Community, Voluntary Controlled or VA School in Gateshead operates criteria for selection-based ability or aptitude).

### **Processing of CAFs**

10. Completed CAFs are to be returned to the LA by **Friday 6 November 2009**. It will be the responsibility of parents to ensure that CAFs are returned directly or via nursery, infant or primary schools to the LA, in a paper format or on-line by the closing date (**receipt of all CAFs will be acknowledged by the LA**).

## Determining offers in response to the CAF

11. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
  - (a) It is acting in its separate capacity as an admission authority, or
  - (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school, or
  - (c) An applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 17 of this Schedule.

12. Completed application forms must be returned to the LA by the due date.
13. Completed application forms that are received after the closing date will be considered on an individual basis, but the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.
15. By **11 December 2009** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria.
16. **By 11 February 2010** the admission authority for each school will consider all applications for their school and apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all potential applicants sorted according to the school's oversubscription criteria.

The LA will also require additional names of the next possible offers, 50% above the admission number of the school, so that schools will not need to be contacted by the LA at each iteration (i.e. the point at which, the LA has to determine the allocation of a place for a higher preference within another admission authority).

17. By **16 March 2010** the LA will match these lists against the ranked lists of the other schools nominated and:

- Where the child is eligible for a place at the parents' first preference school, that school will be allocated to the child.
  - Where the child is not eligible for a place at the parental first preference school, they will be allocated a place at the school, which is the next highest ranked preferred school where the child is eligible for a place.
  - Where the child is not eligible for a place at any of the ranked preferred schools, the child will (if places are still available) be allocated a place at the Community catchment school, or if this is not available at the nearest appropriate Community school with a vacancy, measured as the crow flies from the parents home to the main entrance of the school.
  - The LA will allocate a school place to those pupils who have not submitted a CAF after all other pupils who submitted a CAF have been considered. The LA will allocate a place at the appropriate Community catchment school or if this is not available at the next nearest appropriate community school, with vacancies, measured, as the crow flies, from the parents home to the main entrance of the school,
- 18. 29 March 2010** –The LA informs its infant, junior & primary schools of the pupils to be offered places at their schools.
- 19. On 19 April 2010** parents will be notified that they are being offered a place at the allocated school. This letter will give the following information:
- The name of the school at which a place is offered;
  - The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the CAF;
  - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools and waiting list procedures;
  - Invite parents to write to the LA if they want to be considered for any places that might become available in schools ranked on their CAF in the re-allocation process using the waiting list for the relevant school on **7 May 2010**.
  - Contact details for the schools they ranked on their CAF and were not offered a place at so that they can lodge an appeal.
  - The letter will not inform parents of places still available at other schools.
- 20. 04 May 2010:** the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that they have

accepted the place, however the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools.

**21. 7 May 2010 allocation of places from the waiting list**

Parents may request in writing for their children to be placed on a waiting list at any school at which they have been refused a place. If places become available after 19 April 2010 they will be allocated to children using the waiting list for the relevant school. A child's position on any waiting list will be determined using the admission criterion for the school in question. However It should be noted that children who are in public care or who have been referred for admission through the Gateshead In Year Fair access protocol and are without a school place would go above other children as they must receive the highest priority on Gateshead school waiting lists. If vacancies occur the first allocation of places will take place on 7 May 2010 for all relevant schools followed by subsequent allocations, if found to be necessary, normally at weekly intervals on the Friday of each week thereafter until the first day of term in September 2010.

The LA will maintain Waiting lists for all oversubscribed schools in Gateshead. Voluntary Aided schools will inform the LA where children shall be placed on the waiting list for their respective schools.

Where a child may be eligible for an offer from more than one school waiting list then the offer made will be for the school that was ranked highest by the parent on the CAF.

The waiting list will be compiled from those children whose parents had identified the school as a preference on their CAF and who have written to the LA requesting to be placed on the waiting list for the school in question. Change of preferences may only be placed on the waiting list if exceptional circumstances apply to such applications. Examples of exceptional circumstances are given in paragraph 22 below.

Parents can obtain the position their child occupies on the waiting list by contacting LA admission officer however this must be treated with caution.

**PART II - Late Applications**

- 22** The closing date for applications in the normal admissions round is **6 November 2010**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for exceptional reasons will be accepted provided they are received before 11 February 2010, the date the allocation procedures begin. Examples of what will be considered as a valid reason include: when a lone parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Gateshead

property will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

Parents submitting applications to change their preferences, from those originally ranked on the CAF, will also be classed as "late" and may only be considered if exceptional circumstances apply such as those examples described above. If no such exceptional circumstances apply we will continue to proceed with those original preferences ranked on the CAF for the purposes of the allocation of places on the 19 April 2010.

### **Late Applications Received After 11 February 2010**

- 23** All applications received after 11 February 2010, will be classed as late and will not be processed until after 19 April 2010. Parents will, nevertheless, receive an offer of a school place on 19 April 2010 in accordance with the terms of the scheme.

### **No CAF Received BY 19 April 2010**

- 24** Where no CAF is submitted the child will, on 19 April 2010, be offered a place at the catchment school or if this is not available at the nearest appropriate community school with a vacancy measured, as the crow flies, from the parents home to the main entrance of the school.

### **Applications Received After 19 April 2010 But Before 7 May 2010**

- 25** Applications made direct to any school on the CAF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. The LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent's order of preference that has a vacancy or if this is not possible, at the appropriate Community catchment school or if this is also full at the nearest appropriate community school with a vacancy (as defined in paragraph 17) measured as the crow flies from the parents home to the main entrance of the school,

### **Applications Received After 7 MAY 2010**

- 26** Applications received after **7 May 2010**, and for places in year groups other than the normal year of entry to Infant, Junior and Primary schools will be treated as casual admissions. These applications should be made on the CAF and sent to the LA, the LA will:

- Determine any application for a community or controlled school for which it is the admission authority; and
- If the application is for a Foundation or voluntary aided school refer the application to the governing body of the school, which will

make a determination and notify the LA of their decision The LA will notify the parent. Parents who are refused admission will be offered a right of appeal.

**27** If any parents approach Foundation or voluntary aided schools directly about a casual admission, the governing body must ensure that the parent completes a CAF (if they have not already done so). The CAF should be sent to the LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the LA of its determination and the LA will notify the parent of the Governing Body's decision and, if the parent is refused a place, offer the right of appeal will be offered.

**28** The LA will keep track of any pupils who apply for casual admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay, particularly in respect of children in public care as deemed under section 22 of the 1989 Children Act.

### **29** **Waiting Lists**

Waiting lists will be maintained by the LA for all oversubscribed schools from **7 May 2010** until the start of term in September 2010. They will be updated when appropriate and will be maintained in accordance with the school admission policy and admission criteria. It should be noted that children who are in public care or who have been referred for admission through Gateshead's In Year Fair access protocol and are without a school place would receive the highest priority on Gateshead community school waiting lists. The waiting list will be compiled from those children whose parents or carers have first written to the LA requesting to be placed on the waiting list for the school in question. This list will cease to exist from the start of term in September 2010. However from the Start of term in September 2010 School Head Teachers will start a brand new waiting list that will be maintained in accordance with the school admission policy and admission criteria. This list will be compiled with the names of children whose parents have contacted the school directly after the start of term.

NB Parents submitting applications to change their preferences following the offer of places on 19 April 2010, may only be placed on the school waiting list if exceptional circumstances apply such as those examples described in para 23 above. If no such exceptional circumstances apply we will not place such children on the waiting list.

### **30** **Casual Admissions After 1 September 2010**

Applications received after 1 September 2010 will be treated as casual admissions also known as "In Year" admissions. A separate co-ordinated scheme determines the admission arrangements for applications submitted after this date and during the rest of the academic year.

## SCHEDULE 2

### Timetable of Primary Co-ordinated scheme- 2010

<b>6 November 2009:</b>	On-Line applications and Common Application form, together with any supplementary forms (as required) to be submitted and returned to the LA.
<b>11 December 2009:</b>	Details of applications to be sent to VA schools, and other LA's.
<b>11 February 2010:</b>	VA schools provide the LA with ranked lists of applicants.
<b>16 March 2010:</b>	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 16 of Schedule 1.
<b>29 March 2010:</b>	By this date the LA will notify schools which parents have been offered places at their schools.
<b>19 April 2010:</b>	Notifications sent to parents.
<b>4 May 2010:</b>	Last date for offers to be accepted by parents.
<b>7 May 2010:</b>	Any places that have become available are reallocated to parents in accordance with paragraph 21 of Schedule 1 from the Waiting list

**CO-ORDINATED ADMISSIONS SCHEME – PRIMARY SCHOOLS 2010**

**Admission Authorities in the Area of Gateshead to which the Scheme applies**

The Scheme applies to the Governing Body as the Admissions Authority for the following Voluntary Aided Schools:

Corpus Christ Catholic Primary School	Dunsmuir Grove Gateshead, NE8 4QL
Sacred Heart RC VA Primary School	Burnopfield N-u-T, NE16 6NU
St Agne's Catholic Primary School	Ryton NE40 4NF
St Aidan's C of E Primary School	Derwentwater Road Gateshead, NE8 0QY
St Alban's Catholic Primary School	Rothbury Avenue Pelaw Gateshead, NE10 0QY
St Anne's Catholic Primary School	Off Pickering Green HarlowGreen, Gateshead, NE9 7HX
St Augustine's RC VA Primary School	Colegate, Leam Lane Estate Gateshead, NE10 8PP
St John the Baptist RC Primary School	Willow Grove Felling, Gateshead, NE10 9PQ
St Joseph's Catholic Infant School, Birtley	Mitchell Street Chester- le-Street, DH3 1LU
St Joseph's Catholic Junior School, Birtley	School Street Chester-le-Street, DH3 2PN
St Joseph's Catholic Primary School, Blaydon	Croftdale Road Blaydon, NE21 4BG
St Joseph's Catholic VA Primary School, Gateshead	Prince Consort Road Gateshead, NE8 1LR
St Joseph's RC VA Primary School, Highfield	Smailes Lane Highfield, Rowlands Gill, NE39 2DB

St Mary & St Thomas Aquinas Catholic Primary School	Stella.Lane, Blaydon NE21 4NE
St Mary's RC Primary School, Whickham	Duckpool Lane Whickham,N-u- T,NE164HB
St Oswald's RC VA Primary School	Wrekenton Gateshead, NE9 7LH
St Peter's RC VA Primary School	Dryden Road Gateshead, NE9 5TU
St Philip Neri RC Primary School	Gateshead NE8 2QU
St Wilfrid's RC VA Primary School	Old Fold Road Gateshead, NE10 0DJ

**Community and Voluntary Controlled Schools where the LA is the Admission Authority:**

Barley Mow Primary School	Pembroke Avenue Birtley, Chester-le- Street, DH3 2DJ
Bede Community Primary School	Old Fold Road Gateshaed, NE10 0DJ
Bill Quay Primary School	Bill Quay Gateshead, NE10 0UN
Birtley East Community Primary School	Highfield Birtley, Chester-le-Street, DH3 1QQ
Blaydon West Primary School	Blaydon NE21 4PY
Brandling Primary School	Mulberry Street Gateshead, NE10 0JB

Brighton Avenue Primary School	Brighton Road Gateshead, NE8 1XS
Caedmon Community Primary School	Whitehall Road Gateshead, NE8 8NQ
Carr Hill Community Primary School	Carr Hill Road Gateshead, NE9 5NB
Chopwell Primary School	Derwent Street Chopwell, N-u-T, NE17 7HS
Clover Hill Community Primary School	Glenhurst Drive Whickham, N-u-T, NE16 5SJ
Colegate Community Primary School	Colegate West Felling, Gateshead, NE10 9AH
Crookhill Community Primary School	Crookhill Ryton, NE40 3ES
Dunston Hill Community Primary School	Dunston BANK Dunston, Gateshead, NE11 9PY
Dunston Riverside Community Primary School	Colliery Road Dunston, Gateshead, NE11 9DX
Emmaville Primary School	Crawcrook Ryton, NE40 4ND
Falla Park Community Primary School	Falla Park Road Felling, Gateshead, NE10 9HP
Fell Dyke Community Primary School	Springwell Road Gateshead, NE9 7AA
Fellside Community Primary School	Fellside Road Whickham, N-u-T, NE16 5AY

Front Street Community Primary School	Front Street Whickham, N-u-T, NE16 4AD
Glynwood Community Primary School	Glynwood Gardens Gateshead, NE9 5SY
Greenside Primary School	Ryton NE40 4AY
Harlow Green Primary School	Harlow Green Lane, Gateshead, NE9 7TB
High Spen Primary School	High Spen Rowlands Gill, NE39 2BQ
Highfield Community Primary School	Highfield Road Rowlands Gill, NE39 2LX
Kells Lane Primary School	Kells Lane Gateshead, NE9 5HX
Kelvin Grove Community Primary School	Kelvin Grove Gateshead, NE8 4UN
Kibblesworth Primary School	Kibblesworth Gatehead, NE11 0XP
Larkspur Community Primary School	Beacon Lough East Gateshead, NE9 6SS
Lingey House Primary School	Millford, Leam Lane Estate Felling, Gateshead, NE10 8DN
Lobley Hill Primary School	Rothbury Gardens Lobley Hill, Gateshead, NE11 0AT

Marley Hill Community Primary School	Marley Hill N.U.T NE16 5DT
Oakfield Infant School	Chowdene Bank Gateshead, NE9 6JH
Oakfield Junior School	Chowdene Bank Gateshead, NE9 6JH
Parkhead Community Primary School	Park Lane Winlaton, NE21 6LT
Portobello Primary School	Tamerton Drive Birtley, Chester-le- Street, DH3 2LY
Ravensworth Terrace Primary School	Birtley Chester-le-Street, DH3 2PP
Roman Road Primary School	Leam Lane Estate Gateshead, NE10 8SA
Rowlands Gill Primary School	Dominies Close Rowlands Gill, NE39 2PP
Ryton Community Infant School	Ryton NE40 3AF
Ryton Community Junior School	Ryton NE40 3AF
South Street Community Primary School	South Street Gateshead, NE8 4BD
Swalwell Primary School	South View Terrace Swalwell, N-u-T, NE16 3HZ
The Drive Community Primary School	The Drive Felling, Gateshead, NE10 0PY

Wardley Primary School

Keir Hardie  
Avenue  
Wardley,  
Gateshead,  
NE10 8TX

Washingwell Community Primary School

Broom Lane  
Whickham, N-u-T,  
NE16 4RB

Whickham Parochial C of E Primary School

Broadway  
Whickham, N-u-T,  
NE16 5QW

White Mere Community Primary School

Sherburn Way,  
Wardley  
NE10 8BA

Windy Nook Primary School

Albion Street  
Gateshead,  
NE10 9BD

Winlaton West Lane Community Primary School

West Lane  
Winlaton,  
NE21 6PH