

## **Gateshead Council Community and Voluntary Controlled Primary Schools Admission Policy 2019/20**

We allocate places at our Community Primary Infant and Junior Schools using our policy below and co-ordinate admissions to our schools using our co-ordinated admission scheme.

The policy is as follows:

- Your child will start school at the beginning of the academic year in which they will reach the age of five. (An academic year lasts from 1 September in one year to 31 August the following year). Children are entitled to a full time place as soon as they start school, however in most schools, the first term will include an induction period, (a period for your child to get used to school life gradually, generally from September to October). Although, you may request that your child attends school part-time until later in the school year, but not beyond the point that your child reaches compulsory school age.

In addition you may request that your child be admitted to school later in the school year following September 2019, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year.

- We will accept pupils up to the schools agreed Planned Admission Number for the year group unless we feel there are lawful grounds not to do so.

### **Admission of children outside their normal age group**

Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health or parents of summer born children (children born from 1 April 2015 to 31 August 2015).

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

Such requests must be made on the Common Application Form which is available from 10th September 2018. You must detail the circumstances of your case and include any supporting information from relevant professionals.

The LA will consider each case individually and you will be notified of the outcome of your request on 16th April 2019.

***Please refer to the Admission to Primary School booklet for further information regarding deferred entry and admission of children outside their normal age group.***

### **Oversubscription Criteria**

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

1. Children in Public Care (and as deemed under Section 22 of the Children Act 1989) 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\*).

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

(\*see definitions of our criteria in priority 1, 2 and 4 above in our parent's information booklet and at [www.gateshead.gov.uk](http://www.gateshead.gov.uk))

**Point 1**-We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. The evidence will be presented to the Primary Fair Access Panel for consideration. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

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

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

#### **Oakfield Junior School**

The school has the same oversubscription criteria as priorities 1 to 5 above, however, they have an additional criteria (7 in total). Criteria 6 is also different from that above. Please see below;

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

Criteria 6 Children that attend Oakfield Infant School.

Criteria 7 All other children.

#### **Address**

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

#### **Tie breaker**

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

### **Waiting list**

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

### **Important Dates**

The closing date for the return of applications is Tuesday **15 January 2019**..

From Monday 10th September 2018 you can apply for a place in a reception or Junior class for admission in September 2019 by applying on-line at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) you must submit your application by no later than Tuesday **15 January 2019**. Alternatively parents requiring a paper application form must ensure that they request it in sufficient time to complete and return it by no later than Tuesday **15 January 2019** to The School Admissions Team, Education Support Service, The Dryden Centre, Evistones Road, Gateshead, NE9 5UR.

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

### **Offer Date**

The offer day is Tuesday 16th April 2019, a letter will be sent to parents who are Gateshead residents by 2<sup>nd</sup> class post informing them of the school they have been offered for their child. Gateshead residents who apply on-line are informed by email on Tuesday 16<sup>th</sup> April 2019.

### **General Information and definitions**

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary school" booklet for 2019 available at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at The Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR.