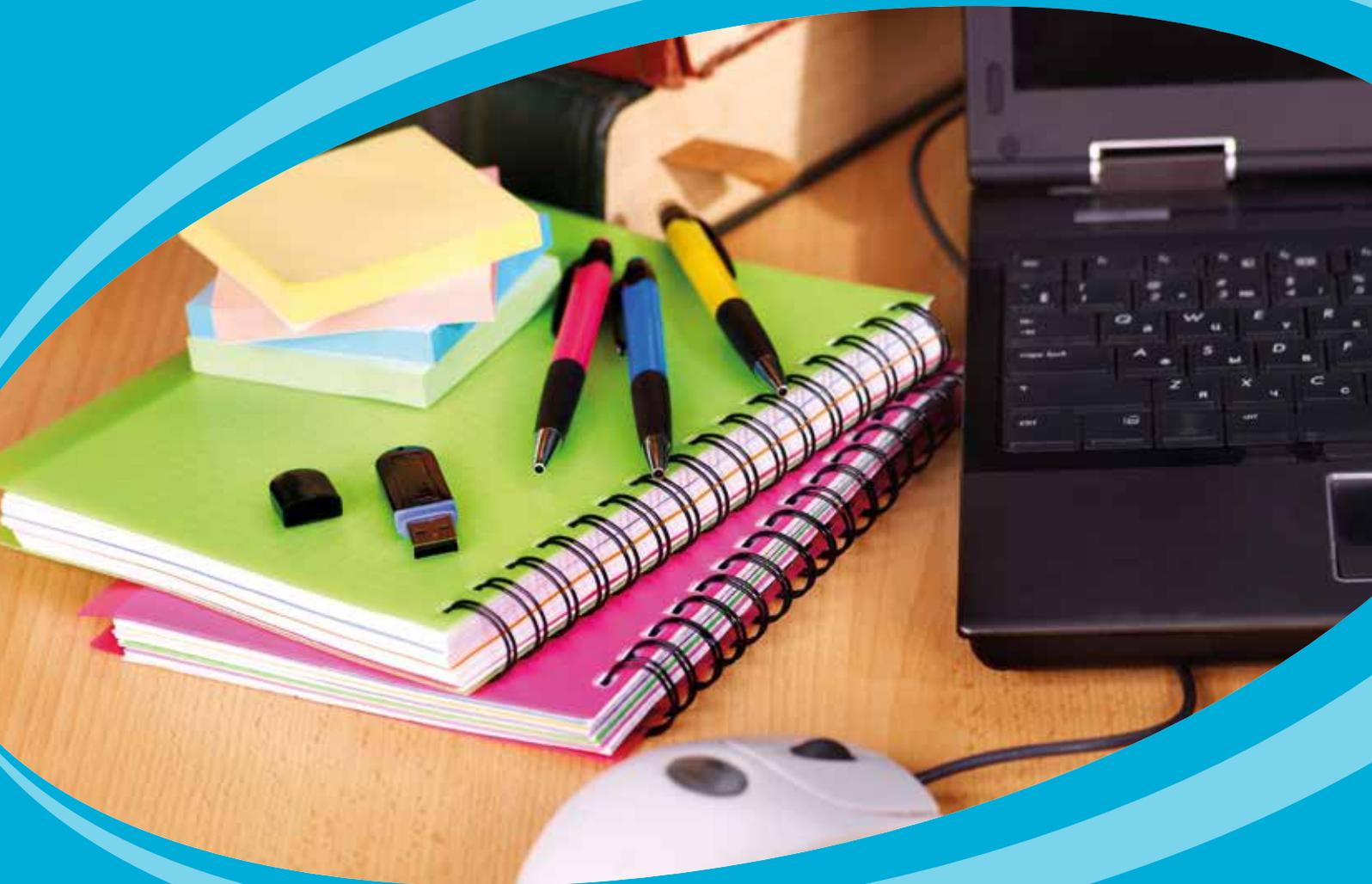


Gateshead Local Authority

Admission to Secondary School (2020)

Including general information for parents



Caroline O'Neill
Strategic Director
Care, Wellbeing and Learning

Apply online at:
www.gateshead.gov.uk/schooladmissions

Apply online for your child's school place

CLOSING DATE
31 October 2019

Applying online for admission to Secondary School is quick & easy...

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Before you apply - check your child is the right age

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Tel: 0191 433 2757 / 2109 / 2756



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The information in this booklet relates to the academic year 2020 to 2021, which begins in September 2020.

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, the Local Authority (LA), 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 Council's 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**

You can also access more information about a school by visiting the school's website or council website at: www.gateshead.gov.uk. You can access school performance tables at: **www.gov.uk/performance-tables** and school Ofsted inspection reports at: **www.ofsted.gov.uk**

The academic year operates from: **1 September 2020 to 31 August 2021.**

Applying online

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

Different format

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

The School Admissions Team

Dryden Centre
Evistones Road
Low Fell, Gateshead
NE9 5UR

Email: schooladmissions@gateshead.gov.uk

Telephone: 0191 433 2757, 433 2756, 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 2020.

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
- 16 Roman Catholic schools
- 1 Roman Catholic academy
- 2 Church of England schools
- 2 Primary academies

There are:

- 8 secondary schools

Consisting of:

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

Special Education

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

Specialist Designation

School	Specialist School Designation
Cardinal Hume Catholic School	Maths and Computing
Grace College	Technology
Heworth Grange School	Arts
Kingsmeadow Community School	Business and Enterprise
Lord Lawson of Beamish Academy	Arts and Applied Learning
St Thomas More Catholic School	Technology
Thorp Academy	Language
Whickham School and Sports College	Sports

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 2 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 will not automatically be given a place at your catchment school, it is essential that you apply.
- You cannot apply to Emmanuel College on Gateshead's application form.
- 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 31 October 2019.
- If your child has an Education, Health and Care Plan you do not need to apply for a school place. An Annual Review, to which you will be invited, will be held in the Autumn term in which discussions will be held regarding your child's school placement.

Open evenings at Gateshead secondary schools

Head Teachers will invite parents to visit their school on the below evenings. These proposed dates are correct at the time of print, however if you wish to attend an open evening you are advised to check with the school prior to your visit to ensure the dates/times below have not changed.

For parents wishing to attend a school's open evening dates and times are as follows:

School	Date
Cardinal Hume Catholic School	Wednesday 25 September 2019, 6pm
Grace College (formerly Joseph Swan Academy)	Thursday 26 September 2019 at 5pm
Heworth Grange School	Wednesday 18 September 2019, 6pm
Kingsmeadow Community School	Tuesday 17 September 2019, 6pm
Lord Lawson of Beamish Academy	Thursday 3 October 2019, 5:30pm
St Thomas More Catholic School	If you require further information or would like to arrange a visit to St Thomas More Catholic School please contact the school office on: 0191 499 5016 no later than 14 October 2019.
Thorp Academy	Tuesday 24 September 2019, 6pm
Whickham School and Sports College	Thursday 19 September 2019, 5.30pm

Linked catchment areas for September 2020

<p>Secondary School</p>	<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 catchment area you live in prior to completing your application form.</p> <p>School catchment maps are available to view on the council's website at: www.gateshead.gov.uk</p> <p>We do not operate any school 'feeder' arrangements to our secondary schools or academies. 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>
<p>Grace College (Formerly known as Joseph Swan Academy)</p>	<p>Carr Hill, Glynwood, Harlow Green, Kells Lane, Larkspur, Oakfield Junior, South Street</p>
<p>Heworth Grange School</p>	<p>Bede, Bill Quay, Brandling, Colegate, Falla Park, Lingey House, Roman Road, The Drive, Wardley, White Mere, Windy Nook</p>
<p>Kingsmeadow Community School</p>	<p>Brighton Avenue, Caedmon, Dunston Hill, Kelvin Grove, Lobley Hill, Riverside Primary Academy</p>
<p>Lord Lawson of Beamish Academy</p>	<p>Barley Mow, Birtley East, Fell Dyke, Kibblesworth Academy, Portobello, Ravensworth Terrace</p>
<p>Thorp Academy</p>	<p>Blaydon West, Chopwell, Crookhill Emmaville, Greenside, Highfield, High Spen, Parkhead, Rowlands Gill, Ryton Junior, Winlaton West Lane</p>
<p>Whickham School and Sports College (Academy Trust)</p>	<p>Clover Hill, Fellside, Front Street, Swalwell, Washingwell, Whickham Parochial Church of England</p>

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.

Acceptance form – the form to be completed and returned by parents by 13 March 2020 to let us know if they wish to accept the school place their child has been offered.

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.

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 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.

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. In addition the older sibling must have been at the school from the start of Year 11.

Single offer of a school place – The one offer for a place at a school which is made to a parent on 2 March 2020.

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 2020



How we offer Places - Equal Preference

The statutory 'Equal Preference' system is used to offer school places. This means that all first, second and third preferences are initially looked at individually, regardless of the order in which they have been ranked.

If a school is oversubscribed the published admission criteria will be used to decide who to offer places to.

The order that preferences have been ranked becomes important if a child is eligible for an offer at more than one school ranked on the application form. It is possible that an applicant who ranked the school as a lower preference, could be offered a place ahead of other applicants who ranked the same school as a higher preference if the school is oversubscribed and they meet one of the higher over-subscription criteria.

Voluntary Aided Schools have different admissions criteria to community schools and academies and you must make sure you understand the school's over-subscription criteria and admission policy before you submit your application.

Offer of a place

- Where your child is eligible for a place at only one of the schools ranked on your application form, a place at that school will be offered to your child.
- Where your child is eligible for a place at more than one school ranked on your application form, your child will be offered a place at the school which is ranked highest on your form and any lower ranked offers will be disregarded.
- Where none of your preferences can be offered, your child will be offered a place at your catchment school or nearest school with a place available (measured as the crow flies). However, this offer may not be made on 2 March 2020.

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

No Application Received

If we are aware that you live in Gateshead and do not submit an application form, a place will still be offered to your child at your catchment school or next nearest school (measured as the crow flies), depending upon the availability of places after all applications received have been considered.

However, this offer may not be made on 2 March 2020.

Gateshead Council Secondary Schools Admission Policy 2020/2021

This policy is used for allocating places at Grace College, Heworth Grange School, Kingsmeadow Community School, Lord Lawson of Beamish Academy, Thorp Academy and Whickham School and Sports College. We allocate places at Gateshead secondary schools using this policy and co-ordinate the admissions to Gateshead schools using the co-ordinated admission scheme.

The admission policy is as follows:

- Secondary schools will normally admit pupils between the ages of 11 and 16, or 11 and 19, depending upon the school.
- We will accept pupils up to the school's agreed planned admission number for the year group unless we feel there are lawful grounds not to do so.

Over-subscription 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 using the following order of priority:

Order of Priority	Over-subscription Criteria
Criteria 1	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*).
Criteria 2	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.
Criteria 3	Children who live in the school's catchment area.
Criteria 4	Children who will have a brother or sister at the secondary school during the coming academic year.
Criteria 5	Other children who have exceptional medical and social grounds see point 1 below.
Criteria 6	All other children.

(*See definitions of our criteria in priority 1 and 3 above in our parent's information booklet and at www.gateshead.gov.uk)

Point 1 - We can consider individual applications in cases involving exceptional medical or social needs. Such applications must be supported in writing from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is the most suitable and what difficulties would be caused if the child were to attend another school. We will not consider such applications if the relevant evidence is not provided. The evidence will be presented to the Council's Pupil Placement Panel for consideration. Each case will be considered individually, and no assumption should be made that the submission of the relevant evidence will, in itself, be sufficient to allocate a place.

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' in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. Distance is measured using a geographical information system (GIS). Where two or more applicants share the same distance, a random allocation process will be used to determine the ranked order of the applications in question.

Sibling link

For your child to receive priority because of an older brother or sister in the sixth form at the school, the brother or sister must have been at the school at the start of Year 11.

Address

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

Waiting list

If places become available, we will consider all relevant applications using 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 2019 Gateshead residents can apply on-line at: www.gateshead.gov.uk

On-line applications must be submitted by 31 October 2019. 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, Dryden Centre, Evistones Road, Gateshead, NE9 5UR by 31 October 2019.

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 Secondary School' booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at 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 – 2 March 2020

A letter will be sent to parent's resident in Gateshead on or around 2 March 2020 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 2 March 2020.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Secondary School" booklet for 2020 at www.gateshead.gov.uk

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

Cardinal Hume Catholic School

Admission policy 2020/2021

Cardinal Hume Catholic School¹ 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 over-subscription criteria listed below. The school is conducted by its governing body² as part of the Catholic Church in accordance with its trust deed and articles of association, 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.

The catchment area for Cardinal Hume Catholic School is defined by the boundaries of the parishes served by the feeder schools as listed below. A map with the boundaries of catchment area will be used when required in order to place applicants into their respective category.

Feeder Schools	Parishes served by the school
1. St Alban's, Pelaw	St Alban's, Pelaw
2. St Joseph's, Gateshead	St Joseph's, Gateshead
3. St Wilfrid's, Gateshead	St Wilfrid's, Gateshead
4. St Anne's, Harlow Green	St Anne's, Harlow Green
5. St Peter's, Low Fell	St Peter's, Low Fell
6. St Oswald's, Wrekenton	St Oswald's, Wrekenton
7. St Augustine's, Leam Lane	St Augustine's, Leam Lane
8. St Joseph's, Birtley	St Joseph's, Birtley, Kibblesworth & Ouston

Published Admission Number

The governing body has set its published admission number (PAN) at 225 pupils to year seven in the school year which begins in September 2020.

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 1 March 2020 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 over-subscription 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 31 October 2019.

¹ The term 'school' is used throughout the document to mean a Catholic school or academy in the diocese.

² The term 'governing body' is used throughout to refer to the admission authority under the appropriate constitutional arrangements.

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 coordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

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.

Waiting List

If the school has reached its admission number a Waiting List will be maintained from March 2019. Any parent can request that their child be placed on the waiting list in accordance with the admissions criteria.

Children will be placed on the waiting list according to the over-subscription criteria with the exception of those children in point 1 below

The length of time someone has been on the waiting list will not be taken into account for the purpose of the allocation of places

The school will continue to maintain the waiting list during the corresponding school year and outside the normal year of entry.

Children who are referred for admission through the In Year Fair Access Panel and who are without a school place will go to the top of the waiting list but not above those children who are "Looked after"

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. Applications should be made to the school by contacting the Local Authority in which the child lives. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published over-subscription 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.

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.

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.

Over-subscription 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.

Order of Priority	Over-subscription Criteria	How verified
A	Catholic looked after children and previously looked after children	See notes 2 & 3
B	Catholic children who attend a feeder primary school.	See notes 3 & 10
C	Catholic children who will have an older brother or sister at the school at the time of admission.	See notes 3 & 8
D	Other Catholic children	See note 3
E	Other looked after and previously looked after children	See notes 2 & 3
F	Catechumens and members of an Eastern Christian Church	See notes 4 & 5
G	Other children who have an older brother or sister at the school at the time of admission.	See note 9
H	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 12
I	Children of another Christian denomination whose membership is evidenced by a minister or faith leader who attend a feeder Catholic School.	See notes 6 & 10
J	Children of another Christian denomination whose membership is evidenced by a minister or faith leader who live within the catchment area who do not attend a feeder Catholic School.	See note 6 & 11
K	Children of another Christian denomination whose membership is evidenced by a minister or faith leader who do not live within the catchment area.	See note 6 & 11
L	All other children from the feeder primary schools.	See note 10
M	All other children	

Tie Breaker

In the event of the school reaching capacity within categories A to N, the school will allocate places using an electronic random allocation process, which will be independently monitored.

If your child is unsuccessful in gaining a place at Cardinal Hume Catholic School, you may request that your child is placed onto the schools waiting list, which will be maintained according to the schools admissions criteria. Children will be grouped according to the published criterion. Each time a place (or places) becomes available at the school while a child is on the waiting list then a new round of electronic random allocation will take place within each category to determine a child's position.

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. 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).
10. **Primary school** records will be consulted to confirm the student attends the named feeder school.
11. The **Catchment Area** is defined by the boundaries of the parishes served by the feeder schools as listed previously.
12. **Staff** of Cardinal Hume Catholic School who have been employed by the Directors of The Trinity Catholic Multi Academy Trust for two or more years at the time at which the application for admission to the school is made..

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

Cardinal Hume Catholic School

Sixth Form admission policy 2020/2021

Cardinal Hume Catholic School Sixth Form was founded by the Catholic Church to provide education for students of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the over-subscription criteria listed below. The school¹ is conducted by its governing body² as part of the Catholic Church in accordance with its trust deed and articles of association, 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.

The catchment area for Cardinal Hume Catholic School is defined by the boundaries of the parishes served by the feeder schools as listed below. A map with the boundaries of catchment area will be used when required in order to place applicants into their respective category.

Feeder Schools	Parishes served by the school
1. St Alban's, Pelaw	St Alban's, Pelaw
2. St Joseph's, Gateshead	St Joseph's, Gateshead
3. St Wilfrid's, Gateshead	St Wilfrid's, Gateshead
4. St Anne's, Harlow Green	St Anne's, Harlow Green
5. St Peter's, Low Fell	St Peter's, Low Fell
6. St Oswald's, Wrekenton	St Oswald's, Wrekenton
7. St Augustine's, Leam Lane	St Augustine's, Leam Lane
8. St Joseph's, Birtley	St Joseph's, Birtley, Kibblesworth & Ouston

Published Admission Number

The governing body has set its published admission number (PAN) at 80 pupils to year 12 in the school year which begins in September 2020.

Entry requirements

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are:

1. The minimum entry requirement for admission into year 12 is dependent on the course of study that a student wishes to study.
2. The minimum entry requirement for any level 3 course is GCSE English Language at 4 or above with 4 other GCSEs or equivalent at 4 or above.
3. For AS/A2 courses the general requirement is a high level 5 or above at GCSE in the subject chosen. In some courses, additional conditions may apply. Applicants may be asked to sit additional assessments or attend an interview to ensure they are suitable for the course/s chosen.
4. For vocational courses, a merit or higher in an appropriate level 2 vocational course is required.

¹ The term 'school' is used throughout the document to mean a Catholic school or academy in the diocese.

² The term 'governing body' is used throughout to refer to the admission authority under the appropriate constitutional arrangements.

If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the over-subscription criteria set out below.

Where there is a space in year 13 i.e. where there are fewer than 80 pupils in the year group, the school will admit additional pupils up to this number using the over-subscription criteria set out below.

Application Procedures and Timetable

The sixth form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth form of the school will be offered in accordance with the over-subscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

To apply for a place at this school, the parent must complete an application form available from www.cardinalhume.com/sixth-form/how-to-apply. The parent will be advised of the outcome of the application by the school.

The parent will be advised of the outcome of the application by the school. If the application is unsuccessful the parent will be informed of the decision, related to the over-subscription criteria, 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 31 July 2019.

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. Students 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 students.

Late Applications

Late applications will be administered in accordance with the home local authority coordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Students outside their Normal Age Group

A request may be made for a student to be admitted outside of their normal age group, for example, if the student 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 student. 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.

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 over-subscription 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.

In-Year Applications

An application can be made for a place for a student at any time outside the admission round and the student will be

admitted where there are available places. Applications should be made to the school by contacting Mrs West at Cardinal Hume Catholic School. Parents will be advised of the outcome of their application in writing.

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

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

The parent has the right of appeal to an independent appeal panel.

Right of Appeal

Where a parent has been notified that a place is not available for a student, 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 students 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 student 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 student would mean exceeding the published admission number.

False evidence

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

Over-subscription Criteria (for external applicants)

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

Order of Priority	Over-subscription Criteria	How verified
A	Catholic looked after and previously looked after students	See notes 2 & 3
B	Catholic students who live within the catchment area.	See notes 4 & 10
C	Other Catholic students.	See note 4
D	Other looked after and previously looked after students	See note 2
E	Catechumens and members of an Eastern Christian Church	See notes 4 & 5
F	Students of another Christian denomination whose membership is evidenced by a minister or faith leader	See note 6
G	Students of other faiths	See note 7
H	All other students	

Tie Breaker

In the event of the school reaching capacity within categories A to I, the school will allocate places using an electronic random allocation process, which will be independently monitored.

If your child is unsuccessful in gaining a place at Cardinal Hume Catholic School, you may request that your child is placed onto the schools waiting list, which will be maintained according to the schools admissions criteria. Within each criterion, students will be ranked by computer in random order.

Each time a place (or places) becomes available at the school while a child is on the waiting list then a new round of electronic random allocation will take place within each category to determine a child's position.

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 student.
2. A **looked after student** has the same meaning as in section 22(1) of the Children Act 1989, and means any student 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. students with foster parents) at the time of making application to the school.

A **previously looked after student** is a student 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 student 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. **Students of other Christian denominations** means students 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. **Students of other faiths** means students 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. The **catchment area** is defined by the boundaries of the parishes served by the feeder schools as listed previously.
11. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a student, and any person who has care of a student (having care of a student means that the student 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 Thomas More Catholic School

Admission policy 2020/2021

Rationale

St Thomas More Partnership of Schools is a Partnership of Catholic Schools which were originally constituted to provide an education to the children of Catholic families.

In developing a policy for admissions there are various things to consider: the place of siblings, of other Christian denominations, the place where families live. These priorities are shown in the over-subscription criteria of the schools.

The Partnership recognises that each school needs its own admissions policy in order to take into account local circumstances, however all the policies should be based on the same principles.

The principles outlined, in order, below, are not the over-subscription criteria which are found in the individual policies of the schools in the Partnership. Therefore there is no mention of Looked After Children as the status of these children is outlined in the Admissions Code and are therefore included in the appropriate place in individual school policies.

The Principles

The individual admissions policies of the schools in the Partnership are based on the following principles, in order of application in the Policies:

1. The Partnership is a group of schools that has been founded for the education of the children of Catholic families and as such are afforded the highest importance in the criteria.
2. Supporting families is a priority of the Partnership and so siblings, Catholic and non-Catholic are next in the over-subscription criteria.
3. The contribution that is made by practising Christians of other denominations to the ethos of the schools in the partnership is valued very highly. The children of practising Catholic families of other denominations therefore follow.
4. The wider community of Catholic families within the catchment area is also supported by giving priority to pupils in the feeder primary schools.
5. The Partnership serves a catchment area based on West Gateshead and extending up the Tyne Valley into Northumberland. Each school in the Partnership has a catchment area which is defined in terms of one or more parishes.
6. For the secondary school there is no preferment given to where pupils live, except for whether or not it is in the catchment area. The tie breaker is therefore random allocation. For the primary schools who serve a more local community the tie breaker is distance.

Admission Arrangements for St Thomas More School in September 2020-21

St Thomas More Catholic 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 over-subscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to 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.

1. The Admission Authority

- 1.1. St Thomas More Catholic School is a member of the St Thomas More Partnership of Schools.
- 1.2. The governing body is the Admissions Authority. The Admissions Authority for St Thomas More is therefore St Thomas More Partnership of Schools who are responsible for determining the school's admissions arrangements.

2. Catchment Area

- 2.1. The catchment area is defined by the boundaries of the following parishes served by the feeder schools: St Anne's, Winlaton; St Joseph's Blaydon; St Agnes', Crawcrook; SS Mary and Thomas Aquinas, Stella; St Philip Neri, Dunston; Immaculate Heart of Mary, Lobley Hill; St Mary's, Whickham; St Joseph's, Highfield; Our Lady of Lourdes, Chopwell; Corpus Christi, Gateshead; Holy Rosary, Gateshead; Sacred Heart, Byermoor; Our Lady and St Cuthbert Prudhoe; St Mary, Hexham.
- 2.2. The catchment area contains the following feeder schools: St Joseph's, Blaydon; St Agnes', Crawcrook; SS Mary and Thomas Aquinas, Stella; St Philip Neri, Dunston; St Mary's, Whickham; St Joseph's, Highfield; Corpus Christi, Gateshead; Sacred Heart, Byermoor; St Matthew's, Prudhoe.

3. Published Admission Number

- 3.1. The governing body has set its published admission number (PAN) at 235 pupils to Year seven in the school year which begins in September 2020.

4. Applications for entry into Year 7

- 4.1. 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.
- 4.2. Applications procedures and timetables will follow the locally agreed co-ordinated scheme with Gateshead LA.
- 4.3. If there are more places than applicants then all applicants will be accepted.
- 4.4. If there are more applications than places available then the Governors will apply the over-subscription criteria as outlined in section 11 of this policy.
- 4.5. If there are more applicants than available places the School will treat all applications equally, regardless of the order of preference given by the parents. All the applications are placed in order using the over-subscription criteria. Allocation of places is then coordinated by the Local Authority.
- 4.6. Late applications can be made and will be handled as in the Co-ordinated Scheme. Parents are advised to ensure that the application is submitted before the closing date.
- 4.7. The Governors reserve the right to declare an application null and void or to withdraw an offer of a place if any of the information submitted is false.
- 4.8. Applicants refused admission to Year 7 are entitled to appeal to an independent appeals panel. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

5. Admission of Children outside their Normal Age Group

- 5.1. 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 Head Teacher 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 Head Teacher 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.

6. Fair Access Protocol

- 6.1. 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.

7. Waiting List

- 7.1. If the school has reached its admission number a Waiting List will be maintained from 1st April 2021.
- 7.2. Any parent can request that their child be placed on the waiting list.
- 7.3. Children will be placed on the waiting list according to the over-subscription criteria.
- 7.4. The date of the application, and the date the child is placed on the list, will not be used in any selection process.
- 7.5. The school will continue to maintain the waiting list during the corresponding school year and outside the normal year of entry.
- 7.6. Pupils who are allocated a place at the school under the Local Authority's Fair Access protocol must take precedence over all those on the waiting list.
- 7.7. Inclusion on the school's waiting list does not mean that a place will eventually become available.

8. Repeat Applications

- 8.1. Repeat applications for entry into a particular year group in the same academic year will not be considered unless there is a material change in the circumstances of the child or parent. An application may be made for a subsequent academic year.
- 8.2. A material change in circumstance may be a change of address or a change in the baptismal status of the child.

9. In year applications

- 9.1. 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. Applications should be made to the school by contacting the Admissions Officer at the school. Parents will be advised of the outcome of their application in writing.
- 9.2. Where there are places available but more applications than places, the published over-subscription criteria, as set out below, will be applied.
- 9.3. If there are no places available, a request can be made that the child is added to the waiting list.
- 9.4. The parent has the right of appeal to an independent appeal panel.

10. Right of Appeal

- 10.1. 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.

11. Children with an Education, Health and Care plan

- 11.1. 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.

12. Over-subscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the order of priority, see table on page24).

Order of Priority	Over-subscription Criteria	How verified
1	Looked after and previously looked after children.	See note 13.2
2	Catholic children from the feeder primary schools.	See notes 2.2 and 13.4
3	Catholic children who have an older brother or sister in the school at the time of admission.	See note 13.2 and 13.9
4	Practising Catholic children who live within the catchment area of the school.	See notes 2.1, 13.4 and 13.6
5	Other Catholic children who live within the catchment area of the school.	See notes 2.1 and 13.4
6	Other Catholic children.	See note 13.4
7	Catechumens and members of an Eastern Christian Church	See notes 13.7 and 13.8
8	Other children who have an older brother or sister in the school at the time of admission.	See note 13.9
9	Children who are practising members of another Christian denomination and who live within the catchment area of the school.	See notes 2.1, 13.9 and 13.10
10	Children who have exceptional medical, social or pastoral needs supported by written evidence from a doctor, social worker, priest or other appropriate person.	See note 13.15
11	Other children in the feeder schools.	See note and 2.2
12	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 13.13
13	All other children.	

13. Notes

- 13.1. 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.
- 13.2. 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.
- 13.3. The parish boundaries are available for viewing in school, on the school's website (www.stthomasmore.org.uk).
- 13.4. '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.
- 13.5. For your child to receive priority because of a brother or sister in the sixth form of the school, the brother or sister must have been at the school at the start of Year 11.
- 13.6. For a Catholic child to be considered "practising" they will: Have been baptised and be currently fulfilling the obligation to attend Sunday mass, which will be verified by the named priest through the Certificate of Catholic Practice. This is 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

- 13.7. 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.
- 13.8. 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.
- 13.9. Definition of other Christian denominations: 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.

- 13.10. For a child to be considered "practising members of another Christian denomination" they will: have been initiated into that church; the school will need to see documentary evidence of baptism/initiation; be

verified by the named minister of religion as being a currently practicing member of the church.

- 13.11. Definition of Sibling: Sibling means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, half brothers or sisters, foster brothers or sisters whether or not they are living at the same address; and the child of a parent's partner where that child lives for a least part of the week in the same family unit at the same address as the applicant. 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.
- 13.12. 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.
- 13.13. A member of staff includes all school staff who are under the direct employment of the trustees of St Thomas More Partnership of Schools.
- 13.14. For categories 2, 3, 4, 5, 6, and 7 parents will be requested to give the following information on the supplementary form:
- Names of any older brothers/sisters in the School
 - Baptismal status
 - Whether your child, and at least one parent, are practising Catholics or practising members of another Christian denomination.
 - The Name, Address and telephone number of the priest/vicar/minister who will be able to confirm attendance at church
 - Copies of Baptismal certificates or other evidence of reception should be included with your supplementary form.
- 13.15. Social, medical or pastoral need: To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

14. Tie Breaker

- 14.1. In the event of the School reaching capacity within categories 1-11, the School will use random allocation to determine the order of applications within a category. This will be carried out in a public place and supervised by a person independent of the school.

15. Admission into the Sixth Form

15.1. Planned Admission Number - Year 12

The school will admit 20 pupils into Year 12, September 2020.

The projected number of pupils for admission into Year 12 in September 2020 is 175. This is made up of an estimated number of 155 pupils moving into Year 12 from St Thomas More School and 20 external applications from pupils in other schools.

15.2. The minimum entry requirement for admission into Year 12 is dependent on the course of study that a student wishes follow. In general, the minimum requirement for a GCE AS/A2 course is 6+ grades A*-B at GCSE or equivalent. For a student to study at GCE AS/A2 a subject that they studied at GCSE they

must have achieved at least a grade B in that subject at GCSE where the subject requires previous study.

15.3. For a 12 unit vocational course the minimum entry requirement is 6+ grades A*-C GCSE or equivalent with a merit in a suitable Subject.

15.4. Details of the specific entry requirements and courses available may be obtained from the School.

15.5. Applicants refused admission to the Sixth Form are entitled to appeal to an independent appeals panel.

15.6. For a student to continue a course of study in Year 13 they must pass the course in Year 12 at a suitable level. Details of this can be obtained from the school.

15.7. Over-subscription Criteria for external students

Order of Priority	Over-subscription Criteria	How verified
1	Looked after and previously looked after students.	See note 13.2
2	Catholic students	See note 13.4
3	Catechumens and members of an Eastern Christian Church	See notes 13.7 and 13.8
4	Students from other Christian denominations	See note 13.9
5	All other students	

16. Notes

16.1. Tie Breaker

In the event of the School reaching capacity within categories 1-4, the School will use random allocation to determine the order of applications within a category. This will be supervised by a person independent of the school.

16.2. '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.

16.3. Definition of other Christian denominations:

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.

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

Emmanuel College

You should be aware that if you have applied and subsequently receive and accept the offer of a place at Emmanuel College, Gateshead Council would consider your acceptance at the college as your child's final determined school placement. Therefore Gateshead Council will not proceed to consider any of the preferences ranked on your application form for a Gateshead Secondary School, unless you inform us otherwise, however, we will write to you to confirm this.

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

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

Years 7-11 Please read very carefully if you are interested in applying.

Policy

1. Catchment Area

All applicants must live in the catchment area as defined jointly by the College and the Secretary of State for Education. This requirement means that from the date of application up to and including the first day of the child starting the College, the child's permanent address and that of his/her legal guardian(s), must be within the catchment area. Proof of address will be required and verification of this information may be made with the applicant's primary school and the relevant local authority. Any falsification of information on this point or the use of relatives' addresses in the catchment area will immediately invalidate any application at whatever stage of the process such falsification is discovered.

The College catchment area, which includes most of the Gateshead Metropolitan District and large parts of Newcastle, incorporates the following areas: NE1 (part of), NE4, NE5 (part of), NE8, NE9, NE10, NE11, NE15 (part of), NE16, NE21 and DH9 9.. The Newcastle northern and eastern boundary follows the line of Stamfordham Road and its continuation into the A167 to the River Tyne. The Newcastle western boundary is defined by North Walbottle Road and its continuation into Walbottle Road, the A6085 west and Station Road to the River Tyne.

It is also demanded of the College that the social mix of the catchment area is fully reflected within each intake. This is done with reference to the Income Deprivation Affecting Children Index (IDACI), taken from the Department for Communities and Local Government, which assigns a deprivation index to each postcode.

2. Student Ability

It is demanded that the College ensures a normal distribution curve across the full range of ability within the intake for each Year 7 population. This is achieved by children sitting a non-verbal reasoning test used by all City Technology Colleges and their results being mapped according to cognitive ability.

3. Student Age

All students admitted into Year 7 must be 11 years of age on 1st September in the year in which they join College.

4. Further Determining Factors

It is also determined of the College that each successful applicant can satisfy the Principal's judgment that he/she is sufficiently motivated to succeed within the ethos of the College where Christianity and technological emphasis are paramount and that he/she is likely to benefit from the type and style of education provided. This determination must also be reflected in the applicant's clear intention to continue their education through two years of the College Sixth Form and in the support demonstrated by his/her parent(s) or guardian(s) to each of these factors.

Children who are currently under the care of the local authority (known as 'looked after'), or have previously been in care of the local authority and were subsequently adopted or cared for under a special guardianship order or child arrangement order (known as 'previously looked after') will be given a priority place, if their first choice of school is Emmanuel College.

5. Entry after Year 7 September Intake

Such entry is available to those who fulfil the criteria above under Policy Points 1 and 4 and for whom a vacancy has arisen in the relevant year group. Application in such circumstances is to be made directly to the "Admissions Officer" and will only be processed after it has been clarified that a vacancy does exist. (See also below - Procedure.)

Emmanuel College 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 priority to a student where admission is requested under any local protocol that has been agreed by the governing body for the current school year, even when admitting the student would mean exceeding the published admission number.

Procedure

1. Invitation to Apply

The College must advertise in the local press both the opportunity available for children to apply to College and the catchment area within which applicants must permanently reside. The closing date for applications to have been received by College must also be given and this date must be strictly adhered to. The closing date is always midnight on 31 October of the year preceding the proposed year of entry. This advertisement will usually appear in the summer term of the year preceding entry (e.g. June 2019 for Year 7 admission in September 2020). An open evening for interested parents will be held early in the autumn term and will also be advertised with the closing date.

2. Application

Application must be made on the relevant College application form and must bear the signature of both legal guardians, where two exist. Application forms are obtainable on request by sending an A4 SAE to "The Admissions Officer", by calling into the College reception during office hours, or can be downloaded from our website. Applications must be received in hard copy and may only be submitted once the child has passed their ninth birthday. Applications cannot be processed if either the address falls outside the catchment area (see Policy point 1 above) or the application form is received after the closing date for applications. It is the responsibility of the parent(s)/guardian(s) to ensure that their application has been received by the College. For this purpose, if you require an acknowledgement of receipt in College of your application form, please send a SAE with your application form.

3. The Selection Process

All applicants are invited to attend tests in order for the College to ascertain their academic ability and so ensure that the full range of ability is reflected in the final intake population (see Policy point 2 above). Admissions tests take place after the normal school day in November of Year 6 and applicants must be available in case they are called to attend during either the second or third week that month. Every child's application is then considered by the Principal who makes recommendation to the Board of Governors for the offer of the 240 places funded by the Department for Education. Emails offering these places are sent by the end of January of Year 6 and parents are expected to confirm an agreement with College in relation to major College rules if they are accepting a place.

Acceptance must be received by College on or before the date specified and must be made on the standard College Form of Acceptance. All students not being offered a place receive an email by the end of January and, if the parents still wish their child to be considered if any further vacancy arises, they are asked to request to be placed on the waiting list.

After the date for acceptance has passed, the College may offer any unaccepted places to students on the waiting list. Places will be filled with reference to the ability information obtained through the tests. This means that, for example, the place of a middle ability student will only be offered to a child of similar ability and from a postcode with a similar deprivation index. However, once the academic year has begun, should any space become available, the Principal shall decide to whom the place should be offered, taking into account the waiting list as well as issues such as sibling links, how settled a child might be at their current school and the degree of difficulty a child would have in catching up with work missed.

4. Sibling and Staff Member Links

Where applicants meet all of the criteria set out above, an additional factor for consideration would be where one has a brother or sister already in the College. It must be clear for all to understand that having a sibling link can never be a guarantee of acceptance.

Priority will be given to children of staff living in the catchment area in either or both of the following circumstances:

1. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Appeals Procedures

Should there be clear evidence that the College has not adhered to any particular part of the College Admissions Policy and Procedure outlined above, written appeal by letter or email can be made to the Principal for the decision to be reviewed. Such appeal must be received within two weeks of the postmark on the College letter stating that the child has not been offered a place.

The Chairman of the College Board of Governors shall appoint two Board members annually to review any such appeals to establish whether the Admissions Policy and/or Procedure has not been followed to the detriment of any child's application. The Chairman may also seek independent advice from appropriate bodies or experts, such as the Local Authority School Admissions Team or SENCO. This Admissions Appeals Group shall have access to all the relevant information and shall be informed by the Principal and others responsible for the admissions process for the purpose of fully establishing the facts of any case.

Where such clear evidence is forthcoming, the Admissions Appeals Group shall have the authority to decide whether or not the case should be reviewed, and this decision shall be final. The review of appeals shall take place four weeks after the final date for the receipt of any appeals and the outcome shall be communicated by email to the appellant within one week following the review.

Policy

1. Catchment Area

Years 12-13

There is no catchment area restriction but College must be satisfied that any daily travel distance is reasonable and does not mitigate against full participation in College life and studies.

2. Student Ability

Applicant's performance at GCSE or equivalent will be used to assess suitability for their choice of Sixth Form courses. Entry requirements for each course are detailed within the Sixth Form prospectus.

3. Student Age

Students admitted into Year 12 must be 16 or 17 years of age on 1st September in the year in which they join College.

4. Further Determining Factors

It is also demanded of the College that each successful applicant can satisfy the Principal's judgment that he/she is sufficiently motivated to succeed within the ethos of a College where Christian and technological emphasis are paramount. This determination must also be reflected in the applicant's clear intention to continue their education through two years of the College Sixth Form and in the support demonstrated by his/her parent(s) or guardian(s) to each and all of these factors.

Children who are currently under the care of the local authority (known as 'looked after'), or have previously been in care of the local authority and were subsequently adopted or cared for under a special guardianship order or child arrangement order (known as 'previously looked after') will be given a priority place, provided they meet the general entry criteria for Sixth Form and the entry criteria for selected courses, as detailed in the Sixth Form prospectus.

Procedure

1. Application

External applicants are invited to apply at any stage after they have begun their GCSE courses, usually in Year 11, after which they will be informed whether or not a provisional offer is being made, conditional upon GCSE performance. A variety of information events will be held during the year and informal visits at other times can be arranged by appointment.

Application must be made on the relevant College application form and must bear the signature of both legal guardians, where two exist. Application forms are obtainable on request by sending an A4 SAE to "The Admissions Officer", by calling into the College reception during office hours, or can be downloaded from our website. Applications must be received in

hard copy. Supporting letters are encouraged.

2. The Selection Process

The Department for Education has determined that funding for entry into Year 12 is limited to 150 students (subject to annual review). The governing body has set its admission number at a maximum of 15 pupils to Year 12 for external applicants to the Sixth Form.

Optimum course sizes are set at 18, but the Principal reserves the right to extend this to 20 if oversubscribed. In the event more than 20 applicants are eligible for a course, students will be selected on the basis of their GCSE exam performance (highest to lowest).

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 (LA). Your home LA will forward a copy of your application form to Gateshead. If you are not offered a Gateshead School, your home LA 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?

You will be able to identify from the information in the schools admission policy, how high up the admission criteria your child will be. You can then look at the statistical information for the school in section 2 of this booklet. This information will give you an idea of the number of applications, offers and appeals received for the last 2 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 one of 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.

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 31 October 2019?

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 31 October 2019 but on or before 9 December 2019 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 9 December 2019 will not be processed until after 2 March 2020 however an offer will be made for your catchment school or next nearest school in Gateshead with places available measured as the crow flies from the main entrance of the school to your home address.

What happens if I change my preferences after the closing date of 31 October 2019?

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 2 March 2020. Any change of preference request received after 9 December 2019 will not be processed until after 2 March 2020.

What happens if I move house after the closing date of 31 October 2019?

Please refer to pages 31-32 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 2 March 2020.

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 the 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 may also 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.

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 11 of this booklet.

Section 1

Co-ordinated Admissions – September 2020

School admissions in Gateshead are co-ordinated with neighbouring Local Authorities. Gateshead LA 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 LA 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 ranked on the application, a place at that school will be offered to the child.
- If a child is eligible for a place at more than one school ranked on the application, the child will be offered a place at the school which was ranked the highest.
- If a child is not eligible for a place at any school ranked on the application, Gateshead LA will offer an alternative place, for example your catchment school or nearest school depending upon the availability of places.

You must make sure you read and understand the 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 LA will liaise with the relevant LA regarding the request.

Admission Policies

Gateshead LA determines the admission policy and admission arrangements for community schools in Gateshead. Gateshead's community school admission policy is set out on page 11 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 on page 13 of this booklet.

How to Apply If you live in Gateshead

You can apply online from Monday 9 September 2019 at: 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 31 October 2019. 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 LA. Your home LA 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. Please refer to page 10 of this booklet for further information on the equal preference system and how places are allocated.

Late applications

The closing date for submitting your application is 31 October 2019. 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 LA may be able to consider late applications if they are received by 9 December 2019. In such circumstances proof of ownership or tenancy will be required. Each late application will be determined on its own merits. If Gateshead LA 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 31 October 2019 must be submitted in writing and will only be considered if exceptional circumstances apply.

Late applications and late change of preferences received after 9 December 2019 will not be processed until after 2 March 2020 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 2 March 2020. 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 on line you will also receive an email on 2 March 2020 confirming which school your child has been offered.

Acceptance of a school place

An acceptance form will be enclosed with your offer letter. You must complete and return the acceptance form by 13 March 2020 to let Gateshead LA know if you wish to accept the place offered.

Refusal of a school place (waiting lists and appeals process)

Gateshead LA will maintain waiting lists for all oversubscribed schools from 23 March 2020. If you are refused a place at a Gateshead school you can request that your child's name is placed on the school's waiting list. To do this you must complete and return the waiting list request form, which you will receive with your refusal letter on or around 2 March 2020. The offer of places from the waiting list will start on 23 March 2020 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 2 March 2020. 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 May/June 2020.

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 LA 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.

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 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 when offering places on 2 March 2020. If you can provide us with the above evidence by 9 December 2019, we will be able use your new address.

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 9 December 2019, 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 2 March 2020. However we will still continue to investigate any change of addresses following this date up until 31 August 2020 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 on the Council's website at: 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 2020.

If you move address and your child is no longer eligible for the school place offered up until 23 March 2020, the school offer will be withdrawn by the LA.

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 LA with a ranked list of applicants.

It is important that you read the admission policy for any school 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 November/December 2019, 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.

Reserving places

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

Exceptions to the duty to offer a community primary school place

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

Twice excluded pupils

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

Other admission authorities

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

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

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

Section 2 Admission Statistics

In this section you will find statistics for the academic years 2019 and 2018. 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
- number of appeals heard for oversubscribed schools and the number of appeals that were successful

The information also highlights which schools were oversubscribed for 2019 and 2018.

We receive applications each year for admission to Gateshead schools from parents who have also applied to Emmanuel College and to other independent/private schools outside Gateshead. However, some parents subsequently decide to withdraw their applications to Gateshead schools following an offer and acceptance of a place at one of these schools and this impacts on the number of parents who first apply to secondary schools in Gateshead and other local authorities.

Community Secondary School Admissions for September 2019 and 2018 - Admission Criteria Breakdown

Community School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Category 1	Category 2	Category 3	Category 4	Category 5	Last Distance Offered (Metres)	Appeals Heard	Number of Successful Appeals
Grace College	2019	210	199	206	137	230	5	165	19	0	41	3352.11m	3	0
	2018	210	178	145	125	225	6	88	36	0	95		0	0
Heworth Grange	2019	210	167	85	66	210	4	177	7	0	22	All Offered	0	0
	2018	210	211	87	60	210	2	130	21	0	57		12	5
Kingsmeadow	2019	180	193	131	98	183	6	93	24	0	60	5194.51m	0	0
	2018	180	165	101	58	179	1	114	8	0	56		0	0
Lord Lawson	2019	254	205	166	113	256	3	125	38	0	90	All Offered	0	0
	2018	254	208	127	113	255	4	148	37	0	66		0	0
Thorp Academy	2019	240	189	85	29	214	8	201	0	0	5	All Offered	0	0
	2018	240	191	55	37	228	1	222	2	0	3		0	0
Whickham	2019	266	296	210	132	290	3	125	58	0	104	All Offered	0	0
	2018	266	316	219	73	294	4	128	64	0	98		0	0

The schools highlighted in the above table were oversubscribed for the September 2019 and /or 2018.

Admissions to Voluntary Aided Secondary Schools for September 2019 and 2018 - Admission Criteria Breakdown

School	Year	PAN	Preference			Places Offered	Admission Policy Criteria												EHC	Appeals Heard	Successful Appeals		
			1st	2nd	3rd		A	B	C	D	E	F	G	H	I	J	K	L				M	
Cardinal Hume Catholic School	2019	225	468	260	94	256	4	124	13	37	8	1	44	3	19	0	0	0	0	0	3	39	4
	2018	225	434	205	66	250	6	116	8	42	37	3	36	2	0	0	0	NA	NA	NA	NA	49	8

School	Year	PAN	Preference			Places Offered	Admission Policy Criteria												EHC	Appeals Heard	Successful Appeals		
			1st	2nd	3rd		1	2	3	4	5	6	7	8	9	10	11	12				13	
St Thomas More Catholic School	2019	235	321	189	65	250	10	127	7	3	4	1	1	53	20	2	21	0	0	0	1	14	3
	2018	235	303	163	57	242	6	122	7	41	4	20	33	1	4	4	0	NA	NA	0	14	14	14

Both Cardinal Hume Catholic School and St Thomas More Catholic School were oversubscribed for September 2019 and September 2018.

Section 3

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 and academies is available directly from the school in question.

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 and 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 2020 before the end of the current academic year (i.e. by July 2020). Accordingly, the council requests that all parents wishing to have an appeal return their appeal forms duly completed on or before the 27 March 2020. If parents submit appeal forms after this date it may result in appeal hearing dates having to be re-arranged at short notice with inconvenience to other parents and appeal panel members.

Before deciding whether to appeal, you will probably want to 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 2757 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 which 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 the other.

You will be informed of the date and place of the appeal hearing. You should be given at least 7 days notice. Ten days before the hearing, you will be sent copies of the statement of case that will be put before the appeal panel in support of the local authority'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 to 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 local authority to be able to consider them properly.

There will be a representative from the local authority 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, this **decision is binding on all parties**.

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 4

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 20 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 of the outcome of your request.

If you are refused a place

If we cannot offer your child a place at 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 school's 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 internet and from the Education Support Team, telephone number 0191 433 8745.

Admissions to secondary school in advance of the normal year of entry

In exceptional cases, a school may advise that a pupil in primary school has demonstrated high academic ability and may be considered to be exceptionally able. In such circumstances the pupil may be accelerated to secondary school or whilst attending primary school may be accelerated to another year group above that is normally relevant for the child's age. In these rare cases, a pupil would be considered if the following circumstances applied:

1. The child is sufficiently robust emotionally, and socially mature so that entry to an older year group early or move to secondary school would be applicable without any traumatic effect being encountered. In this situation the pupil would be sufficiently capable of coping with the move without support from their already established friendship networks.
2. The child's high academic ability will not be confined to one or two curricular areas but rather the child will have demonstrated exceptional ability in most curriculum areas for a considerable period of time.

In such circumstances the ability of the child will normally have been noted by the teacher or Head Teacher of the primary school. In addition the ability of the child may have been noted by an educational psychologist who has been involved with assessment for this purpose.

In normal circumstances the school may recommend that a parent may consider whether they would wish to pursue the option of early entry to secondary school. Where a child has been recommended, the parent has the right to apply for a place in a school of their preference. However, if the child is refused a place at a school of their preference the local authority will liaise with parents in order to offer an alternative school where there are places available. Parents would still have the right of appeal against any decision to refuse a place at the desired school.

The time-scale for transfer into the first year of entry to secondary school for accelerated pupils will be at the same time as year 6 transfers and through the normal admission process for year 6 pupils as described in the community secondary school admission policy.

Applications for year 12 and transfer from year 11

All secondary schools in Gateshead provide courses of study for post sixteen (6th form) students. 6th forms vary in size from approximately 60 to 360 students. The majority of sixth form students transfer from year 11 in their current school, but all schools have places available for external students.

The entry requirements for 6th form are largely dependent on the course of study that the student wishes to access. They are the same for internal and external students.

In general, students wishing to access A Level courses must possess a minimum of 4 GCSE passes at grade C. To access intermediate level courses, some GCSE passes at grade D/E and/or appropriate Level 1 qualification(s) are required. There are no specific qualifications required for entry to foundation level courses.

Details of specific entry requirements and courses available may be obtained from individual schools. All schools publish information about their post 16 provision.

Applicants refused admission to a 6th form are entitled to appeal to an independent panel.

Schools with 6th forms:

Cardinal Hume Catholic School, Heworth Grange School, Joseph Swan Academy, Lord Lawson of Beamish Academy, St Thomas More Catholic School, Thorp Academy and Whickham School and Sports College

A parent's guide to the benefits and opportunities of higher education for your child is available on the Internet at: www.aimhigher.gov.uk

Section 5

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). All enquiries are dealt with in complete privacy and confidence.

From September 2014, the Children and Families Act came into force. As a result of this the categories of School Action and School Action Plus have been replaced by a single category of SEN Support and Statements of Special Educational Need will be replaced by an Education, Health and Care Plan (EHCP). 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. Children who currently have a statement of special educational needs will be transferred to an EHCP before September 2018.

Details of the assessment process and school's information can be found in Gateshead's Local Offer (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 SEN 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 SEN 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 Tribunal.

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 6

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.

Post 16 Travel Policy Statement

Introduction

Local authorities do not have a duty to provide free transport for young people of sixth form age (aged 16-18) in education or training. However, the council must publish an annual statement setting out the arrangements the authority considers necessary to help sixth form age (students in years 12-14) to attend education or training. This statement has been developed having regard to the statutory guidance for local authorities 'Post 16 transport to education and training'.

Key Principles

- Promotes and encourages safe, independent travel to improve independence and social inclusion, as appropriate to a young person's age and ability.
- Encourages and promotes travel options designed to improve the physical well-being of those who use them.
- Supports sustainable travel options which minimise the impact on the environment.
- Any travel assistance offered will be the most efficient and effective in terms of both sustainability and cost.

Policy statement

1. This policy statement applies to all young people over the age of 16 and beyond statutory school leaving age with additional needs whether they attend college, school or a training provider.
2. In line with the local authority's duty to encourage, enable and assist the participation of students with Learning Difficulties and/or Disabilities in education and learning, this policy will apply, in exceptional circumstances, to students over the age of 19.
3. For students with Special Educational Needs and/or Disabilities (SEND) or a Learning Difficulty and/or Disability, the LA will normally only consider the provision of travel support where the student has an Education, Health and Care Plan (EHC Plan) and the course is a High Needs study programme.
4. The local authority (LA) will provide support with travel to post 16 education or training in cases where it considers it necessary to facilitate a student's participation in education.
5. Support will be discretionary and subject to assessment, provided to the most vulnerable or socially excluded students in cases of exceptional need only.
6. Support will normally only be available to students attending the nearest post-16 establishment that provides a suitable course.

7. The Local Authority will work in partnership with schools and colleges to encourage their students to develop independent travel skills.
8. Where eligibility is determined, all options will be explored, including the offer of Personal Travel Budgets where they make more efficient use of the available resources. Taxis will usually only be provided to those students with severe physical disability, severe learning disability, severe medical condition or severe psychological condition and supporting medical evidence is required.

9. Where support is provided, students aged 16-17 years will make a contribution of £650 per year (except those living in low income households* and looked after children).

*evidence required – Free School Meals or maximum working tax credit.

10. Support may be provided for a fixed period to facilitate transition plans, or independent travel programmes. Support may cease if a young person becomes capable of independent travelling or if the student refuses to undertake travel training where the LA believes this is appropriate.

Post 16 providers in Gateshead are served by good public transport and a range of discounted fares and schemes are available which are set out below.

Independent Travel Training

Gateshead Council promotes independent travel training which enables young people with additional needs to learn new skills which can be used for travelling to post 16 education or training placements using public transport. Independent travel training enables young people to gain confidence, develop social, communication and life skills, promotes good health and wellbeing and ultimately leads to them becoming more independent. It increases access to education, employment and training opportunities, to health services and social/leisure activities.

If a young person has previously had a statement of SEN or an Education, Health and Care Plan (EHC Plan), the need for support with travel after the age of 16 should have been reviewed and written into their Transition Plan, which must include the views of the young person. The Transition Plan should specify actions that will be taken to help the student develop their independent travel skills in preparation for attending their next placement after leaving school. Independent travel training and public transport will be investigated as the first option for all post 16 students requesting support with travel.

More information: Telephone Gateshead's SEND Service on 0191 433 3626, email: senteam@gateshead.gov.uk

Public Transport

Children and adults with one of the disabilities listed below living in Tyne and Wear may be entitled to a Concessionary Travel Pass:

- Blind or partially sighted.
- Profoundly or severely deaf.
- Without speech.
- Have a disability which means that you cannot walk except with excessive labour, at an extremely slow pace or with excessive pain.
- Do not have arms or have a long term loss of the use of both arms.
- Have a learning disability.
- Someone who has been, or would be, refused a driving licence on certain medical grounds.

With a Concessionary Travel Pass, travel on buses in Tyne and Wear is free after 9.30am Monday to Friday and all day at weekends and public holidays. Metro travel is not free but to avoid paying full fares after 9.30am a Metro Gold Card can be used with a Concessionary Travel Pass (this currently costs £12 per year for Gateshead residents). For young people in education, training or employment for more than 16 hours a week, they may qualify for an all-day Concessionary Travel Pass. An eligibility letter from the LA's social care department and a supporting letter from the school, college, training provider or employer is required.

More information: <http://www.nexus.org.uk/concessions>

A companion card allows a person with a disability to take someone with them on buses and the Metro* free of charge (*with a Metro Gold Card £12 per year). To automatically qualify for a companion card the young person must be receiving one of the following:

- Higher rate care component of the Disability Living Allowance
- High rate Attendance Allowance

You may still be eligible if you don't receive either of these benefits.

More information: <http://www.nexus.org.uk/companion-card>

Full-time students aged 16 and over can travel for a discounted price on buses, the Metro, on the Sunderland to Blaydon rail line and the Shields ferry all day every day using the Network One Student Ticket.

More information: <http://www.nexus.org.uk/network-one-student-ticket>

Young people under 18 years, students aged 19 or over and Apprentices can travel at a discount on Go North East buses.

More information: <https://www.gonortheast.co.uk/youngpeople/>

Taxicard Scheme

This scheme is operated by NEXUS and allows people with mobility problems to travel independently by taxi at a discounted price. The person must be in receipt of one of the following benefits:

- High rate Mobility Component of Disability Living Allowance
- Registered Severely Visually Impaired or Blind
- Higher Rate Attendance Allowance
- Personal Independence Payment (PIP) – this letter must show that the person has scored a minimum of 8 points in the Mobility component under 'Moving around'.

More information: <http://www.nexus.org.uk/taxicard>

Financial help with travel provided by post 16 schools and colleges

Students aged 16-19 years going into further education or training may be eligible to receive a bursary fund of up to £1,200 per year to help pay towards transport costs if they are:

- In care or a care leaver
- Claiming income support or universal credit
- Disabled and receiving Employment and Support Allowance and Disability Living Allowance

Students not meeting the criteria above may still qualify for a bursary fund. Students need to contact the 'learning support' or 'welfare advice' department of their chosen post 16 school or college well in advance of the start date of their first academic year of the course to apply for a bursary fund.

More information: <https://www.gov.uk/1619-bursary-fund/overview>

Care to Learn

Parents under the age of 20 at the start of their eligible course who are the main carer for their child can claim for financial support towards travel costs. Travel payments go direct to the school or college who will either pay the student or arrange travel on their behalf.

More information: www.gov.uk/care-to-learn

Walking and cycling

Gateshead Council promotes walking and cycling as the most healthy and sustainable travel choices for its residents. Sustrans is the UK's leading sustainable transport charity that provides practical advice about safely walking and cycling to school/college.

More information: www.sustrans.org.uk/ncn/map

Travel Care Support

Eligibility Assessment Criteria

Financial support towards home to school and college travel is provided by the council in exceptional circumstances only. Independent travel training and public transport will be investigated as the first option for all post 16 students requesting support with travel. The provision of transport may be withdrawn if a student or parent/ carer refuses an assessment to determine their ability to travel independently or to undertake independent travel training, where this is felt to be appropriate by the Local Authority and/or placement provider. A Personal Travel Budget will always be offered to students where the LA believes this is appropriate based on their needs and is a more efficient use of funds, as opposed to arranging taxis.

The eligibility assessment criteria used to make decisions about support includes:

- The student must normally reside in the Gateshead Council administrative area.
- The student must have a statement of SEN or an Education, Health and Care Plan where travel support has previously been provided, or a medical certificate from a recognised General Practitioner/Consultant that transport is required due to medical needs.
- Students must be undertaking a Full-Time Course of Study (12 guided learning hours or more per week) for a minimum period of one academic year. Support is not available for students on part-time, work-based learning (e.g. supported internships), distance learning or day release courses.
- Students must be attending the nearest eligible educational establishment that can provide a suitable course. Where a student or their parent/carer has chosen a placement further away, they may not be eligible for travel support.
- What other alternatives are available e.g. the ability of parents/carers/family members to provide or organise transport, which will take into account factors such as income, family circumstances and whether non-travel solutions could facilitate access to learning e.g. peripatetic/mobile teaching, E-learning etc.
- The course must be a High Needs funded study programme.
- The ability of the student to travel independently including whether a travel training assessment has been previously refused or whether the student has already undertaken travel training and what the outcomes were.
- The distance and journey time from home to school or college.
- Whether the student could access education if transport is not provided.
- For adults aged 18 and over, any Care Act Assessment (2014) and resulting outcome.
- Whether the student is in receipt of 16-19 bursary funding or receives the higher rate mobility component of Disability Living Allowance (DLA) or Enhanced rate mobility of Personal Independence Payment (PIP).

Students attending study programmes beyond 6th form age may be eligible for travel care support if they are attending a full-time High Needs funded study programme that is stated in their Education, Health and Care Plan and in addition meet one of the following needs:

- a. Severe learning difficulty (defined as working at Entry Level One or below. This information will be confirmed from either the Education Health Care Plan Statement/ Learning Difficulty Assessment or current placement)
- b. severe medical condition which would include severe unstable epilepsy, oxygen dependence, autism with associated severe learning difficulties (medical evidence must be submitted with the application), severe mental health issues (in cases where the applicant is receiving mental health support from professional staff and medical evidence must be submitted with the application).
- c. severe psychological conditions would include extreme phobia (for which medical evidence must be submitted with the application).

Where no other alternatives are available and in exceptional circumstances, discretionary criteria will be taken into consideration, including family circumstances, income and distance.

Provision

- Independent Travel Training and use of public transport will be investigated as the first option for all students travelling to their post-16 school/college placement. Where a post-16 student has a statement/Education, Health and Care Plan (EHCP) and is attending the school named within their statement/plan as the nearest appropriate school for their post-16 education – public transport will be promoted for this group and travel training referrals will be made for students deemed appropriate.
- Independent travel should be a pre-entry condition for students accessing work based study programmes or Supported Internships and as such these students will not be provided with travel assistance.
- It is the general expectation of the LA that where a student is eligible for higher rate mobility component of Disability Living Allowance (DLA) or Enhanced rate mobility of Personal Independence Payment (PIP) and this is used to cover the cost of leasing a Motability vehicle, that the vehicle is used to facilitate the student's travel to and from school/college.
- Taxis will not be provided, except for those students with severe physical, severe learning disabilities, severe psychological conditions or severe medical

conditions where, upon receipt of sufficient evidence, taxi provision will be considered alongside other options such as a Personal Travel Budget (PTB). In the exceptional circumstance where a taxi is provided, this will not necessarily involve the provision of door to door transport and students may be picked up at an agreed pick-up point. A maximum of two journeys per day will be provided (at the beginning and end of the day) which will be timed to minimise the number of journeys undertaken. Taxis may be arranged for journeys undertaken in the middle of the study day and/or between placement venues if sufficient notice is provided, however whoever made the request must pay for this (i.e. the provider or student/parent/carer). Students may need to arrive earlier than the start of their timetabled day or wait at the end of their timetabled day until other students have finished and are ready to depart. Where possible, measures will be taken to minimise waiting time, so long as this does not result in significant additional expenditure.

- The LA is able to make changes to transport contracts it holds with third party providers at any point in time without consulting children, young people, parents or carers. Continuity of driver or escort is not guaranteed and only granted in exceptional circumstances. The LA will provide as much notice as possible to young people, parents and carers about any change to transport in advance of a change occurring and will work in partnership to aid transition.
- An annual charge of £650 will be payable by students aged 16-17 years where taxi provision/Personal Travel Budget is provided.

Assessment process

Applications should be made annually in advance of the start of the academic year using a standard form. The LA will consider additional information about the young person as it considers necessary to make a decision, including the advice of:

- the young person's post 16 education or training provider;
- a LA educational psychologist or other specialist member of staff;
- any social worker involved with the young person or family;
- any health worker involved with the young person;
- any other organisation providing support for the young person or family;
- the local transport authority; and,
- any other person/agency suggested by the young person parent/carer.

Where the LA does not already have such information, it is the responsibility of the young person or their parent/carer to obtain this and submit it to the LA with their application.

The LA will normally process applications within 15 working days, subject to the necessary information and advice from other agencies being available. The LA will aim to inform applicants if it is unable to meet this target.

If the LA agrees to provide financial support towards travel, this will only be until the end of the academic year in which the application was made. A further application must be made for subsequent study years in advance of the course start date.

If the LA does not agree to provide help, the young person 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.

Applications should be submitted as soon as the student's placement has been confirmed as late applications may result in travel not being arranged in time for the student to access the start of their study programme. In these circumstances the student or their parent/carer may be responsible for making their own travel arrangements.

Reviewing travel care support

The LA may review and remove travel provision at any time, for example, if the young person is travel trained during the duration of a course and is deemed able to travel independently on public transport. However, the LA will provide as much notice as possible and work with the young person and parent/carer to aid a successful transition. There will always be a review of provision when a young person:

- moves from secondary education to a post 16 education or training provider;
- changes post-16 education or training provider;
- moves house; or,
- experiences a change in their physical/medical or other condition.

The provision may also be reviewed or removed if the young person or parent refuses to co-operate with reasonable requests from the LA or transport provider.

It is the duty of the parent to inform the LA of any change in the young person or the family's circumstances. For house moves this must be at least 3 weeks in advance of the actual move date otherwise transport may be ceased temporarily.

Financial Contribution

Students aged 16-17 years will pay an annual contribution of £650 towards the cost of their travel support. Students aged 16-17 years living in a low income household* and looked after children do not pay a financial contribution.

*Evidence required –Free School Meals or maximum Working Tax Credit

Appeals Process

Appeals will be considered in the first instance by the Service Director, Early Help or their nominee.

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.

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 appeal panel. The panel will consider the appeal within 40 working days of receipt and will give their decision in writing.

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.

Sustainable Travel to School

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

Gateshead Council has its own Active Travel Promotion programme and participates in the region-wide Schools Go Smarter programme, which promotes and facilitates safer and sustainable travel for the school journey. Further information can be found at www.gosmarter.co.uk

If you require any information on sustainable modes of travel to school for your child's school journey please contact Gateshead Council's Sustainable Travel and Road Safety Team on: 0191 433 3109.

You can access information about bus travel to school from Nexus who currently provide some scholars' bus services in consultation with Gateshead Council. For more information on scholars' and general bus service provision, please contact Nexus on: **0191 203 3925**, call into a NEXUS travel shop or visit: www.nexus.org.uk/school.

For information on concessionary fares for pupils, please visit www.nexus.org.uk/concessions/under-16

For impartial journey planning information you can also visit Traveline (www.traveline.info) or telephone: **0871 200 2233**.

Section 7

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 can apply in the following ways:

- online via Gateshead Council's website www.gateshead.gov.uk/freeschoolmeals
- by telephone - 0191 433 3729
- in person at Benefits Reception, ground floor, Gateshead Civic Centre

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.

School Catering

School catering at Heworth Grange, Cardinal Hume and Kingsmeadow schools are provided by Gateshead Council's award winning in-house service.

Our cafeteria menus offer pupils a choice of two-course meal options and a selection of items from the tariff. The printed tariff is available from the servery showing the price of individual items and can also be seen on our website.

All Secondary Schools are "cashless" at the point of sale. The cashless system reduces queuing times and protects the identity of pupils receiving free school meals.

Our fully trained catering staff encourage pupils to choose well from a variety of tasty, popular foods. Most of the menu is homemade and meals are cooked fresh on site every day. Non-meat choices are available daily.

Gateshead's menu complies with the National School Food Standards. Many of the foods we use have been

reduced in fat, sugar and salt and many of our ingredients are locally sourced. All our meat and poultry are Red Tractor to guarantee animal welfare standards, quality and origin.

Please contact your school if your child requires a special diet for medical or ethnic reasons. The Unit Catering Manager will require a letter from your child's doctor, consultant or dietician in order to provide a diet suitable for your child's needs.

If you require further information about school catering or the cashless system, please call Gateshead Council's Operations Manager (Catering) on: 0191 433 5516, or contact the Unit Catering Manager at the school. Alternatively, please see our website www.gateshead.gov.uk

For information about the catering services at Grace College, St Thomas More, Lord Lawson of Beamish, Thorp Academy and Whickham secondary schools please contact the school.

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 provide their own help and support for parents in particular for those children who are eligible for free school meals or are entitled to the maximum level of working tax credit. Parents wishing to ask about such assistance should contact the Head Teacher at the school.

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.

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 2014 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 2012' 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 curriculum¹, 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 (see Guidance for school activities for further information);
- 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 and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14); the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

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.

COMMUNITY PRIMARY SCHOOLS

DFE Number	School / Head Teacher	Address and Phone Number	Age range	Nursery	PAN 2019	Estimated Number on Roll in Sept 2019
2226	Barley Mow Primary Mrs N Watson	Pembroke Ave, Birtley, DH3 2DJ Tel: 0191 410 2758	3-11	Yes	30	173
2039	Bede Community Primary Mr N Anderson	Old Fold Road, Gateshead NE10 0DJ Tel: 0191 433 4135	3-11	Yes	30	199
1000	Bensham Grove Nursery Mrs D Kilner	Sidney Grove, Gateshead NE8 2XD Tel: 0191 433 4090	2-4	Yes	104	93
2197	Bill Quay Primary Mrs T Hilton	Davidson Road, Bill Quay, NE10 0UN Tel: 0191 469 3013	4-11	No	30	209
2163	Birtley East Community Primary Miss A Diggle	Highfield, Birtley, DH3 1QQ Tel: 0191 410 2551	3-11	Yes	30	213
2182	Blaydon West Primary Mr S Brown	Blaydon, Gateshead NE21 4PY Tel: 0191 414 3286	3-11	Yes	30	165
2200	Brandling Primary Mrs K Carr	Mulberry Street, Gateshead NE10 0JB Tel: 0191 433 4079	3-11	Yes	30	169
2221	Brighton Avenue Primary Mrs J Allan	Brighton Road, Gateshead NE8 1XS Tel: 0191 421 8080	3-11	Yes	45	299
2233	Caedmon Community Primary Mr C Wisby	Whitehall Road, Gateshead NE8 4LH Tel: 0191 433 4095	3-11	Yes	30	207
2008	Carr Hill Community Primary Mr P Harris	Carr Hill Road, Gateshead NE9 5NB Tel: 0191 477 1203	3-11	Yes	45	290
2235	Chopwell Primary Mrs V Bruce	Derwent Street, Chopwell NE17 7HS Tel: 01207 561 322	2-11	Yes	45	188
2216	Clover Hill Community Primary Mrs L Easton	Glenhurst Drive, Whickham NE16 5SJ Tel: 0191 433 4056	4-11	No	30	204
2228	Colegate Community Primary Executive Head Teacher Mrs H Gladstone	Colegate West, Felling NE10 9AH Tel: 0191 420 6626	3-11	Yes	45	148
2219	Crookhill Community Primary Miss K McCormack	Hexham Old Road, Crookhill NE40 3ES Tel: 0191 433 4066	4-11	No	30	194
2164	Dunston Hill Community Primary Mr C Sutherland	Market Lane, Dunston NE11 9NX Tel: 0191 433 4021	3-11	Yes	60	380
2167	Emmaville Primary Miss A Armstrong	Main Street, Crawcrook, Ryton NE40 4ND - Tel: 0191 413 2460	2-11	Yes	60	379
2198	Falla Park Community Primary Miss V Carr	Falla Park Road, Felling NE10 9HP Tel: 0191 433 4011	3-11	Yes	30	208
2232	Fell Dyke Community Primary Ms K Savage	Springwell Road, Gateshead NE9 7AA Tel: 0191 433 4111	3-11	Yes	45	271
2231	Fellside Community Primary Mrs K Hood	Fellside Road, Whickham NE16 5AY Tel: 0191 488 7486	3-11	Yes	30	212
2184	Front Street Community Primary Executive Head Teacher Mrs H Gladstone	North View, Whickham NE16 4AY Tel: 0191 488 1941	3-11	Yes	60	400

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Nursery	PAN 2019	Estimated Number on Roll in Sept 2019
2225	Glynwood Community Primary Mrs V Nellis	Glynwood Gardens, Gateshead NE9 5SY Tel: 0191 433 4117	3-11	Yes	60	408
2181	Greenside Primary Miss D Foster	Rockwood Hill Road, Greenside NE40 4AX Tel: 0191 413 2186	3-11	Yes	30	187
2238	Harlow Green Community Primary Mr M Malik	Harlow Green Lane, Gateshead NE9 7TB Tel: 0191 487 6703	3-11	Yes	60	389
2186	Highfield Community Primary Mr S Thompson	Whinfield Way, Highfield, Rowlands Gill NE39 2JE Tel: 01207 549 882	3-11	Yes	17	112
2168	High Spen Primary Mr A Firth	Hugar Road, High Spen, Rowlands Gill NE39 2BQ Tel: 01207 542 373	2-11	Yes	29	165
2234	Kells Lane Primary Mrs A Whistler	Kells Lane, Gateshead NE9 5HX Tel: 0191 433 4140	4-11	No	60	419
2012	Kelvin Grove Community Primary Acting Head Teacher Mrs J Thompson	Kelvin Grove, Gateshead NE8 4UN Tel: 0191 477 4186	3-11	Yes	60	320
2058	Kibblesworth Academy Mr C Steel	Kibblesworth, Gateshead NE11 0XP Tel: 0191 410 2975	3-11	Yes	29	165
2051	Larkspur Community Primary Mrs M Liddle	Beacon Lough East, Gateshead NE9 6SS Tel: 0191 487 5628	3-11	Yes	29	102
2205	Lingey House Primary Mrs C Ritchie	Millford, Leam Lane Estate, Felling NE10 8DN Tel: 0191 438 1287	3-11	Yes	60	409
2222	Lobley Hill Primary Mrs J James	Rothbury Gardens, Gateshead NE11 0AT Tel: 0191 433 4080	3-11	Yes	60	376
2049	Oakfield Junior Mrs J Jacques	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 433 4086	7-11	No	60	238
2055	Oakfield Infant Mrs J Jacques	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 487 0354	4-7	No	60	180
2236	Parkhead Community Primary Mrs P Bailey	Park Lane, Winlaton NE21 6LT Tel: 0191 433 5618	3-11	Yes	58	318
2162	Portobello Primary Mrs J Humphrey	Tamerton Drive, Birtley DH3 2LY Tel: 0191 410 4571	4-11	No	30	191
2056	Ravensworth Terrace Primary Ms D Thompson	Mount Pleasant Road, Birtley DH3 1AY Tel: 0191 433 4200	4-11	No	60	340
2220	Riverside Primary Academy Mrs J Goodfellow	Colliery Road, Dunston NE11 9DX Tel: 0191 460 1918	3-11	Yes	60	265
2229	Roman Road Primary Mrs C Jones	Leam Lane Estate, Gateshead NE10 8SA Tel: 0191 438 0510	3-11	Yes	30	201
2239	Rowlands Gill Primary Mrs L Clark	Dominies Close, Rowlands Gill NE39 2PP Tel: 01207 549 359	3-11	Yes	60	221
2193	Ryton Community Junior Executive Head Teacher Mrs D Ashcroft	Ryton NE40 3AF Tel: 0191 413 3573	7-11	No	60	152

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Nursery	PAN 2019	Estimated Number on Roll in Sept 2019
2188	Ryton Community Infant Executive Head Teacher Mrs D Ashcroft	Ryton NE40 3AF Tel: 0191 413 2776	3-7	Yes	60	82
2036	South Street Community Primary Mrs J McGrow	Cramer Street, Gateshead NE8 4BB Tel: 0191 477 3993	3-11	Yes	44	244
2172	Swalwell Primary Mrs R Hocking	South View Terrace, Swalwell NE16 3HZ Tel: 433 4000	3-11	Yes	30	132
2213	The Drive Community Primary Acting Head Teacher Mrs R Farren	The Drive, Felling, Gateshead NE10 0PY Tel: 0191 421 0390	3-11	Yes	29	175
2224	Wardley Primary Mrs N Wallace	Keir Hardie Avenue, Wardley NE10 8TX Tel: 0191 469 3012	3-11	Yes	45	267
2194	Washingwell Community Primary Mrs A Hall	Bucks Hill View, Whickham NE16 4RB Tel: 0191 488 4400	4-11	Yes	30	117
3001	Whickham Parochial C of E Primary Mr P Armstrong	Broadway, Whickham NE16 5QW Tel: 0191 488 7867	4-11	No	30	209
2214	White Mere Community Primary Mrs S Richardson	Sherburn Way, Gateshead NE10 8BA Tel: 0191 438 5008	3-11	Yes	30	141
2227	Windy Nook Primary Mrs L Forrest	Albion Street, Gateshead NE10 9BD Tel: 0191 469 4954	3-11	Yes	45	288
2177	Winlaton West Lane Community Primary Mrs C Tetley	West Lane, Winlaton NE21 6PH Tel: 0191 414 2557	3-11	Yes	45	354

COMMUNITY SECONDARY SCHOOLS

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Sixth Form	PAN 2019	Estimated Number on Roll in Sept 2019
4003	Grace College (formerly Joseph Swan Academy) – Mr M Hall	Saltwell Road South, Gateshead NE9 6LE Tel: 0191 442 2000	11-18	Yes	210	1020
4002	Heworth Grange School Mr C Richardson	High Lanes, Heworth NE10 0PT Tel: 0191 421 2244	11-18	Yes	210	1046
4041	Kingsmeadow Community School Mr D Volpe	Market Lane, Dunston NE11 9NX Tel: 0191 460 6004	11-16	No	180	814
4027	Lord Lawson of Beamish Academy Principal – Mr A Fowler	Birtley Lane, Birtley DH3 2LP Tel: 0191 433 4026	11-18	Yes	254	1266
4001	Thorp Academy Mr A Jordon	Main Road, Ryton, NE40 3AH Tel: 0191 413 2113	11-18	Yes	240	900
4029	Whickham School & Sports College (Academy) – Mr S Haigh	Burnthouse Lane, Whickham NE16 5AR Tel: 0191 496 0026	11-18	Yes	266	1360

COMMUNITY TECHNOLOGY COLLEGE

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Sixth Form	PAN 2019	Estimated Number on Roll in Sept 2019
6900	Emmanuel College Mr M Waterfield	Consett Road, Lobley Hill, NE11 0AN Tel: 0191 460 2099	11-18	Yes	240	1360

VOLUNTARY AIDED PRIMARY SCHOOLS

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Nursery	PAN 2019	Estimated Number on Roll in Sept 2019
3313	Corpus Christi Catholic Primary Mrs C Ingle	Dunsmuir Grove, Gateshead NE8 4QL Tel: 0191 477 2175	3-11	Yes	29	199
3329	Sacred Heart Catholic Primary Mr P Naughton	Byermoor, Burnopfield NE16 6NU Tel: 01207 270 396	4-11	No	30	237
3326	St Agnes Catholic Primary Ms J Woods	Rosedale Road, Ryton NE40 4UN Tel: 0191 413 2184	4-11	No	30	203
2237	St Aidan's C of E Primary Mrs L Steele	Derwentwater Road, Gateshead NE8 2HQ Tel: 0191 477 2690	3-11	Yes	30	202
3335	St Alban's Catholic Primary Mrs E Bridon	Rothbury Avenue, Pelaw NE10 0QY Tel: 0191 469 3251	3-11	Yes	30	199
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	129
3336	St Augustine's Catholic Primary Mrs G Lynch	Colegate, Leam Lane Estate, Gateshead NE10 8PP Tel: 0191 469 2949	3-11	Yes	45	321
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	75
3324	St Joseph's Catholic Junior, Birtley Mrs R Nutton	School Street, Birtley DH3 2PN Tel: 0191 410 2231	7-11	No	30	116
3331	St Joseph's Catholic Primary, Blaydon Mr A Ramanandi	Croftdale Road, Blaydon NE21 4BG Tel: 0191 414 3108	4-11	No	30	211
3317	St Joseph's RC VA Primary, Gateshead Mr J Hattam	Prince Consort Road, Gateshead NE8 1LR Tel: 0191 490 1517	4-11	No	30	190
3327	St Joseph's RC VA Primary, Highfield Ms J Bircham	Whinfield Way, Highfield, Rowlands Gill NE39 2JE Tel: 01207 545 972	4-11	No	15	107
3328	St Mary & St Thomas Aquinas Catholic Primary - Miss E White	Stella Lane, Blaydon NE21 4NE Tel: 0191 414 3116	3-11	Yes	30	215
3333	St Mary's RC Primary Mr J Wheatley	Duckpool Lane, Whickham NE16 4HB Tel: 0191 420 5828	4-11	No	30	208
3318	St Oswald's RC VA Primary Mrs T Musgrove	Wrekenton, Gateshead NE9 7LH Tel: 0191 487 8641	3-11	Yes	30	198
3319	St Peter's RC VA Primary Mrs L Stokoe	Dryden Road, Gateshead NE9 5TU Tel: 0191 487 8233	4-11	No	30	212
3330	St Philip Neri RC Primary Mrs V Douglass	Ellison Road, Gateshead NE8 2QU Tel: 0191 460 4378	4-11	No	30	182
3339	St Wilfrid's RC VA Primary Mr J Philips	Old Fold Road, Gateshead NE10 0DJ Tel: 0191 477 1909	3-11	Yes	20	123

VOLUNTARY AIDED SECONDARY SCHOOLS

DfE Number	School / Head Teacher	Address and Phone Number	Age range	Sixth Form	PAN 2019	Estimated Number on Roll in Sept 2019
4605	Cardinal Hume Catholic School Mr N Hurn	Old Durham Road, Gateshead NE9 6RZ Tel: 0191 487 7638	11-18	Yes	225	1258
4606	St Thomas More Catholic School Mr J Parkinson	Croftdale Road, Blaydon NE21 4BQ Tel: 0191 499 0111	11-18	Yes	235	1241

SPECIALIST SCHOOLS

DfE Number	School / Head Teacher	Address and Phone Number	Age Range
7009	Dryden School (SLD/PMLD) Head Teacher / Federation Lead - Mrs D Winters	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 11 – 16
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	3 – 11
7007	Gibside School (LD) Mrs J Donovan	Burnthouse Lane, Whickham NE16 5AT Tel: 0191 441 0123	11 – 18
7008	Hill Top School (MLD/ASD) Head Teacher - Mrs L Coulson	Wealcroft, Leam Lane Estate, Gateshead NE10 8LT Tel: 0191 469 246	
7002	Cedars Academy (PD/ASD) Mr M Flowers	Ivy Lane, Low Fell, Gateshead NE9 6QD Tel: 0191 487 4595	3 – 19

KEY	Schools Catering for Children with
SEMH	Social, Emotional and Mental Health
MLD	Moderate Learning Difficulties
PD	Physical Difficulties
LD	Learning Difficulties
SLD	Severe Learning Difficulties
PMLD	Profound and Multiple Learning Difficulties
ASD	Autistic Spectrum Disorder

