



# Apply online for your child's school place

**CLOSING DATE**  
**15 January 2023**

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

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

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

# Contents

Page

Introduction .....	4
School organisation in Gateshead .....	5
When to start school .....	5
Linked catchment areas .....	6
Explanation of the terms used in this booklet.....	7
Important admission dates.....	8
How we offer places - Equal Preference .....	9
Primary schools admission policy 2023/24 .....	10
Voluntary Aided schools admission policies 2023/24 .....	12
Frequently Asked Questions .....	70
<b>Section 1</b>	
Co-ordinated Admissions.....	72
<b>Section 2</b>	
Additional Admissions Information.....	75
<b>Section 3</b>	
Admission statistics .....	78
<b>Section 4</b>	
Appealing against the refusal of a place.....	84
<b>Section 5</b>	
In year transfers.....	85
<b>Section 6</b>	
Special educational needs (SEN).....	87
<b>Section 7</b>	
Policy for home to school travel .....	89
<b>Section 8</b>	
General school information.....	92
<b>School contact details and information .....</b>	<b>95</b>

The information in this booklet relates to the academic year 2023 to 2024, which begins in September 2023.

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.

## Introduction

This booklet is intended to provide you with all the information you will need to apply for a school place for your child.

Gateshead Council, recognises that your child's education is one of the most important aspects of their life. It influences their formative years and their future. We know how important it is that you receive as much information as possible about the school admissions process. We hope that this booklet provides you with the information you need to know in order to apply for a school place for your child.

We recommend that you apply for a school place using Gateshead Councils online school admissions system where you can also access all the information within this booklet. You can apply online at: [www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)

You can also access more information about a school by visiting the schools website or council website at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk). You can access school performance tables at: [www.gov.uk/performance-tables](http://www.gov.uk/performance-tables) and school Ofsted inspection reports at: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

If required you can also contact the school(s) to arrange a visit before you apply.

The academic year operates from: **1 September 2023 to 31 August 2024.**

## Applying online

If you have any problems applying online contact The School Admissions Team below.

## Different Formats

If you require a copy of this booklet in large print, Braille, audio tape or another language contact The School Admissions Team below.

### **Education Support Service**

School Admissions  
Floor 2  
Civic Centre  
Gateshead  
NE8 1HH

**Email** [schooladmissions@gateshead.gov.uk](mailto:schooladmissions@gateshead.gov.uk)

**Telephone** 0191 433 2756, 433 2757, 433 2109, 433 8589

# 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 Gateshead schools proposed for September 2023.

## 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:

- 47 community schools
- 1 Roman Catholic school
- 18 academies (16 Roman Catholic)
- 2 Church of England schools

## There are:

- 8 secondary schools

## Consisting of:

- 1 community school
- 7 academies (2 Roman Catholic academies)

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.

## When to start school

**Reception** - Children born between **1 September 2018 to 31 August 2019** will be eligible to start school Reception in September 2023 and must apply for a school place by 15 January 2023.

**Junior** – Children born between **1 September 2015 to 31 August 2016** that currently attend an infant school (Oakfield Infant, Ryton Infant or Birtley St Joseph's Infants) are due to transfer to junior school (Year 3) in September and must apply for a school place by 15 January 2023.

## Before you apply

- Read the information in this booklet very carefully before completing your application form.
- Do not assume that you live in a particular schools catchment area as some streets are split. You can check your catchment school on the Council's website.
- Sometimes living near to a school, in the school's catchment area or having a sibling already at the school you apply to is not enough to be offered a place.
- It is possible that your child will not be offered a place at any of your preferred schools especially if you apply for very popular schools and don't have a high priority under the over-subscription criteria.
- Academies and Voluntary Aided Schools have different admission policies to community schools in Gateshead. You must read the admission policy for each school you apply to in order to assess which school you stand the best chance of being offered.
- Look at the statistics for previous years in Section 3 of this booklet. This will show you which schools were oversubscribed and the number of appeals that were heard. However you must be aware that these figures can change significantly from year to year.
- Use all three preferences on your application form – doing so does not reduce your chance of gaining a place at your first preference school.
- Do not repeat the name of a school more than once on your application, as this does not increase your chance of being offered a place and is a waste of preferences.
- If your child is eligible for an offer at more than one school, your highest ranked preference will be offered and any lower ranked offers will be disregarded.
- Your child's attendance at a school nursery does not guarantee your child a place in the reception class of this school. Your application form will be considered against the schools admissions criteria with no regard to the nursery your child attends.
- Your child will not automatically be given a place at your catchment school, it is essential that you apply.
- You must inform us immediately if you change address after the submission of your application form.
- Remember it is your responsibility to ensure your application is submitted by 15 January 2023.

## Linked catchment areas for September 2023

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

**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.**

# 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.

**Admission authority** – the body responsible for setting and applying a schools admission arrangements and 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 local authority (in the case of community and voluntary controlled schools) or by the governing body (in the case of voluntary aided schools and academies).

**Adoption order** – an order made under Section 46 of the Adoption and Children Act 2002.

**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.

**Child arrangements order** – an order to decide where the child lives and when the child spends time with each parent.

**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 reside.

**Infant class size limit** – Section 1 of the SSFA 1998 limits the size of an infant class to 30 pupils per school teacher.

**Looked after children** – Children who are in the care of a local authority and as defined by Section 22 of the Children Act 1989 (see also previously looked after children).

**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.

**Previously looked after children** – Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

**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 17 April 2023.

**Special guardianship order** – an order appointing one or more individuals to be a child's special guardian or guardians as described under Section 14A of the Children Act 1989.

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

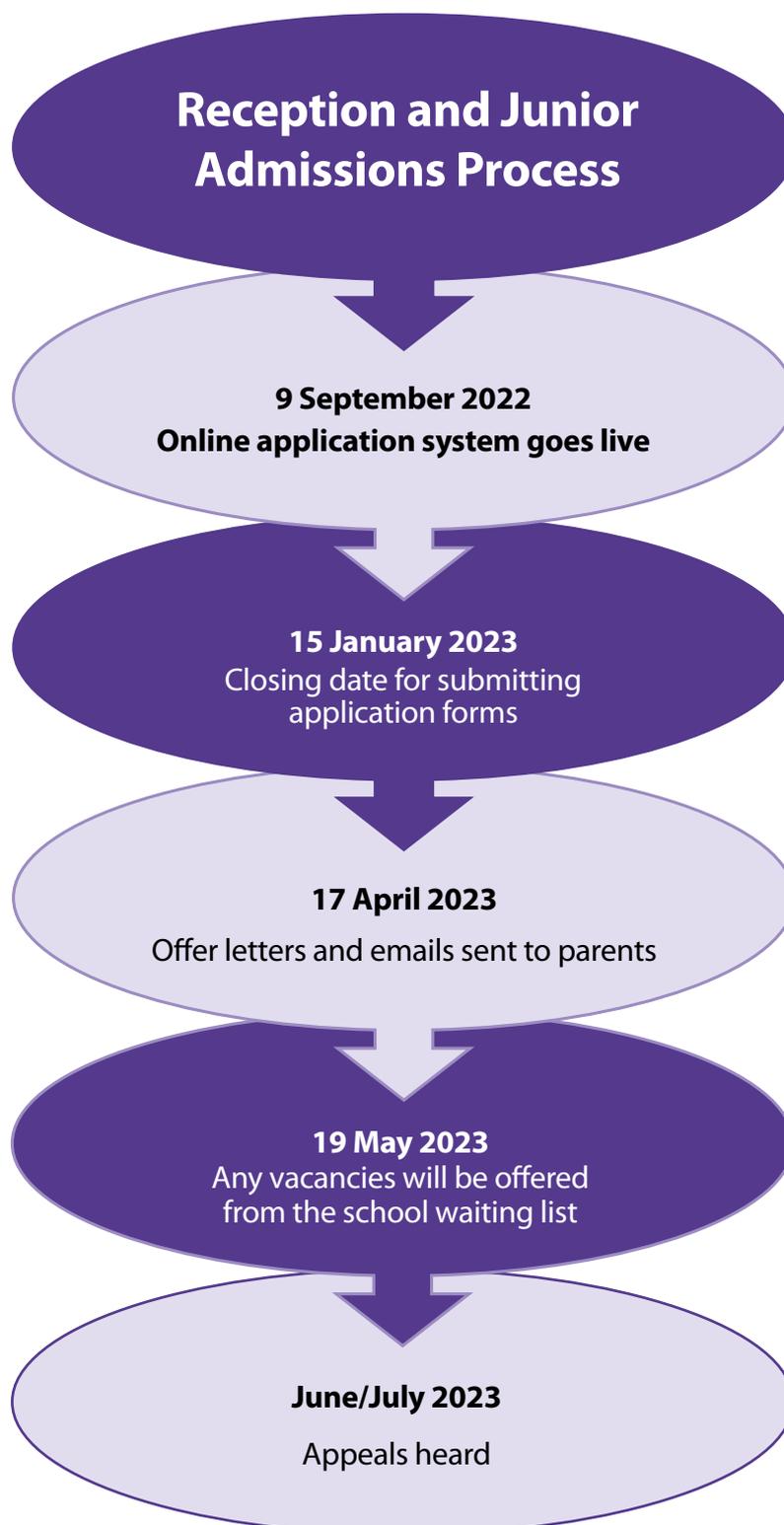
**Voluntary controlled school** – a school where the council set the criteria and is responsible for admissions.

# Important admission dates

## September 2023

The closing date for returning applications is 15 January 2023. Any paper application form received by the School Admissions Team after this date will be classed as late.

Parents that apply online will have until midnight on 15 January 2023 to submit their application after which time the system will close.



## How we offer Places - Equal Preference

The School Admissions Code requires that applications are processed under an 'equal preference system'. This means that all applications received for a school are raked against the school's oversubscription criteria in their admissions policy.

### How it works

- You can name up to three schools on your application, in order of preference (we strongly recommend you use all three preferences).
- Your child is added to a list for each of the schools you have named. Each application on the schools list is then ranked in accordance with the published admission criteria in the school's admission policy and this determines where you are on the list and whether they can offer you a place.
- If only one of your preferred schools can offer a place, you will be offered a place at that school.
- If more than one school can offer you a place, you will be offered the school that you ranked highest on your application.
- If none of the schools can offer you a place, you will be offered a place at your catchment school or nearest school, depending upon the availability of places.

In most cases you will be offered a place at one of your preferred schools but there are circumstances where this may not be possible as this will depend on the number of applications received for a school.

You must read the admissions policy for all schools you apply to, in order to fully understand the admission criteria and how it will be applied to your application.

### Application Example 1

You apply for three schools in the following preference order:

- 1st preference School A
- 2nd preference School B
- 3rd preference School C

All three of your preferred schools can offer a place. You are therefore allocated a place at School A. Your second and third preferences are discarded on the basis that you were allocated your highest preference school.

### Application Example 2

You apply for three schools in the following preference order:

- 1st preference School A
- 2nd preference School B
- 3rd preference School C

School A is unable to offer a place, but School B and School C can offer. You are therefore allocated a place at School B. School C is discarded because you were offered one of your higher preference schools. You are refused a place at School A and advised of the arrangements for placing your child on the waiting list and your right of appeal.

# Gateshead Council Primary School

## Admission Policy 2023/24

We allocate places at Gateshead Primary, Infant and Junior Schools using this policy and co-ordinate admissions to Gateshead schools using the coordinated admission scheme.

The policy is as follows:

- Children 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 the following year). Children are entitled to a full-time place as soon as they start school, however in most schools, the first term will include an induction period, (a period for children to get used to school life gradually, generally from September to October). Although, you may request that your child attends school part-time until later in the school year, but not beyond the point that your child reaches compulsory school age.

In addition, parents may request that their child is admitted to school later in the school year following September 2023, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year.

- We will accept pupils up to the schools 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 a school, we will then allocate places by using the following order of priority:

Order of Priority	Over-subscription Criteria
<b>Criteria 1</b>	Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*). Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
<b>Criteria 2</b>	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. (see definition*).
<b>Criteria 3</b>	Other children who live in the school's catchment area.
<b>Criteria 4</b>	Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year (see definition*).
<b>Criteria 5</b>	Other children who have exceptional medical or social grounds see point 1 below.
<b>Criteria 6</b>	All other children.

(\*see definitions of our criteria in priority 1, 3 and 5 above in our parent's information booklet and at [www.gateshead.gov.uk](http://www.gateshead.gov.uk)).

### 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 presented to the Primary Fair Access Panel for consideration. No assumption should be made that submission of the relevant evidence will be, in itself, 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.

## Oakfield Junior School

The school has the same oversubscription criteria as priorities 1 to 5 above, however, they have an additional criterion (7 in total). Please see below;

Criteria 1 to 5 same as criteria 1 to 5 above.

Criteria 6 children that attend Oakfield Infant School.

Criteria 7 all other children.

## Admission of children outside their normal age group

Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health or parents of summer born children (children born from 1 April 2019 to 31 August 2019).

All cases of admission of children outside their normal age group must be discussed with the Council and relevant school Head Teacher prior to the application being made.

Such requests must be made on the Common Application Form which is available from 9 September 2022. Parents must detail the circumstances of their request and include any supporting information from relevant professionals.

The Council will consider each case individually and parents will be notified of the outcome of their request before 17 April 2023. *(Please refer to the 'Admission to Primary School booklet for further information regarding deferred entry and admission of children outside their normal age group).*

## 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.

## 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 central 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). Where two or more applicants share the exact same distance, a random allocation process will be used to determine the ranked order of the applications in question.

## 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 LA 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.

## Application Dates

From 9 September 2022 Gateshead residents can apply on-line at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

On-line applications must be submitted by **15 January 2023**. Alternatively, parents can request a paper application from The School Admissions Team on 0191 433 2757. Paper applications must be returned to The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH by **15 January 2023**.

If you live outside Gateshead and want to apply to a Gateshead school, you must obtain an application form from your home Council and return it to them by their closing date, even if the schools you want to apply to are in Gateshead. 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](http://www.gateshead.gov.uk). 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.

## Offer Date – 17 April 2023

A letter will be sent to parent's resident in Gateshead on or around 17 April 2023 informing them of the school they have been offered for their child. Gateshead residents who apply on-line are also informed by e-mail on 17 April 2023.

Gateshead's co-ordinated admission scheme and catchment areas referred to in this policy can also be viewed online or at the Civic Centre.

# Corpus Christi Catholic Primary School

## Admission Policy 2023/2024

Corpus Christi Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parishes of Corpus Christi and Holy Rosary, Gateshead.

### Published Admission Number

The governing body has set its published admission number (PAN) at 29 pupils to be admitted to the reception year in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal

certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the

circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting

list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.corpuschristigateshead.org.uk](http://www.corpuschristigateshead.org.uk)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of Corpus Christi and Holy Rosary. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# Sacred Heart Catholic Primary School, Byermoor

## Admission Policy 2023/2024

Sacred Heart Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the parishes of Sacred Heart, Byermoor.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

here a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the

school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.sacredheartgateshead.org](http://www.sacredheartgateshead.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

### Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

### Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Looked after children and previously looked after children. (see note 2)
2. Catholic children whose home address is within the catchment area served by the school. (see note 3)
3. Catholic children whose home address is outside of the catchment area served by the school. (see note 3)
4. Catechumens and members of an Eastern Christian Church (see notes 4&5)
5. Children who have an older sibling in the school at the time of admission. (see note 9)
6. Children who are practising members of another Christian denomination and whose home address is within the catchment area served by the school. (see note 6)
7. Children of another Christian denomination and whose home address is outside the catchment area served by the school. (see note 6)
8. All other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Agnes' Catholic Primary School

## Admission Policy 2023/2024

St Agnes' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parish of St Agnes', Crawcrook.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the Reception class in the school year which begins in September 2023.

### Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the school is named as the most appropriate educational setting for the child will be admitted.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless

the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.stagnescrawcrook.co.uk](http://www.stagnescrawcrook.co.uk)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed

by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False Evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Agnes', Crawcrook. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children who have an older sibling attending the school in September 2023 (see note 9)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Aidan's Church of England Primary School

## Admission Policy 2023/2024

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 2023. This arrangement follows consultation between the Governing Body, the LA, all other schools in the area and all other Admission Authorities in the area.

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

### Over-Subscription Criteria

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see definitions below).
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 definitions 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 definitions below)
5. Children with at least one parent who worships in another faith community in the Parish of Bensham and Teams (see definitions below)
6. Children who have exceptional medical or social needs (see definitions 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. Gateshead Local Authority support the school in the use of their computerised measuring system if necessary.

### 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 up to the end of the Autumn Term in the relevant academic year.

### Other Information

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

Children who have a statement of Special Educational Need or Education Health and Care Plan which names our school will be admitted to the school.

"Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that: -

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age
- The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed,

and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group. Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

**Further information and advice on the admission of summer born children is available from The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH.**

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. An appeals timetable is available on the school website [www.staidansprimary.co.uk](http://www.staidansprimary.co.uk)

The Admissions Policy Criteria will be applied on an Equal Preference basis. This means that the Admission Policy Criteria will be applied to every child who makes an application to attend our school.

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.

## Notes and definitions

- **'Looked After Child'** is a child who is in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- An **'adoption order'** is an order made under section 46 of the Adoption and Children Act 2002.
- A **'residence order'** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A **'special guardianship order'** is an order appointing one or more individuals to be a child's special guardian or guardians.
- If applicants are **seeking admission under the criterion of worshipping regularly at a Parish Church or other Christian church**, they will be asked to provide evidence that they worship regularly, eg a letter from the incumbent. (Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for one parent/carer to attend).
- If applicants are **seeking admission under the criterion of special medical needs or other special circumstances**, they will be asked to provide appropriate evidence, eg a letter from a doctor or specialist. The evidence must clearly demonstrate why the school is the only school that can meet the child's needs. It should explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted with the application on or before the closing date. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- **Multiple Births** – Where there are more applications than places, children from multiple births will be given priority within each criterion. If a further tie break is necessary, distance between home and school will be used to prioritise applications.

# St. Alban's Catholic Primary School

## Admission Policy 2023/2024

St. Alban's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the parishes of St. Alban's, Pelaw and St. Patrick's, Felling

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to Reception in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure.

Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted

and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day. If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the

order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.stalbansgateshead.org](http://www.stalbansgateshead.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic Children with a Certificate of Catholic Practice who are resident in the parishes of St. Alban's, Pelaw

and St. Patrick's, Felling (see notes 3&4)

3. Other Catholic children who are resident in the parishes of St. Alban's, Pelaw and St. Patrick's, Felling (see note 3)
4. Other Catholic children.
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
7. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

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## Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Certificate of Catholic Practice** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests. This can be found at [www.edurcdhn.org.uk](http://www.edurcdhn.org.uk)

5. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. A child's "**home address**" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
8. **Sibling** includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

# St Anne's Catholic Primary School, Harlow Green

## Admission Policy 2023/2024

St Anne's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the parish of St Anne's Catholic Church, Harlow Green, Gateshead.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the

school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.stannesprimary.org](http://www.stannesprimary.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Anne's Catholic Church. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St. Augustine's Catholic Primary School

## Admission Policy 2023/2024

St Augustine's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the parish of St Augustine, Leam Lane, Gateshead.

### Published Admission Number

The governing body has set its published admission number (PAN) at 45 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application, e.g. a baptismal certificate, this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the

school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.staugustinesprimary.org](http://www.staugustinesprimary.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Augustine, Leam Lane, Gateshead. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Joseph's Catholic Infant School, Birtley

## Admission Policy 2023/2024

St Joseph's Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parish of St Joseph's Birtley.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If

not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who

has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.stjosephsinfantschool.org](http://www.stjosephsinfantschool.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending Birtley St Joseph's Infant school or at St Joseph's Catholic Junior School in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Joseph's Birtley (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made (see note 9)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

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## Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of

their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's "**home address**" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. A **member of staff** includes all school staff who are under the direct employment of the governing body of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

# St Joseph's Catholic Junior School, Birtley

## Admission Policy 2023/2024

St Joseph's Catholic Junior School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parish of St Joseph's, Birtley.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to Year 3 in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time

of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of

the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.birtleystjosephsjuniors.org](http://www.birtleystjosephsjuniors.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the

school, the place itself, where it is satisfied that the offer or place was obtained by deception.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St Joseph's, Birtley. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children who attend St Joseph's Catholic Infant School, Birtley.
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Joseph's Catholic Primary School, Blaydon

## Admission Policy 2023/2024

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parishes of St Anne's, Winlaton and St Joseph's, Blaydon.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal

certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the

circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting

list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 8589. ([www.stjosephscatholicprimaryschool.com](http://www.stjosephscatholicprimaryschool.com)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic Children with a Certificate of Catholic Practice who are resident in the parishes of St Anne's, Winlaton and St Joseph's, Blaydon. (see notes 3 & 4)
3. Other Catholic children who are resident in the parishes of St Anne's, Winlaton and St Joseph's, Blaydon. (see note 3)
4. Other Catholic children. (see note 3)

5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 5&6)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 7)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 8)
9. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

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## Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Certificate of Catholic Practice** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests. This can be found at [www.edurcdhn.org.uk](http://www.edurcdhn.org.uk)

5. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Sibling** includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
11. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

# St. Joseph's RC VA Primary School, Gateshead

## Admission Policy 2023/2024

St Joseph's RC VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the parish of St Joseph's, Gateshead.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If

not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition

to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.stjosephsrcvprimary.org](http://www.stjosephsrcvprimary.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Joseph's, Gateshead. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Joseph's RC Primary School, Highfield

## Admission Policy 2023/2024

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parishes of St Joseph's, Highfield and Our Lady of Lourdes, Chopwell.

### Published Admission Number

The governing body has set its published admission number (PAN) at 15 pupils to be admitted to the reception year in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If

not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who

has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HHH on 0191 433 2757 or 0191 4332756. ([www.stjosephshighfield.org](http://www.stjosephshighfield.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of St. Joseph's Highfield and Our Lady of Lourdes Chopwell. (see note 3)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
6. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
7. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Mary and St Thomas Aquinas Catholic Primary School

## Admission Policy 2023/2024

St Mary and St Thomas was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

The admission policy criteria will be dealt with on an equal preference basis.

### Parishes served by the school

The school serves the parish of St Mary & St Thomas Aquinas, Stella.

### Published Admission Number

The governing body has set its published admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2023.

### Children with an Education, Health and Care plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application

Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April 2023 or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed below, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer

term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to:  
The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.stmaryandthomasaquinas.co.uk](http://www.stmaryandthomasaquinas.co.uk)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out below, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the

normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## False Evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic Children who are resident in the parish of St. Mary & St. Thomas Aquinas. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

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## Notes And Definitions

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim

the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's "**home address**" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

# St Mary's RC Primary School

## Admission Policy 2023/2024

St Mary's RC Primary School, Whickham was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the former parishes of St Mary's, Whickham and Immaculate Heart, Lobley Hill (which are now part of the parish of Our Lady and St Philip Neri).

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this

evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition

to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.whickhamstmarys.org.uk](http://www.whickhamstmarys.org.uk)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parishes of St Mary's, Whickham or Immaculate Heart, Lobley Hill (which are now part of the parish of Our Lady and St Philip Neri). (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Oswald's RC Primary School, Wrekenton

## Admission Policy 2023/2024

St Oswald's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the parish of St Oswald's RC Church, Wrekenton, Gateshead.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception class in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this

evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition

to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to:  
The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 4332756. ([www.stoswaldsrcprimary.org](http://www.stoswaldsrcprimary.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Oswald's RC Church, Wrekenton. (see note 3)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
6. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
7. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Peter's RC Primary School, Low Fell

## Admission Policy 2023/2024

St Peter's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parish of St Peter's, Low Fell, Gateshead.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If

not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who

has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 8589. ([www.stpetersrcprimary.org](http://www.stpetersrcprimary.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Peter's. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St Philip Neri RC Primary School

## Admission Policy 2023/2024

St Peter's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parish of St Peter's, Low Fell, Gateshead.

### Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the

list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 8589. ([www.stpetersrcprimary.org](http://www.stpetersrcprimary.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of **St Peter's**. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

# St. Wilfrid's R C Primary School

## Admission Policy 2023/2024

St Wilfrid's RC Catholic Primary School, Gateshead was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

### Parishes served by the school

The school serves the parish of St Wilfrid.

### Published Admission Number

The governing body has set its published admission number (PAN) at 20 pupils to be admitted to Reception in the school year which begins in September 2023.

### Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If

not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2023.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who

has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

## Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

## Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, The School Admissions Team to: The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH on 0191 433 2757 or 0191 433 2756. ([www.stwilfridsrprimary.org](http://www.stwilfridsrprimary.org)) Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

## Right of Appeal

The parent has the right of appeal to an independent appeal panel if refused a place.

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a

place will be offered at the school.

## False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2023.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Wilfrid (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

**This policy should be read in conjunction with the local authority's admission guidance for parents. Please see notes and definitions on page 69.**

## Notes and Definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.  
A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.
3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.  
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.  
All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.  
Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.
 Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.  
Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
8. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

# Frequently Asked Questions

## I do not live in Gateshead, how do I apply to Gateshead schools?

You must apply direct to your home local authority. They will forward a copy of your application form to Gateshead. If you are not offered a Gateshead School your home local authority will ensure your child is offered a school place in your area.

## How can I assess the likelihood of there being a place for my child at the school I want?

Look at the school admission policy to see how high up the admission criteria your child will be. You can also look at the statistical information for the school in section 3 of this booklet. This information will give you an idea of the number of applications, offers and appeals received for the last two academic years. However, these figures can change significantly from year to year.

## Why should I apply to more than one school?

If you only list one school on your application form you cannot be certain that your child will be offered a place there. If you do not let us know about other schools on your application form that you might have considered as a second or third preference then you may run the risk of leaving it too late to obtain a place at these schools if your application for a first preference school is unsuccessful. We strongly recommend you use all three preferences, doing so does not reduce your chance of gaining a place at your first preference school. Please remember we cannot guarantee that your child will be offered a place at one of your chosen schools, even if you live in the catchment area or already have another child attending the school, as this will depend on the number of applications the school receives.

## I share custody of my child with my ex-partner, what address should I use on the application form?

You must contact The School Admissions Team on 0191 433 2756 or 433 2757 before completing your application form and you will be given individual advice on this issue. It is expected that where there is shared parental responsibility for a child, that parents will agree which parent has the main responsibility before completing their application form. Documentary evidence will be requested. If you are unable to provide evidence of shared responsibility the local authority will use the address of the parent/carer who receives the child benefit.

## My child has Special Educational Needs. Should I still complete an application form?

If your child is being assessed for an Education, Health and Care Plan (EHCP), you should still complete an application form. However, if your child already has an EHCP, do not complete an application form as the EHCP will name the school that your child will attend.

## What happens if I miss the closing date of 15 January 2023?

Your application will be classed as late and you will reduce your chances of gaining a place at your chosen schools. You must give a reason as to why your application was submitted late. For applications received after 15 January 2023 but on or before 20 February 2023 we may be able to consider your application for exceptional reasons. For example, you may have just moved into the area. In such circumstances proof of ownership or tenancy of your address 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 as on-time 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.

**Late applications received after 20 February 2023 will not be processed until after 17 April 2023**, however an offer will be made at an alternative school if there are still places available.

If you submit a late application, you must explain the reasons on your form as to why it is late.

## What happens if I change my preferences after the closing date of 15 January 2023?

Change of preferences will only be considered if you can demonstrate that there are exceptional circumstances relating to the reasons for the change. You need to think carefully about the initial preferences you rank on your application form as the majority of change of preference requests for oversubscribed schools are not considered to be exceptional.

If we cannot consider your change of preference we will proceed with the preferences you gave on your original application form for determining the offer of places on 17 April 2023. Any change of preference request received after 20 February 2023 will not be processed until after 17 April 2023.

### **What happens if I move house after the closing date of 15 January 2023?**

Please refer to page 74 of this booklet for information on how your application will be considered if you move house after the closing date.

### **What happens if I do not complete an application form?**

If you are a Gateshead resident a place will still be offered to your child, at your catchment school or next nearest school with places available. However, this offer may be made after 17 April 2023.

### **What happens if my child is not offered a place at any of my preferred schools?**

Your child will be offered a place at your catchment school or next nearest school depending upon the availability of places.

If you are refused a place you have the right to appeal to an independent appeal panel and request that your child's name is placed on the schools waiting list. Waiting lists are maintained according to the schools admission criteria with no regard to the ranking the school was given on the application form. A child's position on a waiting list may change due to additions or deletions of children on the list.

In general fewer than half of appeals are decided in the parents favour for years 3,4,5 and 6. In respect of infant class sizes, reception and years 1 and 2 very few appeals are successful due to the legislation relating to statutory class size limitations in key stage 1. Further information regarding statutory class size legislation is available on pages 76-77 of this booklet.

### **What happens if my child's preferred school(s) receive more applications than the number of places available?**

If a school/academy has too many applications for the places available they are known as an over-subscribed school. Places will be allocated using the schools admission criteria set out in their admission policy. The admission criteria for Gateshead schools can be found from page 10 of this booklet. You must read the admission policy for every school you apply to, even if it is outside Gateshead.

# Section 1

## Co-ordinated Admissions – September 2023

School admissions in Gateshead are co-ordinated with neighbouring local authorities. Gateshead will check the applications they receive against those submitted to their neighbouring authorities, ensuring only one application form for each child is processed.

All schools you want to apply to must be ranked on your application form. If you include a voluntary aided school on your application, Gateshead will forward a copy of your application to them so they can consider your request in line with their school admission policy.

Gateshead local authority will ensure each child resident in Gateshead receives one offer of a school place. They will do this by applying the ranking information in the following way:

- If a child is eligible for a place at only one of the schools/academies ranked on the application, a place at that school/academy will be offered to the child.
- If a child is eligible for a place at more than one school/academy ranked on the application, the child will be offered a place at the school/academy which was ranked the highest.
- If a child is not eligible for a place at any school/academy ranked on the application, Gateshead LA will offer an alternative place, for example your community catchment school/academy or next nearest school/academy depending upon the availability of places.

You must make sure you read and understand the impact of each admission policy for all schools you apply to before you submit your application.

### Preferences for schools outside Gateshead

If you rank a school outside of Gateshead on your application form, Gateshead will liaise with the relevant local authority regarding the request.

### Admission Policies

Gateshead local authority determines the admission policy and admission arrangements for community schools in Gateshead. Gateshead's community school admission policy is set out on page 10 of this booklet. The governing body of voluntary aided schools in Gateshead determine the admission policy and admission arrangements to their school. The admission policies for all voluntary aided schools in Gateshead are set out from page 12 of this booklet.

## How to Apply

### If you live in Gateshead

You can apply online from 9 September 2022 at: [www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)

If you are unable to apply online you can request a paper application form from The School Admissions Team.

Applications must be submitted by 15 January 2023. If you do not submit your form by this date you will reduce your chances of gaining a place at one of your chosen schools.

### If you live outside Gateshead

You must apply direct to your home local authority and they will forward a copy of your application to Gateshead. Your home local authority will notify you of the outcome of your request.

If you apply to a Gateshead school it is important that you read the information contained in this booklet including the school's admission policy in order to fully understand the admission criteria for the school you apply to.

## Equal Preference

All local authorities use an equal preference system, which means all first, second and third preferences for a particular school/academy will be looked at together and the over-subscription criteria for each school/academy will be applied to all applications received. Please refer to page 9 of this booklet for further information on the equal preference system.

## Late applications

The closing date for submitting your application is 15 January 2023. If you return your form after this date you will severely reduce your chances of gaining a place at your chosen schools. In exceptional circumstances (for example if you have just moved into the area) Gateshead local authority may be able to consider late applications if they are received by 20 February 2023. In such circumstances proof of ownership or tenancy will be required.

Each late application will be determined on its own merits. If Gateshead agree to consider a late application for exceptional reasons your application will be considered along with all other applications that were received on time.

Change of preferences received after 15 January 2023 must be submitted in writing and will only be considered if exceptional circumstances apply.

**Late applications and late change of preferences received after 20 February 2023 will not be processed until after 17 April 2023**, however in the case of late applications, an offer will be made for your catchment school/ academy or nearest community school/academy depending upon the availability of places. In the case of late change of preferences Gateshead LA will continue to process the original on time application received.

The majority of late applications are refused a place and places are not kept back for any late applicants.

## Offer of a School Place

The national offer date is 17 April 2023. A letter will be posted to all Gateshead residents that apply for a school place, informing them of the school they have been offered, on or around this date. If you applied online you will also receive an email on 17 April 2023 confirming which school your child has been offered.

## Refusal of a school place waiting lists and appeals process

Gateshead local authority will maintain waiting lists for all oversubscribed schools. If you are refused a place at a Gateshead school your child's name will automatically be placed on the school's waiting list.

The offer of places from the waiting list will start on 19 May 2023 and places will be offered on a weekly basis thereafter, if vacancies arise. Waiting lists are maintained according to the admission criteria set out in the schools admission policy 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 due to additions or deletions of children on the list.

If you are refused a school place, you also have the right to appeal to an independent panel. You will receive an appeal form with your refusal letter on or around 17 April 2023. If you wish to appeal you must complete and return the appeal form by the date indicated in your refusal letter. Appeals are generally heard in June/July 2023.

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.

## 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 with whom the child resides 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. Gateshead LA 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 local authority do all they can to make sure this does not happen and in fairness to all parents will investigate all allegations of fraudulent practice brought to their attention and this may lead to a place being withdrawn. 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.

## Temporary address

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. If you are currently living at a temporary address you must contact The School Admissions Team for advice prior to completing your application form.

## Shared responsibility for a child

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 2756 or 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. Documentary evidence will be requested. If you are unable to provide evidence of shared responsibility, the local authority will use the address of the parent/carer who receives the child benefit.

## Change of address

**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 offering places on 17 April 2023. If you can provide us with the above evidence by 20 February 2023, we will be able use your new address for the purpose of offering places on 17 April 2023.

However, please note that if you move into a particular schools catchment area after the submission of your

application form and do not provide us with proof of your new address by 20 February 2023, your new address will not be taken into consideration when offering places.

**Change of address after the closing date (moving out of a particular schools catchment area or further away from the school you applied to)** It is your responsibility to notify us immediately of any change of address or change in circumstance after submitting your application form that may affect how your application is considered. For example, 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 was considered.

If it is determined that your child would not have been eligible for a place at the school offered based on your new address, your child's school place could be withdrawn. If necessary, we will withdraw places for change of addresses that take place up to and including 17 April 2023. However, we will still continue to investigate any change of addresses following this date up until 31 August 2023 and will withdraw places if a school place has been obtained at any stage using a temporary address, relatives address or if we feel a property has been purchased or leased solely to use its address to obtain a place at a particular school, without any intention of ever taking up permanent residence there.

You can find out what school catchment area you live in by contacting the School Admissions Team on telephone 0191 433 2757. Alternatively School catchment maps are available to view on the Council's website at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

**Gateshead Council will investigate all allegations of fraudulent practice brought to their attention and this may lead to a place being withdrawn. You must notify us immediately if you change your address after the submission of your application form up to and including 31 August 2023.**

**If you move address and your child is no longer eligible for the school place offered up until 19 May 2023, the school offer will be withdrawn by the local authority.**

### 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 policy. If you include a voluntary aided school on your application, Gateshead will forward a copy of your application to the relevant school so they can consider your request in line with their school admission policy. The school will then provide Gateshead local authority with a ranked list of applicants.

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

If you apply online for a Voluntary Aided school you will be prompted to complete the 'Faith Details' section of the online form. Please ensure you complete all details requested including the religion of your child. If you complete a paper application form you must complete Section F of the form in full.

### Verifying Application Forms

In February 2023, Voluntary Aided schools will receive details of all applications for their school from Gateshead LA, and they may write to you to request further documentation in order for the Governing Body to consider your application.

You must provide all the evidence requested by the school, by the date they indicate. Failure to do so may result in your application being placed in a much lower category for admission than it may actually be and this may reduce your chances of receiving an offer of a place at this school.

If you have ranked more than one voluntary aided school on your application form you may receive more than one request for information. It is important that you respond to each school individually to ensure they each have the information requested.

### 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

Tel: 0191 228 0111

## Section 2

### Additional Admissions Information – September 2023

#### Admission of children below compulsory school age

Children are entitled to start school full time the September following their fourth birthday. This is when most children start school.

However a parent does not have to send their child to school until they reach compulsory school age. A child will reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. Children must receive full time education from this point.

For children under compulsory school age, once a school place has been offered and accepted, parents may, if they wish, request that their child attends school part-time until later in the school year, or starts full time, later in the school year, but not later than the start of the summer term, i.e. April 2023.

If you wish to make a request for your child to attend school part time or start school later in the school year, you must contact the local authority and school following receipt of your offer letter on 17 April 2023.

#### Admission of children outside their normal age group including summer born children

Parents may request a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

In addition parents of children born in the summer term, 1 April 2019 to 31 August 2019 may request that they are admitted outside of their normal age group and start reception class a full year after they could have first started school (i.e. in September 2024).

While the majority of parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point.

If you decide to delay your summer born child's school start until the September following their 5th birthday, you have 2 options:

- Make an in year application for a place for the September following their 5th birthday. They will begin school in year 1, as the other children in their age group will be moving from reception to year 1 at this point. Contact the school admissions team about when it would be best to make such an application. It is important to remember that some schools are likely to be full at this point, and unable to offer you a place.

Schools are unable to 'hold' a place for your child from the previous year. Consider, also, the potential impact of missing the reception year with its focus on phonics and early arithmetic.

- If you do not want your child to miss the reception year, you may request that they are admitted out of their normal age group, to reception instead of year 1, in the September following their 5th birthday. You must still complete an application form by 15 January 2023 to request this.

Before deciding to delay a child's entry to school, the local authority recommends that parents visit the schools they are thinking of applying to and seek advice from the head teacher and from any other professionals involved in the care of the child so that you can make an informed decision. The school will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns parents may have about their child's readiness for school.

#### How to request deferred entry

Parents wishing to request deferred entry must apply using the application form for the child's normal year of entry, which is available online from 9 September 2022 and return it to the local authority by no later than 15 January 2023. Once you have submitted your application, you must also email [schooladmissions@gateshead.gov.uk](mailto:schooladmissions@gateshead.gov.uk) to advise that you wish to request deferred entry. You will then be emailed a supplementary information form for completion and we will request further information about why you think your child should be educated out of their normal age group. This will help the local authority make a decision about which year group your child should be educated. You should also provide evidence to support your request if possible. Once this form has been completed and returned, the Local Authority will then consider your request.

All requests for admission of children outside their normal age group must be discussed with the LA and relevant school head teacher prior to the application being made. You will be notified of the outcome of your request before 17 April 2023.

In reaching a decision, the local authority will consider the parents views, information about the child's academic, social and emotional development, where relevant medical history and views of medical professionals and they will also consider whether the child may naturally have fallen into a lower age group if they were not born prematurely. They will also take into account the views of the head teacher of the school for which the request is being made.

**If your request is agreed** you must reapply for admission to reception class in September 2024 and your child's application will be considered against the relevant schools admission policy along with all other applications received on time for this year group.

**If your request is refused** you can still delay your child's school start until they reach compulsory school age and make an in-year application for them to start in year 1. However we cannot guarantee that there will be a place at your chosen school as the year 1 class may be full.

Alternatively, if you do not wish for your child to miss the reception year, you can accept the school place offered by the local authority and either take up a full time place from September 2023 or talk to the school about part time attendance or a delayed start date until later in the school year, but not later than the beginning of the summer term (i.e. April 2024).

Any parent that is refused a place has the right of appeal, however the right of appeal does not apply if a place at the school is offered but it is not the preferred age group.

Please note that Governing Bodies of Voluntary Aided schools consider requests for deferred entry to their school. Please refer to the relevant school admissions policy for further information.

**You must request deferred entry by the application closing date of 15 January 2023. However, requests received after this date will still be considered by the local authority if they are received before 17 April 2023. Any deferred entry request for a summer born child, received on or after 17 April 2023, (once a child has already been allocated a school place) will not be considered and you will be unable to defer your child's entry to reception class by a full school year, after this date, unless you can provide us with supporting evidence from a professional working with your child, for example nursery manager, educational psychologist, or early years special educational needs teacher, who supports your request for deferred entry.**

**If your request is agreed please note that when you come to reapply, if you decide to change any of the schools you originally requested, the relevant admission authority for those schools will need to make a decision on which year group your child should be admitted to in September 2024 i.e. reception or year 1, as one admission authority cannot be required to honour the decision made by another.**

If you delay your summer born child's start to school by a year, they will still be eligible for government-funded childcare until they start school.

## Special circumstances – social/medical reasons

Gateshead local authority can consider exceptional applications particularly in cases involving social or medical needs.

If you wish to apply on social or medical grounds your application must be supported in writing by relevant

registered health professionals i.e. a doctor or social worker. Please send your application and supporting information to The School Admissions Team, Civic Centre, Floor 2, Gateshead, NE8 1HH by 15 January 2023.

The evidence must demonstrate why the child's needs require placement at the particular school chosen and what difficulties would be caused if the child had to travel to and 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 offer a place. Appropriate examples may involve applications for children for whom there are exceptional medical factors directly related to the school placement. However, no assumption should be made that the submission of the relevant evidence will, in itself guarantee the offer of a place at your chosen school.

Any evidence received after 17 April 2023 supporting an application on social/medical grounds will **not** be considered.

## Looked after children and previously looked after children

Looked after children are children who are in the care of a local authority, as defined under section 22 of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Looked after children and previously looked after children have top priority in our community school admission policy for September 2023.

## Special educational needs

If your child is being assessed for an Education, Health and Care Plan (EHCP), you should still complete an application form. However, if your child already has an EHCP, there is no need to complete an application form as the EHCP will name the school that your child will attend and your child will automatically be offered a place at that school.

If your child has special educational needs but not an EHCP, 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 opposite.

## 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 class size legislation is only possible in very limited circumstances. Additional children may be admitted under limited circumstances. The excepted children are:

- children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil; and
- children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

## 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 3 Admission Statistics

In this section you will find statistics for the academic years 2021 and 2022.

The information includes the:

- schools planned admission number (PAN)
- number of applications received
- number of places offered
- number of offers made within each category according to the school's admission policy
- the number of appeals heard for oversubscribed schools and the number of appeals that were successful.

The information also highlights which schools were oversubscribed for 2021 and 2022.

### Community School Admissions - September 2021 & 2022 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	Last distance offered in metres	Appeals Heard	Number of Successful Appeals
Barley Mow	2022	30	18	3	12	18	0	4	11	2	0	1	-		0	0
	2021	30	16	5	11	19	0	0	5	12	0	2	0		0	0
Bede	2022	30	21	9	9	29	1	5	15	2	0	6	-		0	0
	2021	30	31	15	7	30	0	0	9	15	2	0	4	424.17m	1	0
Bill Quay	2022	30	35	21	10	30	0	7	13	4	0	6	-	617.53m	1	0
	2021	30	43	12	8	31	0	0	10	13	2	0	6	671.67m	3	0
Birtley East	2022	30	17	10	13	22	0	8	11	1	0	2	-		0	0
	2021	30	29	14	8	30	1	0	12	16	1	0	0		0	0
Blaydon West	2022	30	31	20	16	30	0	11	10	4	0	5	-	2440.27m	0	0
	2021	30	20	18	25	22	0	0	7	5	4	0	6		0	0
Brandling	2022	30	29	20	16	29	0	7	4	5	0	13	-		0	0
	2021	30	37	26	7	30	1	0	6	16	5	0	2	265.45m	1	0
Brighton Avenue	2022	45	42	27	6	50	1	8	14	9	0	18	-		0	0
	2021	45	65	27	19	45	0	0	7	18	11	0	9	550.00m	5	5
Caedmon	2022	30	38	14	17	30	3	7	5	8	0	7	-	529.46m	3	0
	2021	30	29	16	18	31	0	0	4	4	8	0	15		0	0
Carr Hill	2022	45	34	21	8	39	2	8	14	3	0	12	-		0	0
	2021	45	44	11	17	45	4	0	12	16	7	0	6		0	0
Chopwell	2022	45	24	2	2	28	2	12	10	1	0	3	-		0	0
	2021	45	23	2	2	24	0	0	7	13	2	0	2		0	0

The schools highlighted in the above table were oversubscribed that year.

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	Last distance offered in metres	Appeals Heard	Number of Successful Appeals
Clover Hill	2022	30	31	42	36	30	0	8	14	0	0	8	-		0	0
	2021	30	36	53	39	30	1	0	14	15	0	0	0	1104.09m	2	0
Colegate	2022	45	12	9	13	16	1	3	4	1	0	7	-		0	0
	2021	45	11	11	18	12	0	0	2	3	5	0	2		0	0
Crookhill	2022	30	23	13	9	25	2	13	5	4	0	1	-		0	0
	2021	30	25	8	14	25	1	0	6	11	4	0	3		0	0
Dunston Hill	2022	60	50	26	12	52	0	10	13	9	0	20	-		0	0
	2021	60	50	23	14	49	1	0	12	13	13	0	10		0	0
Emmaville	2022	60	59	33	13	58	0	7	26	12	0	13	-		0	0
	2021	60	58	44	22	59	1	0	14	22	8	0	14		0	0
Falla Park	2022	30	16	5	15	18	0	5	6	2	0	5	-		0	0
	2021	30	22	16	18	27	0	0	3	10	9	0	5		0	0
Fell Dyke	2022	45	36	7	4	45	0	18	22	1	0	4	-		0	0
	2021	45	31	12	7	31	2	0	12	13	2	0	4		0	0
Fellside	2022	30	31	37	55	30	1	4	10	6	0	9	-	1713.88m	0	0
	2021	30	40	40	65	30	2	0	6	16	6	0	0	853.73m	2	0
Front Street	2022	60	40	20	26	44	1	2	5	17	0	19	-		0	0
	2021	60	59	30	31	60	89	118	147	10	14	0	31	2317.58m	2	0
Glynwood	2022	60	62	40	54	60	0	10	9	17	0	24	-	1626.36m	3	0
	2021	60	69	38	43	60	1	0	6	11	20	0	22	1391.82m	1	0
Greenside	2022	30	15	22	19	14	1	4	6	1	0	2	-		0	0
	2021	30	30	15	20	30	0	0	5	18	4	0	3		0	0
Harlow Green	2022	60	58	25	37	60	2	20	15	13	0	10	-		0	0
	2021	60	40	31	35	41	0	0	10	17	8	0	6		0	0
Highfield	2022	17	15	7	14	17	0	4	7	4	0	2	-		0	0
	2021	17	17	17	7	17	0	0	6	8	2	0	1		0	0
High Spen	2022	29	30	13	12	30	1	8	7	5	0	9	-		0	0
	2021	29	20	13	12	20	0	0	2	9	4	0	5		0	0
Kells Lane	2022	60	81	81	33	60	2	26	30	2	0	0	-	698.94m	3	0
	2021	60	75	77	41	61	2	0	23	31	3	0	2	694.77m	1	0
Kelvin Grove	2022	60	23	6	17	38	1	5	13	6	0	13	-		0	0
	2021	60	24	20	23	31	0	0	2	16	6	0	7		0	0
Kibblesworth	2022	29	18	1	4	19	0	9	7	0	0	3	-		0	0
	2021	29	12	2	3	14	0	0	5	6	1	0	2		0	0
Larkspur	2022	29	6	2	10	12	0	3	4	0	0	5	-		0	0
	2021	29	7	9	7	9	0	0	1	7	1	0	0		0	0

 The schools highlighted in the above table were oversubscribed that year.

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	Last distance offered in metres	Appeals Heard	Number of Successful Appeals
Lingey House	2022	60	45	40	22	47	0	9	11	6	0	21	-		0	0
	2021	60	61	39	24	60	1	0	11	10	15	0	23		0	0
Lobley Hill	2022	60	43	12	11	44	1	12	15	9	0	7	-		0	0
	2021	60	36	11	11	37	2	0	8	16	4	0	7		0	0
Oakfield Infant	2022	60	51	83	43	60	1	10	13	13	0	23	-		0	0
	2021	60	51	65	64	60	4	0	14	16	5	0	21		0	0
Oakfield Junior	2022	60	58	6	0	58	0	4	22	3	0	29	-		0	0
	2021	60	62	4	0	62	1	0	6	17	13	0	25	2775.53m	0	0
Parkhead	2022	58	35	16	13	36	0	7	8	9	0	12	-		0	0
	2021	58	34	21	15	38	3	0	6	13	5	0	11		0	0
Portobello	2022	30	24	37	17	26	0	6	2	3	0	15	-		0	0
	2021	30	25	32	19	25	0	0	3	9	3	0	10		0	0
Ravensworth Terrace	2022	60	62	44	16	60	3	13	13	11	0	20	-	2274.29m	0	0
	2021	60	42	43	22	43	1	0	7	12	10	0	13		0	0
Riverside	2022	60	33	31	6	38	0	11	11	6	0	10	-		0	0
	2021	60	30	28	17	42	0	0	7	11	4	0	10		0	0
Roman Road	2022	30	30	19	8	30	0	8	10	7	0	5	-		0	0
	2021	30	32	31	19	30	0	0	6	11	4	0	9	1308.54m	3	0
Rowlands Gill	2022	60	22	8	13	22	0	5	12	0	0	5	-		0	0
	2021	60	21	6	12	23	0	0	8	4	4	0	7		0	0
Ryton Infant	2022	60	34	21	29	34	0	5	9	9	0	11	-		0	0
	2021	60	25	38	31	25	0	0	7	6	1	0	11		0	0
Ryton Junior	2022	60	36	0	0	35	0	0	0	13	0	22	-		0	0
	2021	60	27	0	1	27	0	0	5	10	4	0	8		0	0
South Street	2022	30	28	14	5	30	0	5	5	9	0	11	-		0	0
	2021	44	32	12	7	40	1	0	4	2	10	0	23		0	0
Swalwell	2022	30	14	2	3	16	1	6	7	2	0	0	-		0	0
	2021	30	15	3	3	17	0	0	4	10	1	0	2		0	0
The Drive	2022	29	10	10	9	14	1	3	4	1	0	5	-		0	0
	2021	29	23	10	11	24	0	0	7	5	3	0	9		0	0
Wardley	2022	45	32	22	8	32	0	8	13	4	0	7	-		0	0
	2021	45	29	19	15	33	0	0	7	11	6	0	9		0	0
Washingwell	2022	30	21	13	19	21	0	2	4	9	0	6	-		0	0
	2021	30	15	12	12	30	1	0	3	3	1	0	22		0	0
Whickham Parochial	2022	30	36	49	27	30	0	12	4	8	0	6	-	1606.34m	0	0
	2021	30	42	48	26	30	0	0	11	7	12	0	0	794.09m	1	0

The schools highlighted in the above table were oversubscribed that year.

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	Last distance offered in metres	Appeals Heard	Number of Successful Appeals
White Mere	2022	30	18	15	17	19	0	4	2	6	0	7	-		0	0
	2021	30	16	10	13	16	1	0	1	5	6	0	3		0	0
Windy Nook	2022	45	34	19	16	36	1	3	13	10	0	9	-		0	0
	2021	45	37	28	22	42	0	0	6	10	10	0	16		0	0
Winlaton West Lane	2022	45	40	21	21	42	0	3	12	13	0	14	-		0	0
	2021	45	50	23	12	49	0	0	5	10	16	0	18		0	0

 The schools highlighted in the above table were oversubscribed that year.

## Applications for Voluntary Aided Schools September 2021 and 2022 - Admission Criteria Breakdown

Voluntary Aided 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	Last distance offered in metres	Appeals Heard	Number of Successful Appeals
Corpus Christi	2022	29	16	5	11	17	1	2	2	1	0	2	2	7	-		0	0
	2021	29	17	15	9	19	0	6	5	0	1	4	2	1	-		0	0
Sacred Heart	2022	30	29	14	9	29	0	8	3	0	9	2	1	6	-		0	0
	2021	30	27	9	7	27	0	3	7	0	14	1	0	2	-		0	0
St Agnes	2022	30	23	27	17	22	0	8	5	1	0	5	1	0	2		0	0
	2021	30	28	23	25	27	0	5	6	0	0	5	5	0	6		0	0
St Aidan's	2022	30	24	5	7	24	1	0	9	0	0	0	10	4	-		0	0
	2021	30	27	16	6	29	0	0	17	0	0	0	11	1	-		0	0
St Alban's	2022	30	19	17	7	21	0	0	9	2	0	0	10	-	-		0	0
	2021	30	12	16	4	15	0	0	2	0	0	0	13	-	-		0	0
St Anne's	2022	30	12	3	8	14	0	4	1	0	0	3	0	6	-		0	0
	2021	30	25	6	10	24	0	4	3	1	0	3	2	11	-		0	0
St Augustine's	2022	45	49	19	12	45	0	12	4	2	0	8	0	19	-	541.41m	0	0
	2021	45	39	27	18	39	0	10	7	2	0	8	0	12	-		0	0
Birtley, St Joseph's Infants	2022	30	17	12	12	18	0	10	0	0	0	0	2	1	5		0	0
	2021	30	25	12	17	25	0	18	0	1	0	0	0	0	6		0	0
Birtley, St Joseph's Juniors	2022	30	30	1	0	30	0	16	4	1	0	9	0	0	0		0	0
	2021	30	18	2	0	18	0	7	0	1	9	0	0	0	1		0	0
Blaydon, St Joseph's	2022	30	24	30	22	24	0	1	15	3	1	0	2	0	2		0	0
	2021	30	27	30	22	30	0	4	16	0	0	0	4	0	6		0	0
Gateshead, St Joseph's	2022	30	10	13	3	12	0	0	0	1	0	3	0	8	-		0	0
	2021	30	23	11	3	24	0	3	4	0	0	2	6	9	-		0	0
Highfield, St Joseph's	2022	15	9	8	2	9	0	2	1	0	2	0	4	-	-		0	0
	2021	15	9	14	5	9	0	2	0	0	2	0	5	-	-		0	0
St Mary's	2022	30	29	16	6	29	2	18	3	1	0	3	1	1	-		0	0
	2021	30	33	18	8	30	1	21	4	0	0	2	0	2	-	315.53m	1	0
St Mary & St Thomas Aquinas	2022	30	36	22	11	30	2	15	13	0	0	0	0	0	-	3256.12m	2	2
	2021	30	34	25	6	30	0	17	11	0	1	1	0	0	-	291.56m	0	0
St Oswald's	2022	30	16	9	4	18	0	4	0	0	2	0	12	-	-		0	0
	2021	30	23	15	7	23	3	4	0	0	7	0	9	-	-		0	0
St Peter's	2022	30	37	19	18	30	0	24	6	0	0	0	0	0	-	2712.08m	0	0
	2021	30	26	38	27	30	0	19	3	0	0	3	0	5	-		0	0

The schools highlighted in the above table were oversubscribed that year.

<b>Voluntary Aided School</b>	<b>Year</b>	<b>PAN</b>	<b>1st preference</b>	<b>2nd Preference</b>	<b>3rd Preference</b>	<b>Number of places offered</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>	<b>Category 5</b>	<b>Category 6</b>	<b>Category 7</b>	<b>Category 8</b>	<b>Category 9</b>	<b>Last distance offered in metres</b>	<b>Appeals Heard</b>	<b>Number of Successful Appeals</b>
St Philip Neri	2022	30	19	21	11	19	0	4	2	1	0	2	0	10	-		0	0
	2021	30	29	20	16	29	0	10	2	0	0	5	0	12	-		0	0
St Wilfrid's	2022	20	14	9	4	14	0	3	2	0	4	0	0	5	-		0	0
	2021	20	13	14	5	13	0	2	0	0	0	6	3	2	-		0	0

 The schools highlighted in the above table were oversubscribed that year.

## 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:

Strategic Director, Corporate Services and Governance,  
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 2023 before the end of the current academic year (i.e. by July 2023). Accordingly, the council requests that all parents wishing to make an appeal return their completed forms on or before 12 May 2023. 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 2756 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 7 days notice. Seven 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 only 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 and material change in your circumstances relevant to the question of admission.

## Section 5

# In-Year Transfers

### Applying for a school transfer

Parents with children of statutory school age who move into Gateshead and require a school place, or who are resident in Gateshead and wish to change their child's school, must complete a school transfer application form which is available on the Council's website. Alternatively, paper copies are available from the School Admissions Team on telephone number 0191 433 8589.

If you are moving to a new house, the council will require a copy of the exchange of contracts or a rental agreement before the new address will be considered. School places cannot be offered on the basis on intended future changes of address unless the relevant documentary evidence is provided.

Year groups in some schools may be full and may not have places available when you move house or decide to transfer your child from one school to another. Unfortunately, we cannot hold places back for parents who decide in the future to move into a particular area.

The admission policies contained within this booklet are used for casual admissions (in-year transfers) and also for the normal first year of entry intake. The offer of a place at any school is dependent on the availability of places in the relevant year group at the time of application.

### Application form and process

If you require a place in a Gateshead school you must complete a school transfer application form.

- The application form allows you to express a preference for up to three schools in Gateshead.
- All persons with parental responsibility for the child must agree to the request before the form is completed.
- Section A and C of the form must be fully complete before the form can be processed.
- If you are new to the UK from overseas, you must also complete Section B of the form and attach relevant documentary evidence, i.e. child's passport or ID card.
- Once you have completed Section A (and Section B if you are new to the UK), you must send the **full** form to your child's current school where possible for them to complete Section C. They will then forward the completed form to the School Admissions Team to be processed.
- Once the School Admissions Team receive your completed form, a copy will be forwarded to the relevant schools, who have 10 school days to respond to the request, advising if a place is available.

- If any of your preferences is for a faith school, they may contact you for further information to verify your child's religion.
- You can complete a school transfer form up to a maximum of six weeks prior to the school place being required.

However, if your request is for your child to transfer school at the start of a new academic year, i.e. September, you can complete a form for a school transfer up to six weeks before the start of the summer holidays, i.e. June of that year.

- We cannot guarantee that your child will be offered a place at one of your chosen schools as this will depend on the availability of places at the schools you request.
- Gateshead Council will notify you of the outcome of your request.

### If you are refused a place

If we cannot offer your child a place at one of your chosen schools, we will let you know which other schools have places available and will notify you in writing of your right to appeal. Appeal forms are available from the School Admissions Team.

Completed appeal forms must be returned to Democratic Services and Governance, Civic Centre, Regent Street, Gateshead, NE8 1HH. Your appeal will be heard within 30 school days following the date of receipt. Vacant places may arise before the date of the appeal hearing. Where this happens, the school will offer the vacant place to the child that is top of their waiting list using the admission criteria set out within their admission policy.

Appeal forms for Voluntary Aided Schools are available directly from the school.

Where year groups are full the school will maintain a waiting list and any vacancies which may arise will be offered using this list. If you would like your child's name placed on the waiting list for a school, you must contact the school to request this. If a place becomes available which can be offered to your child, you must then complete a school transfer form if you choose to take up this offer.

### Children with an Education, Health and Care Plan (EHCP)

School transfer requests for children with an EHCP will be referred to the Special Educational Needs Team who will work with parents to secure a place at a school where the specific needs of the child can be met.

## **Fair Access Protocol**

Fair Access Protocols exist to ensure that access to education is secured for vulnerable children and young people who are without a school place and where a placement in a mainstream school or alternative provision is appropriate. The fair access process also ensures that all schools admit their fair share of vulnerable children and young people. Our approach reflects a commitment by all our schools/academies to work in partnership with each other and the local authority in the interests of securing the best outcomes for children and young people.

Should parents agree to a referral to the fair access process, although parents may state a preferred school, the panel may not offer a place at the parent's first choice of school as they have to take into account both the number and complexity of the student's allocated to schools via this process. This does not however remove the right of a parent to request an independent school appeal for a place at their first preference school, however, participation in the fair access process will be taken into consideration by the appeal panel.

Copies of the Fair Access Protocols are available on the Council's website or from the Education Support Team, telephone number 0191 433 8745.

## 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 and other schools are designated as additionally resourced mainstream schools (ARMS). You can find details of the facilities at these schools from the school's website, by calling the Special Educational Needs and Disabilities Service on telephone number 0191 433 3626 or in Gateshead's Local Offer ([www.gateshead.gov.uk/localoffer](http://www.gateshead.gov.uk/localoffer)). All enquiries are dealt with in complete privacy and confidence.

The Children and Families Act came into force in September 2014. Schools must meet a child's special educational needs from their own resources and if they are not able to do that, they can apply to the Local Authority (LA) for an EHCP.

Details of the assessment process and school's information can be found in Gateshead's Local Offer ([www.gateshead.gov.uk/localoffer](http://www.gateshead.gov.uk/localoffer))

### 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

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

If your child does not make progress with this additional support, the school will seek advice from outside professionals, for example, a specialist teacher or educational psychologist.

#### Step 3

If your child is still not making enough progress and the school cannot provide the help that they need, the LA may decide to carry out a formal needs assessment.

### Initial Assessment

When a request for Needs Assessment has been received a letter will be sent to you and other relevant parties letting them know that an assessment may take place.

A decision about whether to assess your child's needs will be made within 6 weeks.

### Assessment

If the assessment is agreed, the SEND team will request information and reports from you, your child's school, any outside professional who has been involved with your child, the health authority and social services.

A request will also be sent to your child's school at this stage to ask them to organise an Action Planning Meeting to take place later in the process.

The information collected will then be considered by the SEND panel to decide whether it will go ahead and issue an EHCP. If the EHCP is agreed it will include a summary of your child's special educational needs and the support we think is required to meet these needs.

You will receive a copy of this draft EHCP, as will those people who provided reports. If you have any immediate concerns about the content of this draft you can contact the SEN team to discuss further. If the EHCP is refused, you can appeal to an independent SEN and Disability Tribunal (SENDIST).

### Planning

If the EHCP goes ahead you will be given the opportunity to discuss the outline EHCP at your child's Action Planning Meeting, as well as contribute to the writing of your child's outcomes. At this stage you will also be able to discuss which school you would like your child to attend. This could be your child's current school, an additionally resourced mainstream school or in exceptional circumstances, a special school.

The notes from the Action Planning Meeting will be sent to the SEN team who will update the EHCP and consult (ask for a placement) with the appropriate educational setting. You will be contacted with the results of the discussions and given the opportunity to meet with an SEN Officer if you disagree with the EHCP before it is finalised.

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

## **Special Educational Needs Disability Information and Advice Support Service (SENDIASS)**

SENDIASS is run by Barnardo's on behalf of Gateshead Council. It offers free independent support and information for parents/carers of children with special educational needs. You can contact SENDIASS 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 RVI 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

## Policy for home to school travel

### Introduction

This policy sets out the local authority's approach to ensuring compliance with its home to school statutory duty under the Education Act 1996 to make travel arrangements for eligible children under section 508B.

It also sets out the discretionary travel arrangements provided under section 508C of the Act by the local authority (LA) to other children who are not eligible to free travel under section 508B.

It has been developed with due regard to the Department for Education statutory guidance 'Home to school travel and transport guidance' (July 2014).

This policy applies to:

- children of compulsory school age (aged 5-16 years)
- children normally resident in Gateshead
- Other children where travel support is provided under discretionary arrangements outlined in Section 9.

### 1. Parent/carer responsibilities

It is the duty of parents/carers to ensure that their child attends school regularly, 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-age pupils do not require any help from the Local Authority.

### 2. Eligibility under section 508B Schedule 35B

2.1 The LA provides help with home to school travel for compulsory school-age children who are unable to walk to school:

- because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability; or
- because the nature of the route is deemed unsafe to walk; or
- because they live outside statutory walking distance.

2.2 Parents have a right to express preference for the school they wish their child to attend and the relevant admission authority is required to offer a place in accordance with that preference if a place is available. Local authorities are not required to provide free travel if the parent makes a choice to send their child to a school that is not their catchment area school. However, free travel may be available to children where the distance from home to their catchment area school by the

shortest available walking route exceeds:

- two miles for primary-school aged children
- three miles for pupils in the year 7-11 normal age group at a secondary school

We will not normally provide any help if parents send their child to a school outside of the catchment area or a school which is not their nearest suitable school. Pupils are not entitled to free home to school travel on the grounds of religion or belief, unless they meet the criteria in the second point below.

We may provide free travel for pupils in secondary schools in receipt of free schools meals or whose household qualifies for the maximum working tax credit **and** where:

- They live more than 2 miles but not more than 6 miles from one of their three nearest qualifying schools; or
- Where they live more than two miles, but not more than fifteen miles from their nearest suitable school preferred on grounds of religion or belief.

Qualification for free travel in future subsequent years is dependent on continued eligibility for free school meals or maximum working tax credit.

The provision described in section 2.2 is usually provided in the form of a free travel permit for use on public transport following an application made directly to Gateshead Council's Benefit Section Tel: 0191 433 4848 for an application form.

2.3 Eligible children only qualify for free travel to their catchment area school, or their nearest suitable school where they have special educational needs, defined as the nearest publicly-maintained school, with places available, that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have. For children with special educational needs, if a school is the only school named in a Statement of SEN or Education, Health and Care (EHC) Plan, this means that it is the nearest suitable school for school transport. All children are assessed on an individual basis so that their particular travel needs are identified and appropriate provision offered if they are deemed eligible.

2.4 It is the general expectation of the LA that a child will be accompanied to and from school by a parent/carer where necessary, unless it is unreasonable to expect the parent to do so. In determining whether a child cannot be expected to walk for the purposes of 'special educational needs, a disability or mobility problems eligibility' or 'unsafe route eligibility' the LA will consider whether the child could reasonably be expected to walk

if accompanied and if so, whether the child's parent/carer can be reasonably expected to accompany the child.

- 2.5 It is the general expectation of the LA that where a child is eligible for Higher Rate Mobility Component of Disability Living Allowance (DLA) and this is used to cover the cost of leasing a Motability vehicle, that the vehicle is used to facilitate the child's travel to and from school.

### 3. Assessment

- 3.1 In assessing whether a pupil is eligible for support with home to school travel under section 508B and to determine the type of provision that will be offered, the LA takes into account some or all of the following factors:
- whether a parent/carer can accompany the child to school
  - the statutory walking distance from home to school
  - the nature of the route and the journey time
  - the age of the pupil
  - whether the pupil is capable of independent travel
  - the pupil's special educational needs (if any)
  - the pupil's physical disability or mobility problem (if any)
  - the pupil's medical condition
- 3.2 The assessment will be carried out following the receipt of an application form from the parent/carer, which can be submitted at any time during the school year. The LA will consider such additional information about the child as it considers necessary to make an assessment, including the advice of:
- the pupil's school
  - LA educational psychologist or other specialist 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/carer to obtain such advice and submit it to the LA with their application.

### 4. Provision

Independent travel training and use of public transport will always be investigated as the first option for all pupils applying for support with travel to school, whether on a sole basis or accompanied. Other provision may include:

- a Personal Travel Budget (this is calculated on a mileage allowance but can be used to meet the costs of a parent/carer who makes their own transport/personal assistant/escort arrangements)

- a permit to travel on public transport
- transport service provided by a school
- escort provided by the LA to assist a child to walk to school
- transport service contracted by the LA

### 5. Decisions

- 5.1 The LA will normally process applications made on the basis of a child having special educational needs within 15 working days of the application being received, subject to the necessary information and advice from other services and agencies being made available. The LA will aim to inform applicants at the earliest opportunity if this target is unachievable.
- 5.2 If the LA agrees to provide travel support this applies to home to school travel arrangements, and vice versa only and does not relate to travel between educational institutions or other destinations during the school day. Costs of travel over and above the journey to school and the journey to home will be paid for by the parent/carer or the school/educational establishment.
- 5.3 The LA or travel provider does not provide car seats. Parents/carers are responsible for providing an appropriate car seat for their child and the provider can refuse to transport a child if an appropriate car seat is not provided.

### 6. Reviewing travel support

- 6.1 If the LA agrees to provide travel support, the LA may review the provision at any time, but changes to travel provision will normally take effect at the start of a new school year (1 September). There will always be a review of provision via a re-application when a pupil:
- moves from primary to secondary education
  - completes secondary education
  - changes school/school site
  - moves house
  - has a change in their physical/medical or other condition
- 6.2 It is the duty of the parent/carer to inform the LA of any change in the child's or the family's circumstances, providing reasonable notice to facilitate a change to travel arrangements within the timescales of the application process. Failure to do so may result in travel support being withdrawn temporarily. Provision may also be removed if the parent or child refuses to co-operate with reasonable requests from the LA or transport provider or refuses an assessment for Independent Travel Training. More information about parent/carer responsibilities can be found in our 'Travel Care Guide for Parents/Carers' leaflet.
- 6.3 Pupils receiving travel support on an interim basis will need to re-apply for travel support when the interim arrangement ends.

- 6.4 Family circumstances and the development and independence of young people changes over time. All pupils in Year 9 and above should therefore re-apply for travel support ahead of them commencing their next academic year in September (by the end of April). For pupils with an Education, Health and Care Plan (EHCP) receiving travel support, plans for travelling independently will be discussed annually during EHCP review meetings, included in the pupil's Year 9 Transition Report and discussed at the review meeting.

## 7. Appeals

- 7.1 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.
- 7.2 Appeals will be considered in the first instance by the Service Director, Early Help or their nominee.
- 7.3 The young person's parent/carer should submit their appeal, their reasons for the appeal and their case in full to the Service Director, Early Help in writing, together with any other evidence or supporting information. There is no entitlement to a hearing in person. The Service Director will normally consider appeals within 10 working days of receipt and will give her/his decision in writing.
- 7.4 If an application/appeal is unsuccessful, a further appeal can be made in writing, together with any other evidence or supporting information within 15 working days of receipt of the stage one appeal decision letter to the Council's independent Appeals Committee. The committee will consider the appeal within 40 working days of receipt and will give their decision in writing.
- 7.5 If the application/appeal is unsuccessful following an appeal to the independent appeal panel, a young person parent/carer may only apply for a further assessment after twelve months has elapsed, or if there is a significant change in circumstances in the meantime.

## 8. Changes to travel arrangements

- 8.1 The LA is able to make changes to the school travel contracts it commissions with third party providers at any point in time without consulting children, young people, parents or carers. Continuity of driver, escort or vehicle is only granted in exceptional circumstances following a request made in writing and an assessment of need.
- 8.2 Travel support may be provided for a fixed period to facilitate transition plans or independent travel programmes.
- 8.3 Travel support may be ceased if a young person becomes capable of independent traveling or if the young person or their parent/carer refuses an independent travel training assessment to take place, where the LA believes this is appropriate.

## 9. Discretionary arrangements under section 508C of the Education Act 1996

- 9.1 Discretionary travel support provided under section 508C of the Education Act 1996 is outlined below. The need for travel support provided under these discretionary arrangements will be assessed as described in section 3 above and will also take into account family circumstances and any other factors the LA considers relevant. Discretionary support with travel is provided by the LA over and above their statutory duty, however this does not need to be free of charge and may be subject to a contribution from parents/carers where deemed appropriate.
- Children temporarily attending educational provision other than their usual school. Pupils receiving travel support on a temporary/interim basis will need to re-apply for travel support when the interim arrangement ends.
  - Children temporarily residing at a different address (including respite care), travel support will only be maintained if this can be achieved at no additional cost to the LA, unless it is agreed following an assessment of need, prior to the move/stay taking place.
  - Pre-school children attending a Gateshead special school may be eligible for travel support however a Personal Travel Budget will always be offered in the first instance as opposed to the provision of a taxi where this is cost effective to the LA.

## Sustainable Travel To School

The way pupils travel to school can have a lifetime impact on their health and transport choices. Gateshead Council has a Sustainable Modes of Transport Strategy which promotes sustainable and active travel for the school journey and discourages unnecessary short car trips which cause congestion and make the areas around schools unsafe and unpleasant.

We work with partners to offer a range of engaging projects which encourage healthy and active travel in many of our schools. We also have a number of schools working towards national accreditation for their efforts in promoting sustainable travel through Modeshift STARS.

Children who travel actively are more independent and healthier. We know many children say they enjoy walking or cycling to school as it allows time with caregivers and allows them to explore their local environment. For older children it provides freedom and prepares them for travelling further and more independently as they grow.

For information about bus and Metro travel visit [www.nexus.org.uk](http://www.nexus.org.uk)

Find out about road safety and sustainable travel at [www.gateshead.gov.uk/becool](http://www.gateshead.gov.uk/becool)

Email our team [roadsafety@gateshead.gov.uk](mailto:roadsafety@gateshead.gov.uk)

## Section 8

# General School Information

### Free School meals

School meals are available for all children, however you can apply for Means Tested Free School Meals if you are receiving one of the following:-

- Universal Credit with an annual net earned income of less than £7,400
- Income Support/Guarantee Pension Credit
- Income Based Job Seekers Allowance
- Employment and Support Allowance (Income Related)
- Child Tax Credit (**but NOT Working Tax Credit**) and your income for Tax credit purposes must be less than £16,190.00 (details are shown on your Tax Credit award notice)
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit).
- Support under Part IV of the Immigration & Asylum Act 1999 – you will need to provide evidence of this.

#### You can apply in the following ways:

- online via Gateshead Council's website [www.gateshead.gov.uk](http://www.gateshead.gov.uk)
- by telephone - 0191 433 3729

You will be asked to confirm your identity, provide your National Insurance Number, your date of birth and the school details for your child. This will enable us to check your eligibility.

#### Extra funding for your child's school

For every valid application for free school meals, not only will your child receive a healthy, nutritious meal, but your child's school can claim:

- £1,385 per pupil in reception to year 6 - primary
- £985 per pupil in years 7 to 11 - secondary
- £2,410 looked after children (LAC)

The school can claim this funding each year for six years, which can really help to provide the best environment to support your child's learning and development.

If your child was entitled to receive a free school meal on April 1 2018, or became entitled at any time after this date, in the majority of cases they will be protected to receive their free meal until Universal Credit has been fully rolled out. This is estimated not to be until at least March 31 2023.

Once Universal Credit is fully rolled out, your child will then continue to receive a free school meal until the end of their current phase of education. Or when they leave school, whichever is the earliest.

All children in reception, year 1 and year 2 in state funded schools are eligible for free school meals regardless of your income. This scheme is called Universal Infant Free School Meals (UIFSM). You do not have to apply to be eligible for this scheme; however, it is still important to apply for the means tested free school meals if you meet the relevant criteria shown above as this might provide extra funding (as detailed above) for your child's school.

If your child or children attends Heworth Grange please contact the school directly as we do not process applications for this school.

**If you would like more information about free school meals please ring Gateshead Council on 433 3729 or 433 4848.**

### School Catering

School lunches in Gateshead's Primary Schools are provided by Gateshead School Catering, the Council's award winning in-house service provider.

All children in Reception, Year 1 and Year 2 in state funded schools in England are eligible for free school meals.

Our fully trained catering staff encourage children to eat healthily in school and make good choices. Our menus are fully compliant with the National School Food Standards and all pupils are offered a two course, nutritionally balanced school lunch. Many of the foods we use have been reduced in fat, sugar and salt, and many of the ingredients we use are sourced locally. All our meat and poultry are Red Tractor certified which guarantees quality and origin.

Over 75% of our menu is home-made and meals are freshly cooked every day on-site at school. New menus are introduced in September and we have a dedicated webpage for parents to view what's on offer each day at their child's school. In most primary schools pupils choose from 3 main choice options which are available every day, as well as a variety of dessert options including fresh fruit and yoghurts and a variety of drinks including milk, water and fruit juice.

The full menus can also be seen on the council's website along with other information about Gateshead school catering.

Please ask your Head Teacher if your child needs a special diet for medical or ethnic reasons. For medical diets, the catering management team will require a letter from your child's doctor, consultant or dietician to provide for your child's specific needs and will make arrangements to meet with you to discuss the requirements.

If you require further information about school catering or would like to discuss any aspect of the service, please call Gateshead Council's Operations Manager (Catering) on: 0191 433 5516, or contact the Unit Manager at the school. Alternatively, please see our website: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

For school catering at Parkhead, Riverside Academy, The Cedars Academy and Washingwell please contact the school.

## Providing school milk

Please contact the school directly for information on free school milk.

## 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. Some schools may provide their own help and support with regards to their school uniform for example for those families who are eligible for free school meals or who are entitled to the maximum level of working tax credit. Parents should contact the Head Teacher at the school to ask if they offer support. Gateshead Council do not have any general arrangements for providing help with buying school uniform or PE kit. Gateshead Council do not provide a uniform grant.

**Further information can be found at** <https://www.gov.uk/government/publications/school-uniform/school-uniforms>

## Charging for school activities

Under the Education Act 1996 (sections 449-462) each school's governing body must draw up and review their policy for charging arrangements. Academies (including free schools, studio schools) are required through their funding agreements to comply with the law on charging for school activities.

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 LA's and governing bodies the power to charge for optional activities they provide completely or mainly out of school hours; and
- Confirm the right of LA's 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.

The policies determined by individual governing bodies may differ but there is a statutory duty on all governing bodies to act 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.

The 2018 guidance *Charging for school activities* clearly identifies those activities which school governing bodies and local authorities can and cannot charge for, they include:

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2014' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras
- music and vocal tuition, in limited circumstances
- certain early years provision;
- community facilities.

## Residential visits

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);

- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received.
- an income related employment and support allowance.
- Working Tax Credit.

## **Board and lodging**

Schools can charge for:

- overnight board and lodging providing the charge does not exceed the actual cost;
- extended day services offered to day pupils, for example breakfast clubs, after-school clubs, tea and supervised homework sessions.

Any extended day services for day pupils at state boarding schools, and the associated charges, must be optional. Schools cannot make attendance at and the payment of charges for extended day services compulsory.

## PRIMARY SCHOOLS AND ACADEMIES

 Schools highlighted are Academies

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Nursery	PAN 2023	Estimated Number on Roll in Sept 2022
2226	Barley Mow Primary School Mrs N Watson	Pembroke Ave, Birtley, DH3 2DJ Tel: 0191 410 2758	3-11	Yes	30	140
2039	Bede Community Primary School Mr N Anderson	Old fold Road, Gateshead NE10 0DJ Tel: 0191 433 4135	4-11	Yes	30	187
2197	Bill Quay Primary School Mrs T Hilton	Davidson Road, Bill Quay, NE10 0UN Tel: 0191 469 3013	4-11	No	30	211
2163	Birtley East Community Primary School Miss A Diggle	Highfield, Birtley, DH3 1QQ Tel: 0191 410 2551	3-11	Yes	30	171
2182	Blaydon West Primary School Mr S Brown	Blaydon, Gateshead NE21 4PY Tel: 0191 414 3286	3-11	Yes	30	175
2200	Brandling Primary School Mrs A Clennell	Mulberry Street, Gateshead NE10 0JB Tel: 0191 433 4079	3-11	Yes	30	193
2221	Brighton Avenue Primary School Mrs J Allan	Liddell Terrace, Gateshead NE8 1YN Tel: 0191 421 8080	3-11	Yes	50	307
2233	Caedmon Community Primary School Mr C Wisby	Whitehall Road, Gateshead NE8 4LH Tel: 0191 433 4095	3-11	Yes	30	209
2008	Carr Hill Community Primary School Mr P Harris	Carr Hill Road, Gateshead NE9 5NB Tel: 0191 477 1203	3-11	Yes	45	289
2235	Chopwell Primary School Mrs V Bruce	Derwent Street, Chopwell NE17 7HS Tel: 01207 561 322	2-11	Yes	45	175
2216	Clover Hill Community Primary School Miss L Hall	Glenhurst Drive, Whickham NE16 5SJ Tel: 0191 433 4056	4-11	No	30	204
2228	Colegate Community Primary School Executive Head Teacher Mrs H Gladstone	Colegate West, Felling NE10 9AH Tel: 0191 420 6626	3-11	Yes	30	131
3313	Corpus Christi Catholic Primary Mrs C Maxwell	Dunsmuir Grove, Gateshead NE8 4QL Tel: 0191 477 2175	3-11	Yes	29	188
2219	Crookhill Community Primary School Miss K McCormack	Hexham Old Road, Crookhill NE40 3ES Tel: 0191 433 4066	4-11	No	30	185
2164	Dunston Hill Community Primary School Mr C Sutherland	Market Lane, Dunston NE11 9NX Tel: 0191 433 4021	3-11	Yes	60	379
2167	Emmaville Primary School Miss A Armstrong	Main Street, Crawcrook, Ryton NE40 4ND Tel: 0191 413 2460	2-11	Yes	60	420
2198	Falla Park Community Primary School Miss V Carr	Falla Park Road, Felling NE10 9HP Tel: 0191 433 4011	3-11	Yes	30	176
2232	Fell Dyke Community Primary School Ms K Savage	Springwell Road, Gateshead NE9 7AA Tel: 0191 433 4111	3-11	Yes	45	256
2231	Fellside Community Primary School Mrs K Hood	Fellside Road, Whickham NE16 5AY Tel: 0191 488 7486	3-11	Yes	30	208
2184	Front Street Community Primary School Executive Head Teacher Mrs H Gladstone	North View, Whickham NE16 4AY Tel: 0191 488 1941	3-11	Yes	60	377
2225	Glynwood Community Primary School Mrs V Nellis	Glynwood Gardens, Gateshead NE9 5SY Tel: 0191 433 4117	3-11	Yes	60	406
2181	Greenside Primary Miss D Foster	Rockwood Hill Road, Greenside NE40 4AX Tel: 0191 413 2186	3-11	Yes	30	159
2238	Harlow Green Community Primary School Mr M Malik	Harlow Green Lane, Gateshead NE9 7TB Tel: 0191 487 6703	3-11	Yes	60	374

## PRIMARY SCHOOLS AND ACADEMIES Continued

Schools highlighted are Academies

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Nursery	PAN 2023	Estimated Number on Roll in Sept 2022
2168	High Spen Primary School Mr A Firth	Hugar Road, High Spen, Rowlands Gill NE39 2BQ Tel: 01207 542 373	2-11	Yes	30	171
2186	Highfield Community Primary School Mrs C Spencer	Whinfield Way, Highfield, Rowlands Gill NE39 2JE Tel: 01207 549 882	3-11	Yes	17	110
2234	Kells Lane Primary School Mrs R Swinbank	Kells Lane, Gateshead NE9 5HX Tel: 0191 433 4140	3-11	Yes	60	418
2012	Kelvin Grove Community Primary School Mrs J Thompson	Kelvin Grove, Gateshead NE8 4UN Tel: 0191 477 4186	3-11	Yes	60	313
2058	Kibblesworth Academy Mr C Steel	Kibblesworth, Gateshead NE11 0XP Tel: 0191 410 2975	3-11	Yes	29	138
2051	Larkspur Community Primary School Mrs M Liddle	Beacon Lough East, Gateshead NE9 6SS Tel: 0191 487 5628	3-11	Yes	29	110
2205	Lingey House Primary School Mrs C Wilkinson	Millford, Leam Lane Estate, Felling NE10 8DN Tel: 0191 438 1287	3-11	Yes	60	391
2222	Lobley Hill Primary School Mrs J James	Rothbury Gardens, Gateshead NE11 0AT Tel: 0191 433 4080	3-11	Yes	60	331
2055	Oakfield Infant School Mrs H Hartness	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 487 0354	4-7	No	60	224
2049	Oakfield Junior School Executive Head Teacher Mrs K Chisholm	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 433 4086	7-11	No	60	176
2236	Parkhead Community Primary School Mrs P Bailey	Park Lane, Winlaton NE21 6LT Tel: 0191 433 5618	3-11	Yes	58	281
2162	Portobello Primary School Mrs J Humphrey	Tamerton Drive, Birtley DH3 2LY Tel: 0191 410 4571	4-11	No	30	191
2056	Ravensworth Terrace Primary School Mr A Ramanandi	Mount Pleasant Road, Birtley, DH3 1AY Tel: 0191 433 4200	4-11	No	60	360
2220	Riverside Primary Academy Mrs J Goodfellow	Colliery Road, Dunston NE11 9DX Tel: 0191 460 1918	3-11	Yes	60	291
2229	Roman Road Primary School Mrs C Jones	Leam Lane Estate, Gateshead NE10 8SA Tel: 0191 438 0510	3-11	Yes	30	204
2239	Rowlands Gill Primary School Mrs L Clarke	Dominies Close, Rowlands Gill NE39 2PP Tel: 01207 549 359	3-11	Yes	60	175
2188	Ryton Community Infant School Executive Head Teacher Mrs D Ashcroft	Ryton NE40 3AF Tel: 0191 413 2776	2-7	Yes	60	126
2193	Ryton Community Junior School Executive Head Teacher Mrs D Ashcroft	Ryton NE40 3AF Tel: 0191 413 3573	7-11	No	60	93
3329	Sacred Heart Catholic Primary Mr S Woods	Byermoor, Burnopfield NE16 6NU Tel: 01207 270 396	4-11	No	30	233
2036	South Street Community Primary School Mrs J McGrow	Cramer Street, Gateshead NE8 4BB Tel: 0191 477 3993	3-11	Yes	30	209
3326	St Agnes Catholic Primary Ms J Woods	Rosedale Road, Ryton NE40 4UN Tel: 0191 413 2184	4-11	No	30	189
2237	St Aidan's C of E Primary School Mrs L Steele	Derwentwater Road, Gateshead NE8 2HQ Tel: 0191 477 2690	3-11	Yes	30	195
3335	St Alban's Catholic Primary Mrs M Robinson Head of School, Mrs L Stokoe Executive Head Teacher	Rothbury Avenue, Pelaw NE10 0QY Tel: 0191 469 3251	3-11	Yes	30	170

## PRIMARY SCHOOLS AND ACADEMIES Continued

Schools highlighted are Academies

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Nursery	PAN 2023	Estimated Number on Roll in Sept 2022
3322	St Anne's Catholic Primary Mrs S Fraser	Off Pickering Green, Harlow Green, Gateshead NE9 7HX. Tel: 0191 433 4053	4-11	No	30	130
3336	St Augustine's Catholic Primary Mrs G Lynch	Colegate, Leam Lane Est, Gateshead NE10 8PP Tel: 0191 469 2949	3-11	Yes	45	296
3325	St Joseph's Catholic Infant, Birtley Acting Head Teacher Mrs L Flaherty	Mitchell Street, Birtley DH3 1LU Tel: 0191 410 2324	4-7	No	30	108
3324	St Joseph's Catholic Junior, Birtley Mrs K Swaddle	School Street, Birtley DH3 2PN Tel: 0191 410 2231	7-11	No	30	69
3331	St Joseph's Catholic Primary, Blaydon Mr P Naughton	Croftdale Road, Blaydon NE21 4BG Tel: 0191 414 3108	4-11	No	30	205
3317	St Joseph's Catholic Primary School, Gateshead - Mr J Hattam	Prince Consort Rd, Gateshead NE8 1LR Tel: 0191 490 1517	4-11	No	30	186
3327	St. Joseph's Catholic Primary School, Highfield - Ms J Bircham	Whinfield Way, Highfield, Rowlands Gill NE39 2JE Tel: 01207 545 972	4-11	No	15	99
3328	St Mary & St Thomas Aquinas Catholic Primary - Miss E White	Stella Lane, Blaydon NE21 4NE Tel: 0191 414 3116	3-11	Yes	30	209
3333	St Mary's RC Primary Mr J Wheatley	Duckpool Lane, Whickham NE16 4HB Tel: 0191 420 5828	4-11	No	30	203
3318	St Oswald's Catholic Primary Mrs T Musgrove	Wrekenton, Gateshead NE9 7LH Tel: 0191 487 8641	3-11	Yes	30	185
3319	St Peter's Catholic Primary School Mrs L Stokoe	Dryden Road, Gateshead NE9 5TU Tel: 0191 487 8233	4-11	No	30	210
3330	St Philip Neri Catholic Primary Mrs V Douglass	Ellison Road, Gateshead NE8 2QU Tel: 0191 460 4378	4-11	No	30	165
3339	St Wilfrid's RC VA Primary Mr J Philips	Old Fold Road, Gateshead NE10 0DJ Tel: 0191 477 1909	3-11	Yes	20	126
2172	Swalwell Primary School Mrs R Hocking	South View Terrace, Swalwell NE16 3HZ Tel: 0191 433 4000	3-11	Yes	30	112
2213	The Drive Community Primary School Mrs R Farren	The Drive, Felling, Gateshead NE10 0PY Tel: 0191 421 0390	3-11	Yes	29	151
2224	Wardley Primary School Mrs N Wallace	Keir Hardie Avenue, Wardley NE10 8TX Tel: 0191 469 3012	3-11	Yes	45	223
2194	Washingwell Community Primary School Mrs A Hall	Bucks Hill View, Whickham NE16 4RB Tel: 0191 488 4400	3-11	Yes	30	155
3001	Whickham Parochial C of E Primary School Mrs R Walton	Broadway, Whickham NE16 5QW Tel: 0191 488 7867	4-11	No	30	206
2214	White Mere Community Primary School Mrs S Richardson	Sherburn Way, Gateshead NE10 8BA Tel: 0191 438 5008	3-11	Yes	30	135
2227	Windy Nook Primary School Mrs L Forrest	Albion Street, Gateshead NE10 9BD Tel: 0191 469 4954	3-11	Yes	45	284
2177	Winlaton West Lane Community Primary School - Mrs C Tetley	West Lane, Winlaton NE21 6PH Tel: 0191 414 2557	3-11	Yes	45	329

**SECONDARY SCHOOLS AND ACADEMIES**

Schools highlighted are Academies

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Sixth Form	PAN 2023	Estimated Number on Roll in Sept 2022
4605	Cardinal Hume Catholic School Mr B Robson	Old Durham Road, Gateshead NE9 6RZ Tel: 0191 487 7638	11-18	Yes	225	1266
4003	Grace College Mr M Hall	Saltwell Road South, Gateshead NE9 6LE Tel: 0191 442 2000	11-18	Yes	210	1263
4002	Heworth Grange School Ms A Denholm	High Lanes, Heworth NE10 0PT Tel: 0191 421 2244	11-16	No	240	1052
4041	Kingsmeadow Community School Mr D Volpe	Market Lane, Dunston NE11 9NX Tel: 0191 460 6004	11-18	Yes	180	896
4027	Lord Lawson of Beamish Academy Mr A Fowler	Birtley Lane, Birtley DH3 2LP Tel: 0191 433 4026	11-18	Yes	254	1150
4606	St Thomas More Catholic School Mrs J Turner	Croftdale Road, Blyden NE21 4BQ Tel: 0191 499 0111	11-18	Yes	235	1226
4001	Thorp Academy Mrs K Hailes	Main Road, Ryton, NE40 3AH Tel: 0191 413 2113	11-18	Yes	270	1285
4029	Whickham School Mr F Turnbull	Burnthouse Lane, Whickham NE16 5AR Tel: 0191 496 0026	11-18	Yes	266	1377

**FREE SCHOOL**

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Sixth Form	PAN 2023	Estimated Number on Roll in Sept 2022
4004	XP Gateshead Mr M Lovatt	Former Thomas Hepburn Site, Swards Road, Felling, Gateshead, NE10 9UZ. Tel: 01302 898 792	11-12	No	50	103

**SPECIALIST SCHOOLS**

<b>DfE Number</b>	<b>School / Head Teacher</b>	<b>Address and Phone Number</b>	<b>Age Range</b>
7009	Dryden School (SLD/PMLD) Mrs E Johnson	Shotley Gardens, Low Fell, Gateshead NE9 5UR Tel: 0191 420 3811 / 0191 420 3812	11 – 19
7010	Eslington Primary School (SEMH) Executive Head Teacher – Mrs M Richards Head of School – Mrs H Stokes	Hazel Road, Gateshead NE8 2EP. Tel: 0191 433 4131 Rose Street, Gateshead, NE8 2LS. Tel: 0191 433 5151	4 – 11
7006	Furrowfield School (SEMH) Executive Head Teacher – Mrs M Richards Head of School – Miss R Jukes	Whitehills Drive, Felling, Gateshead NE10 9RZ Tel: 0191 495 4700	11 – 16
7007	Gibside School (LD) Mrs J Donovan	Shipcote Lane, Gateshead, NE8 4JA Tel: 0191 433 6900	3 – 11
7008	Hill Top School (MLD/ASD) Mrs A Bell	Wealcroft, Leam Lane Estate, Gateshead NE10 8LT Tel: 0191 469 2462	11 – 18
7002	Cedars Academy (Cognition & Learning/ASD/SEMH) Chief Executive – Mr M Flowers Head of School – Mrs M O'Reilly Head of College – Mrs J Vincent	Cedars School: Ivy Lane, Low Fell, Gateshead, NE9 6QD Tel: 0191 487 4595 Cedars College: Walker Terrace, Gateshead, NE8 1EB	3 – 19

<b>KEY</b>	<b>Schools Catering for Children with</b>
<b>SEMH</b>	Social, Emotional and Mental Health
<b>MLD</b>	Moderate Learning Difficulties
<b>PD</b>	Physical Difficulties
<b>LD</b>	Learning Difficulties
<b>SLD</b>	Severe Learning Difficulties
<b>PMLD</b>	Profound and Multiple Learning Difficulties
<b>ASD</b>	Autistic Spectrum Disorder

