

Starting school in 2015

Information for parents and carers
of children applying for reception
class places for September 2015

*Must read before
I apply for my
child's place!*



Find out more and apply for reception places
online at www.newcastle.gov.uk/admissions
The application deadline for reception 2015 is
midday, 15 January 2015.

Newcastle
City Council 

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The information in this booklet is correct at the time of going to print.
In exceptional circumstances the published arrangements may be subject to change.

Introduction

This booklet is aimed at parents and carers of Newcastle children who will start school in a reception class in September 2015.

Starting school can be an important step for your child and we realise that applying for places can be a difficult and stressful time. Newcastle City Council co-ordinates admissions to all Newcastle state schools and academies and we aim to make the system as simple as possible.

If your child does not live in Newcastle, please contact your home local authority (the authority you pay your council tax to) for details on how to apply. It is your responsibility to apply to the correct local authority.

The booklet explains:

- Who needs to apply for a reception place
- How to decide which schools to apply for
- How to apply
- How places will be allocated if there are more applications than places available
- When different stages of the process will take place
- What will happen if it is not possible to offer your child a place at your preferred school

Some of the words or terms used in this guidance may be unfamiliar to you, like "admission authority" or "state school". The glossary pages within this book will explain what most of these terms mean.

You must apply for a reception place by **midday 15 January 2015**. If you apply late, your child is very unlikely to be offered a place at your preferred school.

If you want to apply for a place in a school in-year, for example if you are moving to Newcastle outside of the usual transfer time, please refer to our separate "In Year" guide.

If you want to apply for a transfer place in middle, secondary or high school, please refer to our "Transferring School" guidance.

Help and advice

If you would like further information and advice before, during or after the offers process, please view our website at **www.newcastle.gov.uk/admissions** as this will always contain the most up to date information.

You can also contact us directly by:

Email at
admissions.information@newcastle.gov.uk

Phone on **0191 278 7878** (ask for "School Admissions")

Writing to:
Admissions and Information Service
Newcastle City Council
Room 225 Civic Centre
Barras Bridge
Newcastle
NE1 8QH

Admissions to nursery schools and classes

Admissions to a nursery school or class are not managed by the local authority. You must contact the setting directly for nursery admissions information including how and when to apply. Applications should be made directly to the early years setting.

Please note there are no feeder links between any nursery setting and how reception class places are allocated. There is no advantage in attending a specific pre-school setting. Children in a nursery class are not given priority for reception places in the school.

Search online for all pre-school provision in Newcastle at **www.newcastlefis.org.uk**

Important dates to remember: what happens when?

Date	Event
1 September 2014	Apply online from this date.
15 January 2015 (midday)	Closing date. You must apply by this date either online or by returning the paper application form. Any evidence to support your application must be submitted by this date.
20 February 2015	Last date for you to tell us about exceptional circumstances, such as a house move, for it to be considered in the process for 16 April.
16 April 2015 (National Offer Day)	If you applied online you can log into your application today to view and respond to your offer. Letters will be posted second class today to parents/carers who applied on paper.
17 April 2015	Waiting lists will be created. Everyone who applied on time and was not offered their first preference school will automatically be placed on the waiting list for all higher ranked schools. You must notify us in writing if you do not want to stay on a waiting list.
30 April 2015	Last date for accepting the place offered. If you do not respond we may withdraw the offer and reallocate the place to another child.
30 April 2015	Last date to tell us about a house move for it to be taken into account in first waiting list run on 15 May 2015.
8 May 2015	Last date to change your school preferences or submit a new application to be processed in the waiting list process on 5 June 2015.
15 May 2015	This is the day that any places that have become available since offer day will be reallocated. We will contact you if we can offer your child a higher preference school.
22 May 2015	Deadline to submit an appeal to ensure it will be heard before the end of the summer term.
29 May 2015	Deadline to respond to offers made from first waiting list process run.
29 May 2015	Last date to tell us about a house move for it to be taken into account in second waiting list run.
5 June 2015	The second (and final) waiting list process will run and successful applicants will be notified of results. Late applications and late changes will be included at this stage. Positions on waiting lists will change when information is merged and before offers are run.
6 June 2015	From this date, places will be reallocated as they become available according to waiting lists.
19 June 2015	Deadline to respond to offers from the second waiting list run.
June – July 2015	Appeals will be heard during this period
1 January 2016	All reception waiting lists are cleared. Parents must re-apply if you still wish your child to be on a waiting list for a Reception place.

Do I need to apply for a reception place?

Does every parent and carer who wants a reception place for their child have to apply?

Yes. All parents and carers need to apply for a reception place even if you have an older child at the school or your child is attending a school on a linked site. The only exception is if your child has a statement of special educational needs (SEN) naming a particular school.

Please note there is no automatic transfer from a school nursery class into the reception class, nor will a nursery child have priority for a place in the reception class. There is no advantage in attending a specific pre-school setting when reception places are allocated.

If you do not apply for reception, we will not offer you a reception class place.

Do I need to apply for a reception place if my child has special educational needs?

If your child has a Statement of special educational needs (SEN) (or one of the new Education Health and Care Plans) that names a particular school, you do not need to apply for a reception place as they will be admitted to the named school.

In all other circumstances you **must** apply for a reception class place.

Even if your child is being assessed for a possible placement in an Additionally Resourced Centre (ARC) or special school, you should apply for a reception class place in a mainstream school. There are limited places available in ARCs and special schools and it may not be possible that your child can be offered a place in either at this point in time. If you do not apply for a mainstream school, your child may not have a school place for September.

The majority of children with special educational needs are able to have their needs met at any mainstream school.

Your child's application will be assessed and ranked against the school's admission policy oversubscription criteria if there are more applicants than places available.

If you feel your child should attend a specific mainstream school on medical grounds and medical reasons are included in the admission policy (for example where the child or one or both parents has a disability that means that the child can only go to one school) you must provide a letter from an appropriate health professional by 15 January 2015 explaining why the named school is the **only** school that the child can attend. If the evidence is late it may not be considered when places are allocated.

The evidence will be assessed by the admission authority and either upheld or rejected. The case is unlikely to be upheld if the preferred school is not the child's nearest school. Please note no medical cases considered in 2014 prior to national offer day were upheld.

To help you decide which schools to apply for, read the information on their website which specifically explains the support they can provide to children with SEN or disabilities. Read their admissions policy and information about how places at the school were allocated in previous years. This will give you an idea how likely it is that your child would be offered a place. Arrange to visit the schools and talk to them about how they can support your child. We always advise that parents apply to their nearest non-faith school as you are more likely to be offered a place at that school. Find your nearest school using our online school finder at **www.newcastle.gov.uk/admissions**

Please note there is no automatic transfer from a school nursery class into the reception class, nor will any nursery child have priority for a place in the reception class. If your child is currently receiving additional support in a pre-school setting or is undergoing assessment, the professionals involved will share all this information with your child's new school.

Do not apply for a reception place at a specific school on the basis that it has an ARC because your child will not be admitted to the ARC in this way. Placements in ARCs and special schools are decided by an SEN Assessment Panel. Parents cannot apply for places in an ARC or special school.

If you have any specific concerns, please discuss these with the schools you are considering applying for and with the professionals supporting your child. Alternatively contact us on **0191 278 7878**.

When does my child have to start school?

Children born between 1 September 2010 and 31 August 2011 may start school in September 2015. Newcastle schools offer all children the opportunity of a whole year in reception regardless of their birthday.

Apply by midday on 15 January 2015 for a reception place for September 2015.

Children **must** be in full time education once they reach statutory school age. This starts from the term after the child's fifth birthday.

- Children becoming 5 years old between 1 September and 31 December are of statutory school age at the beginning of the term after 1 January.
- Children becoming 5 years old between 1 January and 31 March are of statutory school age at the beginning of the term after 1 April.
- Children becoming 5 years old between 1 April and 31 August are of statutory school age at the beginning of the term after 1 September.

Once you have a confirmed school place, it is possible to delay your child's start date until they reach statutory school age, but you must inform the Headteacher in writing that you wish to defer entry to the school.

Your child's place at the school will then be kept open for them to join at the later date. Your start date must be within the same school year.

Please bear in mind if you delay your child's start date that your child will be placed in a class of children who have already had the opportunity to adapt to school life and make friends in their class. You may not be able to keep your child in a nursery or other early years setting during this period.

Keeping your child at home until they reach statutory school age because you have not been offered a place at your preferred school will not increase your chances of being offered the preferred school. By the time your child reaches statutory school age, there may be no places left in schools close to home and the only place available for your child may be some distance away.

In exceptional cases it may be possible to delay entry to school for a full year or for a child to be placed in a different year group. This must be supported by evidence and agreed by both the local authority and the school admission authority. Places will not be kept open for an academic year; a new application should be made next year. Contact us to discuss.

If you wish to discuss educating your child at home, please contact us on 0191 278 7878.

How do I decide which schools to apply to?

How many schools can I apply for?

You can list up to four state schools, of any type, in any local authority on your application. Each school listed counts as a separate application so the more you list, the greater your chances of getting a preferred school. Before you apply for any school, read the school's admission arrangements to understand how places are allocated.

Is my child more likely to be offered a place if I only apply to one school?

No. It will not improve your chances. Don't waste the opportunity to apply for four schools!

We strongly advise you to use all your preferences so that you are considered for other schools if your first preference school is not successful. If you only name one school on your application and we are unable to offer your child a place there you will be offered an alternative school with spaces. This might not be near your home.

Which type of school can I apply for?

Academy	✓
Community	✓
Foundation	✓
Free	✓
Voluntary aided (faith)	✓
Voluntary controlled	✓
Independent	✗

You can apply for a reception place at any type of school on our application form except an independent school. Independent schools are funded through fees paid by parents. They set their own curriculum and admission policies. If you want to apply to an independent school you should contact the school direct.

The local authority co-ordinates the admissions process for every other type of school (these are called state schools) and will forward the applications on to the school if it is its own admissions authority.

Before you apply for any school, read the school's admission arrangements to understand how places are allocated. If there are more applications than places available, the school or local authority will apply these admission arrangements and allocate places accordingly up to the specified admission number.

You must submit any evidence required in the timescale requested. If you are applying for a school place for faith reasons, the school may ask you to provide evidence of faith. This may be a certificate of baptism, letter of support from a minister or faith leader, letter from a mosque or suitable equivalent. Schools will contact you directly for this information. It is therefore important that the information on your application form (such as address and telephone number) is correct and up to date.

If you apply for a state school and an independent school and are offered a place at both, please tell us which school place you are accepting. If you do not apply for a state school and your child is not offered a place at an independent school, you are unlikely to get a place at your preferred state school if you apply at a later date.

How are Newcastle schools organised?

Newcastle has both a two-tier and three-tier school system. These school systems have a different transfer age as shown below.

In the Gosforth, Great Park and Dinnington areas of Newcastle, children are educated in first schools (age 4 to 8) and transfer to middle school at the end of year 4 (age 9 to 12). From middle school children normally transfer to the Gosforth Academy at the end of year 8 (age 13).

In the rest of Newcastle, children are educated in a primary school from age 4 to 10 before transferring to secondary school at the end of year 6.

Most first and primary schools have a designated feeder link school to which pupils usually transfer. In order to secure a transfer place, parents have to apply in exactly the same way as parents applying for reception places.

To help you decide which schools to apply to,

- We advise you apply to your nearest non-faith school as one of your preferences as you are more likely to be offered a place at that school. Find your nearest school by looking in the directory section of this book, or by using our online schoolfinder at **www.newcastle.gov.uk/admissions**
- Carefully read the admission policy for the schools that you are interested in to understand how places are allocated. Different schools apply different rules. If the school you are interested in is popular, the admissions policy can give you a realistic idea of your chances of being offered a place.
- Consider the information about how places were allocated last year to see how likely it is that your child will be offered a place.
- Look at the school's website for general information including achievement and attainment tables, the latest inspection judgement, and open days.
- Make an appointment to visit the schools.
- Talk to your child and to friends with school age children but don't base your decision just on what other people say.
- You can find out about childcare including which after school providers pick up at the school at **www.newcastlefis.org.uk**

Please be aware that demand for places at particular schools varies from year to year. It is not possible to give firm indications of your chances of being offered a place. If your neighbour's children were given a place last year this does not mean you will definitely get a place this year.

Will my child be given priority for a Reception place in a school if I rank that school first on my application form?

No. Every application for a school is considered in exactly the same way against the school's admissions criteria regardless of whether it was ranked as first or fourth preference.

The order you list the schools only matters if we are able to offer you a place at more than one school, then we will offer you the school you ranked highest.

Please list your schools in order of preference with the school you most want first. If a place is available at more than one of your preferred schools, we will offer a place at the one that was listed highest.

It is important to understand that:

- Listing four schools of the same type (for example, faith schools) does not mean that your application for any of these schools will be looked at more favourably.
- Places are allocated by an electronic database based on the information provided by the parent or carer. Staff cannot influence results.

Will my child be given priority for a reception place if they currently attend the nursery class at the school?

No. There is no automatic transfer from a school nursery class into the reception class, nor will a nursery child have priority for a place in the reception class. There is no advantage in attending a specific pre-school setting when reception places are allocated.

What are infant class size limits?

The law states that no infant class should contain more than 30 children with a single qualified teacher. Children will be refused places if their admission would mean more than 30 children in a class. Infant class size limits apply to reception, year 1 and year 2 classes. Schools must comply with the infant class size limit.

The class size limit does not mean that all schools have to admit up to 30 children into each class. At some schools the size of classrooms and internal layout may mean that classes have to be smaller than 30.

Most schools in Newcastle have a reception intake of 30 (one class) or 60 (two classes).

In some schools 45 children are admitted into the reception year (usually taught in two classes) and then children are taught in mixed age classes in the older year groups of the school, in other words year 1 and year 2 children may be taught in the same classroom.

This means the 45 children from year 1 and 45 children from year 2 are brought together into three classes each of 30 pupils, which therefore complies with the infant class size limit of no more than 30 children with a qualified teacher. Where the school organises its classrooms in this way, a maximum of 45 children can be admitted into reception because of the impact in future years.

If a school you are interested in organises its classes in this way and it concerns you, talk to the school about how it works.

How do I apply for a school place?

The local authority (Newcastle City Council) is required by law to co-ordinate the admission process for all reception places in state schools and academies for all children living in Newcastle.

The co-ordinated arrangements ensure that every child is only offered one school place, by the home authority they live in.

If your child lives in Newcastle, applications for school places must be submitted to the city council. You need to apply to us even if you want to apply for a school place outside of Newcastle.

We will share your information with other admission authorities and they will inform us if a place can be offered. We will contact you on the outcome.

Apply for reception places online at
www.newcastle.gov.uk/admissions

The closing date for applications is midday on 15 January 2015.

Please note if you have applied online previously for an older child you will need to re-register to use the system to apply for a place for September 2015.

If you live in another local authority, you must apply to them even if you want a place in a Newcastle school. We can only process applications for children who live in Newcastle. It is your responsibility to apply to the correct local authority.

A paper application form can be found at the back of this booklet if you are unable to apply online.

Do I need to provide any proof to support my application?

If you are required to provide evidence to support your application, it will say so in the admissions policy for that school.

- If you are applying to a school for faith reasons they may ask you for proof of faith.
- If your child was looked after by the local authority and immediately afterwards was subject to an adoption, residence order or special guardianship order you must provide evidence of this by 15 January 2015 if you wish to be considered for a school place under this criterion.
- You may be asked to provide proof of your address.

You will need to submit any evidence in the timescale requested by the school or local authority or it may not be considered when allocating places.

What if my child needs to go to a named school for medical reasons?

Read the admission policy first to check whether medical reasons are given priority when places are allocated at the school. If it is not stated in the policy, the school cannot lawfully consider medical circumstances.

If medical reasons are included in the admission policy (for example where the child or one or both parents has a disability that means that the child can only go to one school) you must provide a letter from an appropriate health professional by 15 January 2015 explaining why the named school is the **only** school that the child can attend. If the evidence is late it may not be considered when places are allocated.

The evidence will be assessed by the admission authority and either upheld or rejected. The case is unlikely to be upheld if the preferred school is not the child's nearest school. Please note no medical cases considered in 2014 prior to national offer day were upheld.

If your child has special educational needs and you feel they should attend a specific mainstream school on medical grounds, please be aware that the case will be assessed on the same basis as described above. The majority of children with special educational needs are able to have their needs met at any mainstream school and your case is unlikely to be upheld.

Can I tell you my reason for wanting a particular school?

Yes but we can only look at information directly related to your application where it means that you qualify under an admission rule. Any other information will not be taken into account. "The school is easy to get to", "the school is near grandparents who will be helping with the school run", "cousins attend that school", "I've visited the school and really like it", "all my child's friends go there", "my child went to the school's nursery" are all examples of information that will not have any bearing on your application.

Which address should I use for my child's application?

By law **you must use the permanent address at the time of application** at which your child is living with a parent or the person with parental responsibility. The address of a childminder or relatives must not be used. We carry out address checks and may ask for additional proof of address. Using a false address is taken extremely seriously (it is committing fraud). If not convinced your address is genuine, we will withdraw any offer of a school place and may take other further action.

If your child lives at more than one address Monday to Friday (for example due to a separation) the address used should be where your child lives most of the time. Only one address can be used. If your child lives at two addresses, the address of the parent/carer that claims the child benefit or child tax credit will be considered to be the child's main address.

What happens if I move house?

The address you give on your child's application must be your child's permanent address **at the time of application**.

If you move house after submitting your application, write to us with proof of your new address which can be (1) a letter from your solicitor (or builder if your house is a new build) confirming your completion date or (2) a signed rental agreement that shows the start of your tenancy. You must also provide proof that you and your child are resident at the new address and evidence that you have sold or are in the process of selling your current property or that your current lease agreement has ended.

- For your new address to be used for national offer day we must have received evidence by 20 February 2015 which confirms your completion date or tenancy is in place by 20 February 2015.

- For a new address to be used for the first waiting list run we must have received evidence by 30 April 2015 which confirms your completion date or tenancy is in place by 30 April 2015.
- For a new address to be used for the second waiting list run we must have received evidence by 29 May 2015 which confirms your completion date or tenancy is in place by 29 May 2015.

We are a service family being posted to Newcastle. How do we apply for a school place?

You should apply for a school in the usual way. Every effort will be made to try and ensure that service families are offered a place in their nearest suitable school.

What do I need in order to apply online?

You need access to the internet and an email account. The local authority offers free internet access at all libraries and customer service centres.

We encourage you to apply online because:

- Applying online is quick and easy to do.
- You will get email confirmation that your application has been received.
- There is no risk that your application will get lost in the post.
- The system has security procedures that prevent anyone seeing information they are not entitled to.
- You can check or change the details on your application up until the closing date. (Remember to resubmit your application if you do this.)
- Every time you change your online application, you will receive an email confirmation.
- The system is available 24 hours a day 7 days a week up until the closing date of midday 15 January 2015.
- You can log in to your application on offer day to see which school your child has been offered.
- You can accept the place offered online.

Apply for reception places online at **www.newcastle.gov.uk/admissions**

Please note if you have applied online previously for an older child you will need to re-register to use the system to apply for a place for September 2015.

Where can I get help to fill in my application?

You can get help filling in your application from one of the city's Customer Service Centres or alternatively from a school.

If I apply online should I submit a paper form as well?

No. You should submit one application. Do not submit both a paper application and an online application. Duplicate information can slow the process down. A paper application form can be found at the back of this booklet if you are unable to apply online.

How will I know if you have received my application?

Applications made online will be acknowledged by return email. Online application is a secure process with no risk that the application will get lost in the post.

If you submit a paper application form we are unable to provide a receipt unless you include a stamped addressed envelope. You are strongly advised to obtain proof of postage in case it is lost in the post. Make sure that you use the correct postage or the post office will not deliver the envelope and it may not arrive to us before the closing date. It is your responsibility to ensure that your application is submitted on time.

Can I change my preferences after submitting my application?

If you apply online you can change your preferences online up to the closing date of midday on 15 January 2015. Remember to resubmit your form. You will get a confirmation email each time you do this.

If you submitted a paper application, you will need to inform us in writing about any changes to your preferences before the closing date of 15 January 2015.

Please include your child's full name and date of birth in any correspondence.

If you want to change your preferences after the closing date, you will have to send us a new paper form. Your original application will be cancelled and replaced with your new application. The new application will be classed as late and will not be processed until the second waiting list on 5 June 2015.

Will it make a difference if my application is submitted late?

Yes. If your application is received after 15 January 2015, it will be processed after we have processed all the on time applications. You are unlikely to get a place at one of the schools listed on your form and you will not receive your school offer until 5 June 2015.

Evidence must also be submitted on time or will not be considered.

What happens if someone uses a fraudulent address or gives other false information on their application?

Every year we have cases where parents give false information about their home address to get a place at a particular school.

You must make sure that everything you tell us is true and accurate. We carry out address checks and may ask for additional proof of address. Using a false address is taken extremely seriously (it is committing fraud). If not convinced your address is genuine and your child has not yet started school we will withdraw any offer of a school place and may take other further action. If the place is not removed because the child has been attending the school for some time, we will cancel the sibling link for any other children in that family.

We do all we can to make sure that fraud does not happen because it can prevent genuine applicants from getting a place at a school. If you have any concerns or information about the use of fraudulent addresses or other false information, please contact us in confidence.

Key points to remember

Some of our schools are very popular. Be realistic about your chances of getting a school place before you apply.

Use the information about offers from last year as a guide to whether you might be offered a place this year. In 2014 483 parents who applied on time did not get offered their first preference school and 167 were not offered any of their preferred schools.

How do you process my application?

Each school you list on your form is considered as a separate application.

Every application is considered in exactly the same way against the school's admissions criteria regardless of whether it is ranked as first or fourth preference. The order you list the schools only matters if we are able to offer you a place at more than one school, then we will offer you the school you ranked highest. This is a legal requirement and is called equal preference.

- Our computer system is set up to apply the arrangements for schools that use the local authority admission policy.
- We will be told if another admission authority (such as an academy, faith school or another local authority) can offer your child a place.
- We will co-ordinate the information from each admission authority and ensure that every child is only offered one place.
- If just one school you applied for can offer your child a place, then that is where we will offer the place.
- If more than one school can offer your child a place we will offer you a place at the school you listed highest on your form.
- If two children have an equal right to a place, the place will be offered to the older child. The remaining child will be offered an alternative school.
- If your child is not eligible for a place at any of your preferred schools, we will offer the nearest alternative school with a space.
- We repeat these steps until every child has been offered a place.

Is a first come, first served system used to allocate places?

No. All applications received by the closing date of midday on 15 January 2015 will be considered together in the first round.

How are places allocated?

If there are enough places then they will be offered to all applicants. If the school is over-subscribed, places will be allocated according to the admission arrangements for that school.

Places will be offered up to the admission number. The admission number for each school is shown in the schools' information. This number is the maximum number of children the school can take in the reception class. It takes into account the size of the school and is calculated using a formula from the government.

If we cannot offer your child a place at any of your preferred schools, you will be offered a place at the nearest school to your home address with places still available.

Offer day and beyond

Please do not phone us because offer information will not be given out by phone. We are also unable to tell you where your child sits on a waiting list as your child's position on the waiting list will change as new applications are received.

Please note we will only discuss admission related queries with the parent or carer who submitted the application unless we are given consent in writing by the parent/carers to discuss the application with another relative or carer who contacts us.

Offers and acceptances for online applications

If you apply online, you can log into your application on national offer day, **16 April 2015**, to find out the school we have offered your child. Follow the instructions online to accept or decline the school place by 30 April 2015.

Offers and acceptances for paper applications

If you applied on paper you will be sent a letter telling you the name of the school we are offering your child. The letter will be posted by second class post on 16 April 2015 to the address on your original application. If you

have moved address since applying please ensure you have arrangements in place to have your post redirected.

You must return the response form and confirm whether you wish to accept or refuse the school place by 30 April 2015. If you do not respond by this date we may withdraw the offer and reallocate the place to another child.

What can I do if my child is not offered a place at my preferred school and I am not happy with the school offered?

If you are not offered your highest preference, you are advised to accept the school place you have been offered to ensure your child has a school place for September 2015. Accepting the place offered will not affect your chance of getting a place at a school you prefer more, either through the waiting list process or through an appeal.

If we do not offer your highest preference, your child will automatically go on the waiting list for any school ranked higher than the school we did offer. For example if you are offered your third ranked preference you will be placed on a waiting list for the schools you ranked first and second. If a place becomes available at a later date, we will withdraw the current offer, even after you have accepted it, and offer your child a place in the higher preference school. At any point you may only have one school offer.

The above process will happen automatically. If you do not want to go on the waiting lists for higher preference schools you must let us know in writing or you could lose the place you were originally offered at the lower ranked school (see below).

Waiting lists are ranked in line with the school's oversubscription criteria, not based on the date the application was received. Your child's position on a waiting list will therefore change over time.

What happens if you offer me a lower preference school but I am happy to accept the place and do not want to remain on the waiting list/s for higher preference schools?

If you are happy to do so, you must accept the offer of the lower ranked school within 10 days **and** you must also let us know in writing that you want your child removed from the waiting list for the initially higher ranked school/s. If you do not do so, your child will automatically be added

to the waiting list/s for the higher ranked school/s. And if a place becomes available at a later date we will withdraw the current offer for the lower ranked school and offer your child a place in the higher preference school.

How many waiting lists can I be on?

Newcastle parents can have a maximum of four waiting list preferences, including schools within and outside Newcastle. The number will depend on which ranked preference you were offered.

When will places that have become available since offer day be reallocated?

The first waiting list process run will take place on 15 May 2015. If you are successful in gaining a place we will contact you with your new offer. Please do not call us because offer information will not be given by telephone.

Only applications received on time will be included in the first run. Late applications and changes will be included in the second waiting list process run and applicants will be notified of offers on 5 June 2015.

Can I change my preferred schools after offer day?

Yes. If you wish to change your preferences, for example to apply for a school that was not included on your initial application form, you must make a new application. You should not apply to the individual school directly.

The new form will cancel and replace your initial application. If you wish to keep any of your initial preferences they must be included in any updated application.

We must receive the new application before 8 May 2015 in order for your child to be included in the second run of the waiting list process on 5 June 2015. We will contact you if we can offer a higher preference.

After this date we will add new applications on to waiting lists and reallocate school places from waiting lists, as and when vacancies occur.

Waiting lists are ranked in line with the school's oversubscription criteria, not based on the date the application was received. Your child may therefore go up or down the waiting list for any school.

Can the offer of a place be withdrawn?

We reserve the right to withdraw an offer of a place in certain circumstances. By submitting your application you are stating that the information given is true and accurate.

Examples of when a place could be withdrawn include:

- Where you have given fraudulent or intentionally misleading information such as a false address.
- Where you have not responded to an offer within the stated timescale.
- Where the offer has been made in error by the local authority for a school which is its own admission authority.

We will also withdraw offers if we are able to offer a higher preference school (see above). We will remove the offer for any lower preference school even if you have accepted the place unless you inform us in writing that you wish to be removed from the waiting list for the higher preference school.

If an offer is withdrawn as a result of fraudulent or misleading information, you will need to reapply using the correct information. If a place is subsequently refused when your application is reconsidered, you have a right of appeal.

Appeals

If you are not offered a place for your child at your preferred school you have the right to appeal against the decision to an Independent Appeals Panel.

- If you want to appeal for more than one school you will need to appeal separately for each one.
- You can only appeal for a school if you have applied and been refused admission to the school.
- You cannot appeal if an offer is removed on the grounds of misleading or fraudulent information, unless you reapply for the school using the correct information and a place is subsequently refused.
- You will not improve your chances of winning an appeal by refusing the allocated alternative school place.
- Submitting an appeal does not affect your position on the waiting list.

Appeals forms should be returned by 22 May 2015 to ensure the appeal will be heard before the end of the school year. Appeals submitted after this date may not be heard until September 2015.

Parents are advised to consider their case carefully and seek independent advice from the Appeals Service by email to schoolappeals@newcastle.gov.uk or phone **0191 277 7427**.

An appeals panel has very limited grounds to allow an appeal for reception, year 1 and year 2 because of the statutory class size limit of 30 children per class. For more information about infant class size limits see page 8.

Home to school travel

Travel to school

Parents and guardians have a legal duty to ensure that their children attend school regularly and are able to get there and back safely. Newcastle City Council will only make arrangements for free home to school travel for pupils who meet the legal entitlement.

Walking, cycling and the use of public transport will be promoted with a view to improving road safety, developing independence, encouraging health benefits from increased activity and exercise and reducing traffic congestion and associated pollution.

It is the responsibility of the parent or carer to ensure that their child gets to and from school at the required time each day, and to accompany them if necessary. A parent or carer's social or work commitments are not a consideration when considering eligibility for free school travel.

Free home to school travel

We do not provide any home to school travel arrangements for children under the age of five as they can travel free on public transport.

Free travel will be provided to eligible pupils over 5 years of age in the form of a travel permit which is valid for a return journey on public transport from home to school on school days. We will not pay the fare for any accompanying adult.

Very few children are entitled to free home to school travel. Free travel for reception age children is generally only available to:

- Children who are attending their nearest suitable Newcastle school, where the distance from home to school is over the statutory walking distance of 2 miles.
- Children from low income families with a proven faith who are attending their nearest Newcastle faith school where the walking distance from home to school is between 2 and 15 miles.
- Children who are attending their nearest suitable Newcastle school where the distance from home to school is less than the statutory walking distance but the route to school is considered unsafe for the child accompanied as necessary to walk with reasonable safety.

For more information and to apply for free home to school travel, see www.newcastle.gov.uk/freeschooltravel

Free home to school travel for children with special educational needs (SEN)

Parents and carers hold the responsibility to ensure children and young people get safely to school. This is true for learners with SEN and disabilities, many of whom travel to school without additional support from the Local Authority.

In exceptional circumstances, some families will need additional support for an agreed period of time. For more information see www.newcastle.gov.uk/freeschooltravel

A statement of special educational needs or attendance at a special school or Additionally Resourced Centre does not guarantee travel or transport support. It is a pupil's individual needs that will determine their entitlement, rather than whether or not a statement is held.

If a pupil cannot reasonably walk to school, parents will be encouraged to use their own transport to take their child to and from school. If a motability car has been provided for the benefit of the pupil, this will be taken into account in determining any transport arrangements. The offer of a Personal Transport Budget (PTB) will be explored as the primary offer to families. Transport by taxi or minibus will only be provided in exceptional cases if there is no suitable alternative.

Where home to school transport is provided it is the parent's responsibility to ensure that the pupil is ready for collection at the agreed time and place. They should be accompanied by a responsible person until transport arrives and collected at the agreed time.

Help with the costs of attending school

Universal Infant Free School Meals

From September 2014 all reception, year 1 and year 2 children will be provided with a Universal Infant Free School Meal. You will need to register with your child's school in order for your child to get the free meal.

Help with school expenses for families on low income

If your family is on a low income, your child's school may be able to access additional funding called the pupil premium to help with school expenses and resources to support your child. When you register for your child's free school meal, they will ask you some income related questions in order that they can assess your eligibility for pupil premium.

The income criteria for pupil premium are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related employment and support allowance
- Support from the National Asylum Support Service under part VI of the Immigrations and Asylum Act 1999
- Child Tax Credit with no element of Working Tax Credit and a household income below £16,190
- The Guaranteed element of State Pension Credit

School clothing grant

There is no financial support available from the local authority towards the cost of school uniform. Each school will have its own school uniform policy and may provide help with low cost or second hand clothing.

Customer service, comments and complaints

We will respond to enquiries as soon as possible. If you contact us by phone, we aim to answer your enquiry within three working days. If you contact us by letter or email, we aim to respond within ten working days. Whilst we aim to respond as quickly as we can, it may not always be possible to do so, particularly at peak times.

Complaints, comments or suggestions

We value customer feedback on ways we can improve the information, advice and support we provide for parents. Please contact us by email, phone or post with any comments.

If you have a complaint about the service please contact us in the first instance on **0191 278 7878** or email to **admissions.information@newcastle.gov.uk** to discuss the problem. Usually most cases can be resolved in this way.

When you tell us what you are not happy with, we can try to put things right. In future, we can try to get it right first time. We will treat your complaint seriously and deal with your complaint positively. If you wish to make a formal complaint, you can:

- email **complaints@newcastle.gov.uk**
- phone **0191 278 7878** and ask for "Complaints".

Data protection and security

In addition to processing your application for a school place, under the data protection legislation we may use your application information to co-operate with our partners in health and youth justice to improve the wellbeing of children in the Newcastle area as required by the Children Act 2004. Information sharing between partner organisations is sometimes necessary to help provide better services.

In accordance with the Admissions Code, we are required to publish statistical data about the number of applications for places at each school, the number which were successful and the criteria under which they were accepted.

All admissions application data is stored, maintained and transferred by secure methods in accordance with the Data Protection Act. The online school admission system is regularly independently tested to guard against unauthorised entry.

Glossary (Explanation of terms)

The terms and abbreviations used in this booklet can be unfamiliar. These explanations should help but if you require further information please phone 0191 278 7878.

Academies

Academies are state schools which receive their funding direct from central government. The academy trust is responsible for determining the admission arrangements and for allocating school places.

Admission authority

The admission authority is the legally accountable body responsible for setting the school's admission arrangements and allocating places in line with the published admission arrangements.

- The local authority (Newcastle City Council) is the admissions authority for community and voluntary controlled schools in the city.
- The governing body is the admissions authority for foundation and voluntary aided (faith) schools.
- The academy trust is the admissions authority for an academy or free school.

Admission arrangements

The procedures, practices and oversubscription criteria used to decide how school places are allocated.

Admission (oversubscription) criteria

These are the rules that decide which children will be given priority where there are more applications than places.

Adoption Order

A court decision which makes the adoption legal and permanent and gives the adopters parental right and responsibility for the child. The child is given the same rights as though they were the adopters' birth child.

Child Arrangements Orders

Under the provisions of the Children and Families Act 2014 residence orders for previously looked after children have now been replaced by child arrangements orders.

Common application form

The single form parents must complete and submit to local authorities listing their preferred schools for reception 2015.

Community schools

These schools are maintained fully by the local authority (LA). The LA is the admission authority and is responsible for determining the admission arrangements and for allocating school places.

Feeder link

Most first and primary schools have a designated feeder link school to which pupils usually transfer. In order to secure a transfer place at the feeder link school, parents have to apply in exactly the same way as parents apply for reception places.

First schools

These schools are for pupils aged 4 to 8 years. In Newcastle there are first schools in the Gosforth area only.

Foundation schools

Foundation schools are funded by central government via the Local Authority, and do not charge fees to students. Pupils follow the National Curriculum. The governing body employs the staff and has responsibility for admissions to the school.

Free schools

These are types of state funded academies, independent of local authorities. Free Schools do not have to follow the National Curriculum.

Governing bodies

These are bodies with responsibility for the performance, framework and standards under which schools are expected to operate. In academies and free schools, the academy trust holds the equivalent responsibility.

Home local authority

The home local authority is the local authority where the child lives permanently (the council you pay your council tax to).

Infant class size limit

The law states that no infant class should contain more than 30 children with a single teacher. Children will therefore be refused places if their admission would mean more than 30 children in a class. Infant class size limits apply to reception, year 1 and year 2 classes. Schools must comply with the infant class size limit.

The class size limit does not mean that all schools have to admit up to 30 children into each class. At some schools the size of classrooms and internal layout may mean that classes have to be smaller than 30.

Local Authority

Your local authority is your local council (the council you pay your council tax to).

Looked After Child

A child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

Middle schools

These schools are for pupils aged between 9 and 13 years. In Newcastle there are middle schools in the Gosforth area only.

Oversubscription

This means that there have been more applications than there are places at the school.

Parent/carer

This is the person with parental responsibility for a child under the definition of "parent" as set out in Section 576 of the Education Act 1996.

Parental responsibility

The mother of a child usually has parental responsibility. The father also has parental responsibility if named on the birth certificate or by agreement with the mother, or by court order. Parents do not lose parental responsibility if they divorce.

Parents who share responsibility for the care of their child are expected to agree school preferences between themselves. In the event of a dispute, the local authority will accept the preferences of the parent to whom the child benefit is paid.

Preference

A school you would like your child to be considered for a place at, in effect an 'application' to a school.

Primary schools

These schools are for children aged 4 to 10 years.

Published Admission number (PAN)

The number of school places available in the normal year of entry in the school.

Residence Order

A court order settling the arrangements as to the person with whom a child is to live.

A person with a residence order can take most of the decisions that a parent can take about a child's care and upbringing. However they share parental responsibility with the child's mother and also with his or her father if he has ever been married to the mother or he has acquired parental responsibility if they were never married.

Under the provisions of the Children and Families Act 2014 residence orders for previously looked after children have now been replaced by child arrangements orders.

Special Guardianship Order

A legal order appointing one or more individuals to be a child's 'special guardian'. The special guardian has parental responsibility, which can be exercised to the exclusion of any other person with parental responsibility apart from another special guardian. The special guardian has responsibility for day to day decisions relating to a child's care and upbringing.

State schools

All children in England between the ages of 5 and 16 are entitled to a free place at a state school. State schools are funded by the government and are regularly inspected by Ofsted. They include community, foundation, free schools, voluntary aided (faith) and voluntary controlled schools and academies.

The main difference between the different types of state school is in how they are managed and whether the local authority, or the governing body/academy trust, is accountable for decision making including agreeing policy and curriculum, setting term dates and employing staff.

Statement of Special Educational Needs (SEN)

A legal document issued by the local authority for children with particular and significant needs. This outlines how the child will be supported and can include a named school that is suitable for providing education for that child. (Note From September 2014 Statements are being replaced by Education, Health and Care Plans over a phased 3-year period).

Studio School

Studio Schools are designed for 14-19 year olds of all abilities. They are small schools for 300 students; and with year-round opening and a 9-5 working day, they feel more like a workplace than a school. Working closely with local employers, Studio Schools offer a range of academic and vocational qualifications including GCSEs in English, Maths and Science, as well as paid work placements linked directly to employment opportunities in the local area.

Statutory school age

Parents and carers of a child of statutory school age (also known as compulsory school age) have a legal duty to provide them with an education. A child is of statutory school age on the 1st January, 1st April or 1st September after their fifth birthday.

- Children becoming 5 years old between 1 September and 31 December are of statutory school age at the beginning of the term after 1 January.
- Children becoming 5 years old between 1 January and 31 March are of statutory school age at the beginning of the term after 1 April.
- Children becoming 5 years old between 1 April and 31 August are of statutory school age at the beginning of the term after 1 September.

A person stops being of statutory school age on the last Friday in June during the year that he/she becomes 16 years old, as long as the child's birthday is before the beginning of the next school year. If his/her 16th birthday falls after the start of the new school year, he/she is still of statutory school age until the end of the last Friday in June of the following year. There are no exceptions.

Legislation now requires all young people to stay in a designated learning environment until the age of 18 from 2015 onwards. This is called "Raising the Participation Age" or RPA. This does not affect the statutory school age but places young people under the age of 18 under a duty to participate in education or training.

Under-subscription

This means that there have been fewer applications than the number of places available.

A **Voluntary Aided (Faith) school** is run by the governing body who are responsible for deciding the admission arrangements and allocating school places.

A **Voluntary Controlled School** is run by the local authority in partnership with another organisation. The local authority are the admission authority and responsible for deciding the admission arrangements and allocating school places.

Directory of Newcastle first and primary schools

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
Archbishop Runcie C of E First School Mrs J Robson	✉ Christon Road, Gosforth, Newcastle upon Tyne, NE3 1US ☎ 0191 285 2663 @ admin@archbishop.newcastle.sch.uk www.archbishop.newcastle.sch.uk	Voluntary aided Church of England	150	30	3-9	Yes	Gosforth Central Middle School	3471
Archibald First School Mrs J Bayes	✉ Archibald Street, Gosforth, Newcastle upon Tyne, NE3 1EB ☎ 0191 285 1957 @ admin@archibald.newcastle.sch.uk www.archibald.newcastle.sch.uk	Foundation	300	60	3-9	Yes	Gosforth Junior High Academy	2001
Atkinson Road Primary Academy Mrs A O'Neill	✉ Atkinson Road, Newcastle upon Tyne, NE4 8XT ☎ 0191 273 0452 @ admin@atkinsonrd.newcastle.sch.uk www.atkinsonroadacademy.com	Academy	395	60	4-11	No	Excelsior Academy	2010
Beech Hill Primary School Dame N Nelson-Taylor	✉ Linhope Road, West Denton, Newcastle upon Tyne, NE5 2LW ☎ 0191 267 8113 @ admin@beechhill.newcastle.sch.uk www.beechhill.newcastle.sch.uk	Foundation	358	60	3-11	Yes	Walbottle Campus	2004
Benton Park Primary School Miss A Witherow	✉ Corchester Walk, Newcastle upon Tyne, NE7 7SS ☎ 0191 266 5122 @ admin@bentonpark.newcastle.sch.uk www.bentonparkprimary.org	Community (proposed to become foundation school in 2014/15)	296	45	3-11	Yes	Heaton Manor School	2050
Bridgewater Primary School Mrs S Robson	✉ Delaval Road, Newcastle upon Tyne, NE15 6NL ☎ 0191 274 5290 @ admin@bridgewater.newcastle.sch.uk www.bridgewater.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	221	45	3-11	Yes	Excelsior Academy	2210
Broadway East First School Ms H McKenna	✉ Broadway East, Gosforth, Newcastle upon Tyne, NE3 5JQ ☎ 0191 285 5141 @ admin@broadway.newcastle.sch.uk www.broadway.newcastle.sch.uk	Foundation	221	45	4-9	No	Gosforth East Middle School	2006
Broadwood Primary School Executive Principal: Mr M Tinsley Acting Headteacher: Mr K Morrison	✉ Broadwood Road, Denton Burn, Newcastle upon Tyne, NE15 7TB ☎ 0191 274 1684 @ admin@broadwood.newcastle.sch.uk www.broadwood.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	259	60	3-11	Yes	Excelsior Academy	2225

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
Brunton First School Mrs G McKay	✉ Roseden Way, Newcastle Great Park, Newcastle upon Tyne NE13 9BD ☎ 0191 217 0045 @ admin@bruntonfirst.newcastle.sch.uk www.bruntonfirst.newcastle.sch.uk	Foundation	240	60	4-9	No	Gosforth Junior High Academy	3875
Byker Primary School Mrs L Bradley	✉ Commercial Road, Byker, Newcastle upon Tyne, NE6 2AT ☎ 0191 265 6906 @ admin@byker.newcastle.sch.uk www.byker.newcastle.sch.uk	Community	308	60	3-11	Yes	Benfield	2032
Canning Street Primary School Mrs H Campbell	✉ Wellfield Road, Newcastle upon Tyne, NE4 8PA ☎ 0191 273 5465 @ admin@canning.newcastle.sch.uk www.canning.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	409	60	3-11	Yes	Excelsior Academy	2090
Central Walker CE Voluntary Controlled Primary School Acting Headteacher: Mrs B Redhead	✉ Lancefield Avenue, Walker, Newcastle upon Tyne, NE6 2NP ☎ 0191 224 0222 @ admin@centralwalkerce.newcastle.sch.uk	Voluntary controlled Church of England	343	60	3-11	Yes	Walker Technology College	3876
Cheviot Primary School Mrs C Tetley	✉ Yetholm Place, Newbiggin Hall, Newcastle upon Tyne, NE5 4EB ☎ 0191 286 9324 @ admin@cheviot.newcastle.sch.uk www.cheviot.newcastle.sch.uk	Foundation	162	30	3-11	Yes	Kenton school	2018
Chillingham Road Primary School Mrs K Elliott	✉ Ninth Avenue, Heaton, Newcastle upon Tyne, NE6 5XX ☎ 0191 265 5940 @ admin@chillingham.newcastle.sch.uk www.chillingham.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	192	30	3-11	Yes	Heaton Manor School	2100
Christ Church CE Primary School Ms S Furno	✉ Shieldfield Green, Shieldfield, Newcastle upon Tyne, NE2 1XA ☎ 0191 232 8054 @ admin@christchurch.newcastle.sch.uk www.christchurch.newcastle.sch.uk	Voluntary aided Church of England	99	20	3-11	Yes	Heaton Manor School	3321
Cragside Primary School Mr M Howard	✉ Cragside, Newcastle upon Tyne, NE7 7EL ☎ 0191 266 8389 @ admin@cragside.newcastle.sch.uk www.cragsideprimary.org	Community (proposed to become foundation school in 2014/15)	415	60	4-11	No	Heaton Manor School	2170
Dinnington First School Mrs A Farrar	✉ Sycamore Avenue, Dinnington, Newcastle upon Tyne, NE13 7JY ☎ 01661 822457 @ admin@dinnington.newcastle.sch.uk www.dinnington.newcastle.sch.uk	Foundation	145	30	3-9	Yes	Gosforth East Middle School	2000

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
English Martyrs' RC Primary School Mrs E Lomax	✉ Beaufront Gardens, Fenham Newcastle upon Tyne, NE5 2SA ☎ 0191 274 7463 @ admin@englishmartyrs.newcastle.sch.uk www.englishmartyrs.newcastle.sch.uk	Voluntary aided Catholic	420	60	3-11	Yes	Sacred Heart (girls) or St Cuthbert's (boys)	3650
Excelsior Academy Executive Principal: Mrs P Marshall Head of Primary School: Mrs C de Oliveira	✉ Denton Road, Newcastle upon Tyne, NE15 6AF ☎ 0191 228 8400 @ info@excelsiornewcastle.org.uk www.excelsiornewcastle.org.uk	Academy	45 (Rec and Y1 only)	30	4-18	No	Excelsior Academy (automatic transfer 'through' school)	6905
Farne Primary School Mr L Gallon	✉ Marsden Lane, Newcastle upon Tyne, NE5 4AP ☎ 0191 286 0268 @ admin@farne.newcastle.sch.uk www.farne.newcastle.sch.uk	Foundation	204	30	3-11	Yes	Kenton School	2027
Gosforth Park First School Mrs J Sara	✉ Broadway East, Gosforth, Newcastle upon Tyne, NE3 5JQ ☎ 0191 285 2559 @ admin@gosforthpark.newcastle.sch.uk www.gosforthpark.newcastle.sch.uk	Foundation	224	45	3-9	Yes	Gosforth East Middle School	2005
Grange First School Mr M Ward	✉ Norham Road, Gosforth, Newcastle upon Tyne, NE3 2NP ☎ 0191 285 2954 @ admin@grange.newcastle.sch.uk www.grange.newcastle.sch.uk	Foundation	149	30	3-9	Yes	Gosforth Central Middle School	2009
Hawthorn Primary School Ms J Cowgill	✉ Park Close, Elswick, Newcastle upon Tyne, NE4 6SB ☎ 0191 273 4237 @ admin@hawthorn.newcastle.sch.uk www.hawthorne.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	207	30	4-11	No	Excelsior Academy	2080
Hilton Primary Academy Mrs S Davison	✉ Hilton Avenue, Blakelaw, Newcastle Upon Tyne, NE5 3RN ☎ 0191 286 9297 @ admin@hiltonacademy.org www.hiltonacademy.org	Academy	349	60	3-11	Yes	Kenton School	2011
Hotspur Primary School Mr M Wallis-Clarke	✉ Mowbray Street, Newcastle Upon Tyne, NE6 5PA ☎ 0191 276 2762 @ admin@hotspur.newcastle.sch.uk www.hotspurprimary.com	Community (proposed to become foundation school in 2014/15)	368	60	3-11	Yes	Heaton Manor School	2998

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
Kenton Bar Primary School Mr T Leonard	✉ Ryal Walk, Kenton Bar, Newcastle Upon Tyne, NE3 3YF ☎ 0191 286 0536 @ admin@kentonbar.newcastle.sch.uk www.kentonbar.newcastle.sch.uk	Foundation	271	45	3-11	Yes	Kenton School	2995
Kingston Park Primary School Mrs J Evans	✉ Cranleigh Avenue, Kingston Park, Newcastle upon Tyne, NE3 2EL ☎ 0191 214 0363 @ admin@kingstonpk.newcastle.sch.uk www.kingstonpk.newcastle.sch.uk	Foundation	405	60	3-11	Yes	Kenton School	2996
Knoplaw Primary School Ms L Simpson	✉ Hillhead Parkway, Newcastle upon Tyne, NE5 1DS ☎ 0191 267 4453 @ admin@knoplaw.newcastle.sch.uk www.knoplaw.newcastle.sch.uk	Foundation	406	60	4-11	No	Walbottle Campus	2016
Lemington Riverside Primary School Mrs S Hall	✉ Rokeby Street, Lemington, Newcastle upon Tyne, NE15 8RR ☎ 0191 267 4315 @ admin@lemingtonriverside.newcastle.sch.uk www.lemingtonriverside.newcastle.sch.uk	Foundation	137	45	3-11	Yes	Walbottle Campus	2030
Milecastle Primary School Mrs L Rae	✉ Hillhead Parkway, Newcastle upon Tyne, NE5 1LH ☎ 0191 267 4510 @ admin@milecastle.newcastle.sch.uk www.milecastle.newcastle.sch.uk	Foundation	248	30	4-11	No	Walbottle Campus	2017
Moorside Community Primary Executive Principal: Mr P Wilkins Head of School: Ms L Hall	✉ Beaconsfield Street, Newcastle upon Tyne, NE4 5AW ☎ 0191 272 0239 @ admin@moorside.newcastle.sch.uk www.arthurshill.newcastle.sch.uk	Community (Federated with Westgate Hill under the Arthur's Hill Federation)	409	60	3-11	Yes	Excelsior Academy	2999
Mountfield Primary School Mr D Atkinson	✉ Kirkwood Drive, Kenton, Newcastle upon Tyne, NE3 3AT ☎ 0191 285 3793 @ admin@mountfield.newcastle.sch.uk www.mountfield.newcastle.sch.uk	Foundation	181	30	3-11	Yes	Kenton School	2462
Newburn Manor Primary School Mrs J McFadyen	✉ 41 Townfield Gardens, Newburn, Newcastle upon Tyne, NE15 8PY ☎ 0191 267 4533 @ admin@newburnmanorprimary.newcastle.sch.uk www.newburnmanorprimary.co.uk	Foundation	201	30	4-11	No	Walbottle Campus	2014
North Fawdon Primary School Mrs A Cairns	✉ Brotherlee Road, Fawdon, Newcastle upon Tyne, NE3 2SL ☎ 0191 285 1350 @ admin@northfawdon.newcastle.sch.uk www.northfawdon.newcastle.sch.uk	Foundation	147	30	3-11	Yes	Kenton School	2300

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
Our Lady & St Anne's Roman Catholic Primary School Mr M O'Brien	✉ Summerhill Terrace, Newcastle upon Tyne, NE4 6EB ☎ 0191 232 5496 @ admin@ourlady.newcastle.sch.uk www.ourlady.newcastle.sch.uk	Voluntary aided (Catholic)	210	30	3-11	Yes	Sacred Heart (girls) or St Cuthbert's (boys)	3799
Ravenswood Primary School Mr C Maddison	✉ Ravenswood Road, Heaton, Newcastle upon Tyne, NE6 5TU ☎ 0191 265 9599 @ admin@ravenswood.newcastle.sch.uk www.ravenswood.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	547	82	3-11	Yes	Heaton Manor School	2670
Regent Farm First School Mrs D Ashcroft	✉ Wansbeck Road South, Gosforth, Newcastle upon Tyne, NE3 3PE ☎ 0191 285 2294 @ admin@regentfarm.newcastle.sch.uk www.regentfarm.newcastle.sch.uk	Foundation	283	60	3-9	Yes	Gosforth Junior High Academy	2003
Sacred Heart RC Primary School Ms B Brown	✉ Convent Road, Fenham, Newcastle upon Tyne, NE4 9XZ ☎ 0191 274 6695 @ admin@sacredhprim.newcastle.sch.uk www.sacredheartprimary.org.uk	Voluntary aided (Catholic)	209	30	4-11	No	Sacred Heart (girls) or St Cuthbert's (boys)	3662
Simonside Community Primary Mrs L Thompson	✉ Bedeburn Road, Newcastle upon Tyne, NE5 4LG ☎ 0191 286 0776 @ admin@simonside.newcastle.sch.uk www.simonside.newcastle.sch.uk	Foundation	166	45	3-11	Yes	Walbottle Campus	2021
South Gosforth First School Mrs J Elliott	✉ Alnmouth Drive, South Gosforth, Newcastle upon Tyne, NE3 1YF ☎ 0191 285 3453 @ admin@southgosforth.newcastle.sch.uk	Foundation	217	45	4-9	No	Gosforth Central Middle School	2002
St Alban's RC Primary School Mr M Donnelly	✉ Westbourne Avenue, Newcastle upon Tyne, NE6 4HQ ☎ 0191 262 5552 @ admin@stalbins.newcastle.sch.uk www.stalbans.newcastle.sch.uk	Voluntary aided (Catholic)	207	30	3-11	Yes	St Mary's Catholic School	3874
St Bede's RC Primary School Mr M Scurr	✉ Howlett Hall Road, Denton Burn, Newcastle upon Tyne, NE15 7HS ☎ 0191 274 3430 @ admin@stbedes.newcastle.sch.uk www.stbedesnewcastle.co.uk	Voluntary aided (Catholic)	211	30	4-11	No	Sacred Heart (girls) or St Cuthbert's (boys)	3762

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
St Catherine's RC Primary School Mr M Ewing	✉ Greystoke Gardens, Sandyford, Newcastle upon Tyne, NE2 1PS ☎ 0191 232 6803 @ admin@stcatherines.newcastle.sch.uk www.stcatherines.newcastle.sch.uk	Voluntary aided (Catholic)	194	30	3-11	Yes	St Mary's Catholic School	3778
St Charles' RC Primary School Mrs V Lindsay	✉ Regent Farm Road, Gosforth, Newcastle upon Tyne, NE3 3HE ☎ 0191 285 2553 @ admin@stcharles.newcastle.sch.uk www.stcharles.newcastle.sch.uk	Voluntary aided (Catholic)	205	30	3-11	Yes	Any of the 3 Catholic secondary schools	3472
St Cuthbert's Catholic Primary School (Kenton) Ms A Bullerwell	✉ Balmain Road, Kenton, Newcastle upon Tyne, NE3 3QR ☎ 0191 286 0129 @ admin@stcuthbertsk.newcastle.sch.uk www.stcuthbertsk.newcastle.sch.uk	Voluntary aided (Catholic)	210	30	3-11	Yes	Sacred Heart (girls) or St Cuthbert's (boys)	3765
St Cuthbert's RC Primary School (Walbottle) Mrs D King	✉ The Green, Walbottle, Newcastle upon Tyne, NE15 8JL ☎ 0191 267 5956 @ admin@stcuthbertsw.newcastle.sch.uk www.stcuthbertsw.newcastle.sch.uk	Voluntary aided (Catholic)	146	30	4-11	No	Sacred Heart (girls) or St Cuthbert's (boys)	3476
St George's RC Primary School Executive Principal: Ms A Miller	✉ Bells Close, Lemington, Newcastle upon Tyne, NE15 6XX ☎ 0191 267 5677 @ admin@stgeorges.newcastle.sch.uk www.stgeorges.newcastle.sch.uk	Voluntary aided (Catholic)	95	20	4-11	No	Sacred Heart (girls) or St Cuthbert's (boys)	3475
St John Vianney RC Primary School Mr A Duffy	✉ Hillhead Road, West Denton, Newcastle upon Tyne, NE5 1DN ☎ 0191 267 2233 @ admin@stjohnvianney.newcastle.sch.uk www.stjohnvianney.newcastle.sch.uk	Voluntary aided (Catholic)	209	30	3-11	Yes	Sacred Heart (girls) or St Cuthbert's (boys)	3477
St John's Primary School Mrs T Caffrey	✉ Teindland Close, Benwell, Newcastle upon Tyne, NE4 8HE ☎ 0191 273 5293 @ admin@stjohns.newcastle.sch.uk www.stjohns.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	205	30	3-11	Yes	Excelsior Academy	2720
St Joseph's Catholic Primary School Miss E Mathews	✉ Armstrong Road, Benwell, Newcastle upon Tyne, NE15 6JB ☎ 0191 273 9063 @ admin@stjosephs.newcastle.sch.uk www.stjosephs.newcastle.sch.uk	Voluntary aided (Catholic)	201	30	3-11	Yes	Sacred Heart (girls) or St Cuthbert's (boys)	3781
St Lawrence's RC Primary School Mr P Brown	✉ Headlam Street, Newcastle upon Tyne, NE6 2JX ☎ 0191 265 9881 @ admin@stlawrences.newcastle.sch.uk www.stlawrences.newcastle.sch.uk	Voluntary aided (Catholic)	184	30	3-11	Yes	St Mary's Catholic School	3792

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
St Mark's RC Primary School Ms A Miller	✉ Bardon Close, Newbiggin Hall, Newcastle upon Tyne, NE5 4DZ ☎ 0191 286 9349 @ admin@stmarks.newcastle.sch.uk www.stmarks.newcastle.sch.uk	Voluntary aided (Catholic)	196	30	4-11	No	Sacred Heart (girls) or St Cuthbert's (boys)	3474
St Michael's RC Primary School Mrs M Kerridge	✉ Clumber Street North, Elswick, Newcastle upon Tyne, NE4 7RE ☎ 0191 273 9383 @ admin@stmichaels.newcastle.sch.uk www.stmichaels.newcastle.sch.uk	Voluntary aided (Catholic)	201	30	3-11	Yes	Sacred Heart (girls) or St Cuthbert's (boys)	3811
St Oswald's Catholic Primary School Mrs K Holmes	✉ Hartford Road, Newcastle upon Tyne, NE3 5LE ☎ 0191 285 2437 @ admin@stoswalds.newcastle.sch.uk www.stoswalds.newcastle.sch.uk	Voluntary aided (Catholic)	209	30	4-11	No	Any of the 3 Catholic secondary schools	3473
St Paul's CE Primary School Mrs J Sword	✉ Victoria Street, Newcastle upon Tyne, NE4 7JU ☎ 0191 273 3667 @ admin@stpauls.newcastle.sch.uk www.stpauls.newcastle.sch.uk	Voluntary aided (Church of England)	246	35	3-11	Yes	Excelsior Academy	3485
St Teresa's Catholic Primary School Miss J Purdy	✉ Heaton Road, Newcastle upon Tyne, NE6 5HN ☎ 0191 265 5076 @ admin@stteresas.newcastle.sch.uk www.stteresasnewcastle.org.uk	Voluntary aided (Catholic)	220	30	4-11	No	St Mary's Catholic School	3835
St Vincent's RC Primary School Miss A Ness	✉ Monkchester Road, Walker, Newcastle upon Tyne, NE6 2TX ☎ 0191 265 5049 @ admin@stvincents.newcastle.sch.uk www.stvincentsprimary.com	Voluntary aided (Catholic)	183	30	4-11	No	St. Mary's Catholic School	3842
Stocksfield Avenue Primary School Miss S Knowles	✉ St Cuthberts Road, Newcastle upon Tyne, NE5 2DQ ☎ 0191 274 8434 @ admin@stocksfield.newcastle.sch.uk www.stocksfield.newcastle.sch.uk	Foundation	420	60	3-11	Yes	Kenton School	2735
Thomas Walling Primary School Mrs J Scott	✉ Lindfield Avenue, Blakelaw, Newcastle upon Tyne, NE5 3PL ☎ 0191 286 0333 @ admin@walling.newcastle.sch.uk www.walling.newcastle.sch.uk	Academy	374	60	3-11	Yes	Kenton School	2890

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
Throckley Primary School Ms J Stuart	✉ Hexham Road, Throckley, Newcastle upon Tyne, NE15 9DY ☎ 0191 267 5311 @ admin@throckleyprim.newcastle.sch.uk www.throckleyprim.newcastle.sch.uk	Foundation	211	45	3-11	Yes	Walbottle Campus	2012
Tyneview Primary School Mr S Gittins	✉ Winslow Place, Off Titan Road, Newcastle upon Tyne, NE6 3QP ☎ 0191 262 6227 @ admin@tyneview.newcastle.sch.uk www.tyneview.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	204	30	3-11	Yes	Walker Technology College	2250
Walbottle Village Primary School Dame N Nelson-Taylor	✉ The Green, Walbottle, Newcastle upon Tyne, NE15 8JL ☎ 0191 267 5320 @ admin@walbottlevillage.newcastle.sch.uk www.walbottlevillage.newcastle.sch.uk	Foundation	142	30	3-11	Yes	Walbottle Campus	2015
Walkergate Primary School Mrs D Bailey	✉ Sutton Street, Walkergate, Newcastle upon Tyne, NE6 4SD ☎ 0191 265 5737 @ admin@walkergateprim.newcastle.sch.uk www.walkergateprim.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	554	90	4-11	No	Benfield School	2880
Waverley Primary School Mr M Outterside	✉ Maple Close, Lemington, Newcastle upon Tyne, NE15 7QZ ☎ 0191 267 4549 @ admin@waverley.newcastle.sch.uk www.waverley.newcastle.sch.uk	Foundation	276	45	3-11	Yes	Walbottle Campus	2020
Welbeck Academy Mr G Letton	✉ Flodden Street, Walker, Newcastle upon Tyne, NE6 2QL ☎ 0191 265 5362 @ welbeck@wiseacademies.co.uk www.welbeckacademy.co.uk_	Academy	348	60	2-11	Yes	Walker Technology College	2008
West Denton Primary School Mr M MingStones	✉ Hillhead Road, West Denton, Newcastle upon Tyne, NE5 1DN ☎ 0191 267 4211 @ admin@westdenton.newcastle.sch.uk www.westdenton.newcastle.sch.uk	Foundation	276	45	3-11	Yes	Walbottle Campus	2015
West Jesmond Primary School Mr G Wallis-Clarke	✉ Tankerville Terrace, Jesmond, Newcastle upon Tyne NE2 3AJ ☎ 0191 281 0000 @ office@westjesmond.newcastle.sch.uk www.westjesmondprimary.org.uk	Community (proposed to become foundation school in 2014/15)	577	90	4-11	No	Heaton Manor School	2033
West Newcastle Academy Ms S Percy	✉ Currently in temporary accommodation: Benwell Nature Park, Atkinson Road, Newcastle, NE4 8XT ☎ 0191 273 9477 @ info@westnewcastleacademy.org www.westnewcastleacademy.org	Free School	25 (Rec class only)	28	4-11	No	No feeder link	2019

Name of school and headteacher	Contact details	School type	Pupils on roll May 2014*	PAN * 2015	Age range	Nursery class	Feeder link school	DfE No.
West Walker Primary School Ms N Draper	✉ Church Street, Walker, Newcastle upon Tyne, NE6 3XW ☎ 0191 262 4130 @ admin@westwalker.newcastle.sch.uk www.westwalker.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	196	40	3-11	Yes	Walker Technology College	2940
Westerhope Primary School Mrs J Warner	✉ Hillhead Road, Westerhope, Newcastle upon Tyne, NE5 1NE ☎ 0191 267 4750 @ admin@westerhope.newcastle.sch.uk www.westerhope.newcastle.sch.uk	Foundation	377	60	3-11	Yes	Walbottle Campus	2031
Westgate Hill Primary School Executive Principal: Mr P Wilkins Head of School: Mrs E Binks	✉ Beaconsfield Street, Newcastle upon Tyne, NE4 5JN ☎ 0191 256 2960 @ admin@westgatehill.newcastle.sch.uk www.westgatehill.newcastle.sch.uk	Community (Federated with Moorside under the Arthur's Hill Federation)	463	60	3-11	Yes	Excelsior Academy	2910
Wingrove Primary School Mrs J Mullarkey	✉ Hadrian Road, Fenham, Newcastle upon Tyne, NE4 9HN ☎ 0191 273 5466 @ admin@wingrove.newcastle.sch.uk www.wingrove.newcastle.sch.uk	Community (proposed to become foundation school in 2014/15)	423	60	3-11	Yes	Excelsior Academy	2960
Wyndham Primary School Mrs B Redhead	✉ Wyndsail Place, Kenton, Newcastle upon Tyne, NE3 4QP ☎ 0191 285 3895 @ admin@wyndham.newcastle.sch.uk www.wyndham.primary-school.org.uk	Foundation	192	30	3-11	Yes	Kenton School	2990

Pupils on roll May 2014* - Total full time pupils excluding nursery pupils

PAN * - Published admission number, the total number of places available in the reception class

Admission policies for Newcastle schools for 2015/16

The following section contains all the admission policies for Newcastle schools and academies in the following order:

1. Local authority policy. This policy applies to all community schools, foundation schools, Central Walker CE Voluntary Controlled Primary School, Atkinson Road Academy, Hilton Academy, Thomas Walling Academy and Welbeck Academy.
2. Admission policies for academies that do not follow the local authority policy.
3. Voluntary aided (Catholic) primary school policies.
4. Voluntary aided (Church of England) primary school policies.

Each sub-section includes a table that shows the total number of reception places available in each school in 2014 (known as the Published Admission Number or PAN), the number of applicants competing for those places, and the number of places that were subsequently offered places on national offer day 2014.

Please note. Under the provisions of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders for previously looked after children have now been replaced by child arrangements orders. The reference in all school policies to a residence order should accordingly be read as a reference to a child arrangements order.

Admission policy for Newcastle community, foundation and voluntary controlled first and primary schools for the academic year 2015/16

This policy also applies to Atkinson Road, Hilton, Thomas Walling and Welbeck academies for the academic year 2015/16.

The list of schools covered by this policy and the number of places available in their reception classes for September 2015 is listed at the end of the document.

Newcastle City Council is the Admissions Authority for community and voluntary controlled schools and is

responsible for determining the schools' admissions policy. The Admissions Authority for a foundation school is the school's Governing Body and for an academy, the Academy Trust is the Admissions Authority.

How and when to apply for places

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council.

Applications for Reception places for September 2015 must be submitted by midday on 15 January 2015. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Late applications

Applications received after the closing date for admission into Reception will be classed as late and processed after all of the applications received on time.

Special Educational Needs

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

How places will be allocated

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children who have an older brother or sister (a sibling) who will be attending the school on the date that the younger child will be admitted in September 2015. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address.

3. Children with an exceptional medical reason that means they can only attend that specific school (for example, where the child or one or both parents has a disability that means that they can only go to one school).
 - Strong supporting evidence from a healthcare professional involved with the child must be provided.
 - The professional must be independent of both the family and the school.
 - The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs.
4. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Parents/carers are asked to note that admission into a nursery class of a school does not guarantee a Reception place in the main school. Allocation of Reception places does not take into account attendance at the school nursery.

Additional notes

1. In the event that more than one child has an equal right to an available place the place will be offered to the older child.
2. Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
3. Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
4. When stating your choice of school, you should give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.
5. If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit, if there is any dispute.

6. For in year applicants, the sibling link is extended to include any other sibling that will be attending the school when the child will be admitted, with the exception of nursery class children.

Waiting lists

Children who are refused a place will be kept on a waiting list for that school for a maximum of one school term. Waiting lists are cleared termly and parents will need to re-apply if they still want to be considered for a place at that school. For applications for Reception places, waiting lists are kept until the end of December in the year of admission and will then be cleared.

Waiting lists will be ranked in order of priority using the oversubscription criteria regardless of the date the application was received.

Right of appeal

Parents/carers who are refused a place for their child at the school have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone **0191 277 7427** or email **schoolappeals@newcastle.gov.uk**). Information is also available at **www.newcastle.gov.uk/admissions**

Definitions

A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.

A **Residence Order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

The list of schools and academies that have adopted this policy and the number of places available in their reception classes for September 2015 (Published Admission Number or PAN) is as follows:

School	PAN	School	PAN
Archibald First School	60	Milecastle Primary School	30
Atkinson Road Primary School	60	Moorside Primary School	60
Beech Hill Primary	60	Mountfield Primary School	30
Benton Park Primary School	45	Newburn Manor Primary School	30
Bridgewater Primary	45	North Fawdon Primary School	30
Broadway East First School	45	Ravenswood Primary School	90
Broadwood Primary School	60	Regent Farm First School	60
Brunton First School	60	Simonside Community Primary School	45
Byker Primary School	60	South Gosforth First School	45
Canning Street Primary School	60	St John's Primary School	30
Central Walker Church of England Primary	60	Stocksfield Avenue Primary School	60
Cheviot Primary School	30	Thomas Walling Primary School	60
Chillingham Road Primary School	30	Throckley Primary School	45
Cragside Primary School	60	Tyneview Primary School	30
Dinnington First School	30	Walbottle Village Primary School	30
Farne Primary	30	Walkergate Primary School	90
Gosforth Park First School	45	Waverley Primary School	45
Grange First School	30	Welbeck Primary School	60
Hawthorn Primary School	30	West Denton Primary School	45
Hilton Primary School	60	West Jesmond Primary School	90
Hotspur Primary School	60	West Walker Primary School	40
Kenton Bar Primary School	45	Westerhope Primary School	60
Kingston Park Primary School	60	Westgate Hill Primary School	120
Knoplaw Primary School	60	Wingrove Primary School	60
Lemington Riverside Primary School	45	Wyndham Primary School	30

The following table shows how places in community, foundation, voluntary controlled schools and academies that follow the local authority policy were allocated on national offer day 2014.

The table shows the total number of reception places available in the school (the Published Admission Number or PAN), the number of on time applicants competing for those places, and the number of places that were subsequently offered on national offer day. It also shows how the oversubscription criteria in the admissions policy were applied.

For example at Archibald First School, 217 on time applications were received for 60 places. 60 places were offered on offer day. There were no children with a Statement of special educational needs (SEN) that named the school who required a place. Places were allocated according to the oversubscription criteria (rules) as follows:

Rule 1 3 looked after or previously looked after children were offered places as highest priority.

Rule 2 18 places then went to children with an older brother or sister attending the school.

Rule 3 No children were admitted because they had a medical reason for attending.

Rule 4 The remaining 39 places were allocated to children based on the distance from home to school. The last child who was offered a place based on the distance measurement lived 0.76 miles from the school measured in a straight line.

If your child does not meet any of the higher oversubscription criteria and your home is further away from the school than the last child who was offered a place last year, it is unlikely that you will be offered a place for reception 2015. However, this information is only a guide and should not be taken as any guarantee that your child will, or will not, be offered a place in 2015 based on where you live. To find out the distance to your nearest schools, use our online school finder at

www.newcastle.gov.uk/admissions

Name of School	PAN 2014	Number of applications 2014	Offers 2014	Number of places allocated according to each oversubscription criterion					Distance from home to school of last child offered place in 2014
				Statement	Care	Sibling	Medical	Distance	
Archibald First School	60	217	60	0	3	18	0	39	0.76
Atkinson Road Primary School	60	89	51	0	0	24	0	27	1.762
Beech Hill Primary	54	57	45	0	1	20	0	24	1.434
Benton Park Primary School	45	109	45	0	1	19	0	25	0.917
Bridgewater Primary	45	38	29	0	0	15	0	14	1.216
Broadway East First School	45	192	45	0	0	18	0	27	0.718
Broadwood Primary School	60	40	25	0	0	8	0	17	3.806
Brunton First School	60	147	60	0	2	25	0	33	0.712

Name of School	PAN 2014	Number of applications 2014	Offers 2014	Number of places allocated according to each oversubscription criterion					Distance from home to school of last child offered place in 2014
				Statement	Care	Sibling	Medical	Distance	
Byker Primary School	60	43	39	0	1	17	0	21	1.699
Canning Street Primary School	60	129	60	0	0	32	0	28	0.25
Central Walker CE Voluntary Controlled Primary School	60	71	59	0	1	27	0	31	0.926
Cheviot Primary School	30	25	22	0	0	11	0	11	1.22
Chillingham Road Primary School	30	126	30	0	0	17	0	13	0.457
Cragside Primary School	60	188	60	0	1	30	0	29	0.677
Dinnington First School	30	50	29	0	0	5	0	24	2.622
Farne Primary	30	69	30	0	0	14	0	16	0.559
Gosforth Park First School	45	236	45	0	1	17	0	27	0.641
Grange First School	30	119	30	0	0	9	0	21	1.037
Hawthorn Primary School	30	58	30	0	0	11	0	19	0.705
Hilton Primary School	60	52	57	0	0	24	0	33	1.759
Hotspur Primary School	60	147	60	0	1	30	0	29	0.553
Kenton Bar Primary School	45	41	30	0	0	13	0	17	1.041
Kingston Park Primary School	60	114	60	0	0	32	0	28	0.59
Knoplaw Primary School	60	169	60	0	0	15	0	45	0.947
Lemington Riverside Primary School	45	29	20	0	0	7	0	13	0.368
Milecastle Primary School	30	133	30	0	0	13	0	17	1.237
Moorside Primary School	90	177	60	0	0	27	0	33	0.566
Mountfield Primary School	30	44	30	0	0	9	0	21	0.974
Newburn Manor Primary School	30	72	30	0	1	13	0	16	0.815
North Fawdon Primary School	30	24	30	0	0	12	0	18	1.776

Name of School	PAN 2014	Number of applications 2014	Offers 2014	Number of places allocated according to each oversubscription criterion					Distance from home to school of last child offered place in 2014
				Statement	Care	Sibling	Medical	Distance	
Ravenswood Primary School	82	187	89	0	0	26	0	63	3.213
Regent Farm First School	60	106	60	0	0	19	0	41	2.273
St John's Primary School	45	34	26	0	0	11	0	15	1.655
Simonside Community Primary School	45	192	45	0	1	17	0	27	0.471
South Gosforth First School	30	55	30	0	0	17	0	13	0.276
Stocksfield Avenue Primary School	60	164	60	0	0	31	0	29	0.486
Thomas Walling Primary School	60	66	60	0	0	23	0	37	4.399
Throckley Primary School	45	42	30	0	0	18	0	12	3.38
Tyneview Primary School	30	45	23	0	0	6	0	17	1.563
Walbottle Village Primary School	26	59	18	0	0	9	0	9	3.548
Walkergate Primary School	90	170	90	0	0	32	0	58	0.801
Waverley Primary School	45	57	36	0	0	18	0	18	0.924
Welbeck Primary School	60	81	60	0	1	22	0	37	1.862
West Denton Primary School	45	70	45	0	0	24	0	21	1.302
West Jesmond Primary School	90	245	90	0	1	34	0	55	1.227
West Walker Primary School	40	50	27	0	0	14	0	13	0.91
Westerhope Primary School	60	152	60	0	0	32	0	28	0.638
Westgate Hill Primary School	90	183	101	0	0	35	0	66	1.631
Wingrove Primary School	60	184	60	0	0	40	0	20	0.187
Wyndham Primary School	30	64	30	0	0	10	0	20	0.54

Admission policies for academies that do not follow the local authority policy

The admissions policies for the academies that do not follow the local authority admission policy are set out below. Each academy has its own admissions policy. If you are considering applying for a school place at one of these schools, please ensure that you carefully read the policy and consider how well your child meets the criteria before you complete your application. Provide any supporting evidence by the date requested or it will not be considered with your application.

The following table shows the total number of reception places that are available in 2015 (the Published Admission Number or PAN), the total number of reception places available in 2014, the number of on time applicants competing for those places in 2014, and the number of places that were subsequently offered on national offer day.

School	PAN 2015	PAN 2014	Number of applicants 2014	Offers 2014
Excelsior Academy	30	30	31	16
West Newcastle Academy	28	28	31	15

Excelsior Admissions Policy

This policy document is intended to provide an easily understandable process for parent and carers as well as being accessible, open and fair.

Excelsior Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice), including Section 149 Equalities Act, as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Trust Board.

Excelsior Academy will work in accordance with the 'Monitoring Panel'.

Excelsior Academy will continue to participate in the coordinated admission arrangements operated by Newcastle-upon-Tyne Local Authority (LA).

Notwithstanding these arrangements, the Secretary of State may direct Excelsior Academy to admit a named pupil to the School on application from a LA. Before doing so the Secretary of State will consult with Excelsior Academy.

1. Arrangements for Admission to the Primary Phase

The admission arrangements for the primary phase age range (4-11 year olds) of Excelsior Academy subject to any changes approved by the Secretary of State are:

- Excelsior Academy has an agreed admission number of 30 pupils. In subsequent years as this phase grows year on year, the admission number will be 30 pupils per Year Group. By 2018 the admission number in each Year Group will be 30. Excelsior Academy will accordingly admit at least 30 pupils in the relevant age group each year if sufficient applications are received.
- The Planned Admission Number (PAN) for the primary phase has been chosen to be consistent with the demographic trends locally and so as not to destabilise the current admission in other local primary schools.
- Pupils in the primary phase will automatically join Year 7 of Excelsior Academy and there will be no need to apply for a place for these pupils.

2. Arrangements for Admission to the Secondary Phase

The admission arrangements for the secondary phase age range (11-16 year olds) of Excelsior Academy subject to any changes approved by the Secretary of State are:

- The School has an agreed admission number of 240 pupils. Excelsior Academy will accordingly admit at least 240 pupils in the relevant age group each year if sufficient applications are received.

3. General Arrangements for Admissions to Excelsior Academy

The general admission arrangements for the primary and secondary phases of Excelsior Academy subject to any changes approved by the Secretary of State are:

- Pupils will not be admitted above the Published Admission Number (PAN) unless exceptional circumstances apply.
- Where there are more applications for admission than places available, the following oversubscription rules will be used to determine which children will be allocated places, after children with Statements of Special Educational needs, where the statement names a specific school and places will be offered to applicants ranked highest:
 - a) Looked After Children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date.

Definitions:

A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.

A **Residence Order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

- b) Where the child attends a designated Feeder Primary School (see Appendix A).
- c) Where there will be an older brother or sister (a sibling) in attendance at the school at the date of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner where the children live at the same address.
- d) Children with a specific medical reason needing to go to the school. For example, where the child or one or both parents has a disability, which means that they can only go to one school. Supporting evidence from a doctor, psychologist or other professional involved with the child must be provided. The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs and explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted before the closing date. If the required evidence is not provided, the Admissions Authority will be unable to consider giving the child higher priority.
- e) The measure of the straight line distance from a single fixed central point at the school to a point in the center of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system. This is an objective measurement, which does not take into account factors such as the safety of routes or the needs for some families to take other children to a different school or schools. Available places will be allocated to those applicants living the nearest.

4. Arrangements for Admission to Post 16 Provision

- Priority will be given in the sixth form to Looked after Children or children who have been previously looked after (see definitions in (6(a) above) and who meet the entry requirements.
- The maximum number of post 16 places is 300. Excelsior Academy expects that over time pupils progressing from within the Academy will take up these places. The Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. However should there be vacancies, the admission limit for the number of pupils transferring to the Academy from other institutions will be 50.

5. Right of Appeal

There will be a right of appeal to the Independent Appeals Panel for unsuccessful applicants.

6. Process of Application

Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Newcastle LA. Excelsior Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year).

- September – Excelsior Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy.
- September/October - Excelsior Academy will provide opportunities for parents to visit the Academy.
- The Closing date for Year 7 transfers is 31st October.
- The Closing date for Reception Applications is 15th January.
- 1st March offers made to parents for Year 7 transfers.
- 15th April will be the offer day for Reception applications.

7. Consideration of Applications

Excelsior Academy will consider all applications for places. Where fewer applications are received than is stated in the admission numbers set out in sections 4, 5 and 7 of this policy, Excelsior will offer places to all those who have applied.

- It will not be possible to change preferences after the closing date for applications.
- Late applications will be processed after all those received on time.
- Children will be kept on a waiting list for any school ranked higher on their application than the school they have been offered and will be allocated a place if one becomes available.
- Parents will have two weeks to return an acceptance form. If an acceptance form is not received it will be assumed that a place is no longer required.

8. Operation of Waiting Lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Excelsior Academy receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term (31st December). This will be maintained by Excelsior Academy and it will open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 of this policy. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

9. Arrangements for Appeals Panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision with regards to Excelsior Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

10. Annual Procedures for Determining Admission Arrangements

Consultation

Excelsior Academy shall consult every 7 years on its proposed admission arrangements, unless there are changes to the Admission arrangements, in which case a consultation will take place.

Excelsior Academy will consult in accordance with the statutory procedure.

11. Determination and Publication of Admission Arrangements

Following any consultation, Excelsior Academy will consider comments made by those consulted.

Excelsior Academy will then determine its admission arrangements by 15 April of the relevant year and, if necessary due to there having been a consultation, will notify those consulted on what has been determined.

Appendix A

Atkinson Road Primary School
Bridgewater Primary School
Broadwater Primary School
Canning Street Primary School
Hawthorn Primary School
Moorside Primary School
St. John's Primary School
Westgate Hill Primary School
Wingrove Primary School
St. Paul's C of E Primary School

West Newcastle Academy

Admissions Policy

The ethos of West Newcastle Academy is concerned with helping children from disadvantaged backgrounds to achieve their potential.

Our mission is: To enhance the social mobility of disadvantaged families in west central Newcastle.

This admissions policy has been compiled to comply with the School Admissions Code, and to help us to achieve our vision.

Admission Numbers

The school has the following agreed admission number for the academic year 2013/14 and for subsequent years

The agreed admissions number for Reception Class will be 28. That number of places will be offered in Reception annually. Our main school intake will occur in September each year, but parents are not obliged to take up an offered place until the term when their child reaches 5 years old. Parents may choose to either defer entry, or take up a part-time place, until that time.

Admissions process for 2014/15 and beyond

For the academic year 2014/15 and beyond, our admissions will be arranged through the local authority admissions system, and subject to our admissions criteria, outlined below.

Admissions Procedure

Applications are managed via the local authority system.

1. All children with a statement of SEN naming West Newcastle Academy will be admitted.
2. The school will then accept applications from any family applying within the application window, regardless of gender, race, faith, first language, ability or social status.

Over subscription criteria

If oversubscribed, after admitting all SEN statemented children; children are allocated places according to the following:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children for whom it is essential to be admitted to the school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by West Newcastle Academy. The admissions panel will seek whatever professional advice they deem appropriate in deciding on the validity of such applications, and reserve the right to decline those applications where there are deemed to be insignificant needs, or those needs can reasonably be met elsewhere.
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school. The school may require proof of relationship.
4. Entitlement to pupil premium, until (subject to there being sufficient spaces after admitting pupils under 1,2,&3) the quota of 50% has been reached;
 - 4.1 If there are more applications from pupil premium entitled children than the quota, then they will be prioritised by travelling distance, until the quota of 50% is reached
5. Travelling distance. This includes all children including those entitled to pupil premium who failed to make the quota under 4.1.

Definitions

- The agreed quota for children entitled to pupil premium is 50% of the admissions intake of the school during that year.
- Travelling distance: measurement will be the straight line distance from the home address** to the centre of the school using an electronic map measuring system as used by the local authority.
- Qualification for pupil premium: Parents will need to complete a 'pupil premium admission priority form' which is available from our website. If this form is not completed, parents will not be considered as a priority application. It is the parents' responsibility to ensure this form is submitted to WNA if they feel it applies to their child. **www.westnewcastleacademy.org**.

Should there be a 'tie' between two or more applicants for a place in any category then the decision is made by random allocation*. Each tied applicant is allocated a unique number and the Chair of the admissions panel is invited to select 1 number, unseen.

*Twins and multiple births: if there is a tie for the last place in a class between twins or children of a multiple birth, then all the siblings would be admitted, under the regulations concerning 'excepted pupils'. The class would thereby have a greater number of pupils in that cohort, until numbers reduced naturally and the class size could return to normal. [The School Admissions (Infant Class Sizes) (England) Regulations 2012]

**Shared care arrangements: where the child resides for the majority of the time or in cases of 50/50 shared care, the address at which the child is registered with their GP.

Note: Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to WNA, the offer of a place will be withdrawn and an appeal offered.

Operation of waiting lists

We maintain a waiting list in line with the School Admissions Code, and this list will be maintained throughout the school year.

Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (above). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Right of Appeal

Parents or carers who are not offered a place for their child at the school have a statutory right of appeal to an independent appeals panel. The panel will be run in line with the Admissions Appeals Code. When results of places are given, we will provide info on how to appeal for unsuccessful applicants.

Please contact the school office if you require further for details of the process.

Admission policies for Voluntary Aided Catholic schools

The admissions policies for the individual faith schools in Newcastle are set out below. Each school has its own admissions policy. If you are considering applying for a school place at one of these schools, please ensure that you carefully read the policy and consider how well your child meets the criteria before you complete your application. Provide any supporting evidence by the date requested or it will not be considered with your application.

The following table shows the total number of reception places that are available in 2015 (the Published Admission Number or PAN), the total number of reception places available in 2014, the number of on time applicants competing for those places, and the number of places that were subsequently offered on national offer day. The Parish boundaries for the Catholic Primary schools in Newcastle are also shown.

School	PAN 2015	PAN 2014	Number of applicants 2014	Offers 2014	Catholic Parish(es) Served
English Martyrs' RC Primary School	60	60	172	60	English Martyrs', Fenham
Our Lady and St. Anne's RC Primary School	30	30	98	30	St. Mary's Cathedral, Newcastle
Sacred Heart RC Primary School	30	30	210	30	St. Robert's, Fenham
St. Albans' RC Primary School	30	30	77	30	St. Anthony of Padua, Walker; St. Francis of Assisi, Walker
St. Bede's RC Primary School	30	30	94	30	St. Bede's, Newcastle
St. Catherine's RC Primary School	30	30	61	30	St. Dominic's, Newcastle The Holy Name, Newcastle
St. Charles' RC Primary School	30	30	103	30	St. Charles', Gosforth
St. Cuthbert's Catholic Primary School (Kenton)	30	30	82	30	St. Cuthbert's, Kenton
St. Cuthbert's RC Primary School (Walbottle)	30	30	49	23	St. Cuthbert's, Throckley
St. George's RC Primary School	30	30	29	12	St. George's, Bells Close
St. John Vianney RC Primary School	45	45	108	45	St. John Vianney, West Denton
St. Joseph's RC Primary School	30	30	44	30	St. Joseph's, Benwell
St. Lawrence's RC Primary School	30	30	48	30	St. Lawrence's, Byker
St. Mark's RC Primary School	30	30	55	27	St. Mark's, Westerhope
St. Michael's RC Primary School	30	30	67	30	St. Michael's, Newcastle
St. Oswald's RC Primary School	30	30	120	30	St. Charles', Gosforth The Sacred Heart, North Gosforth
St. Teresa's RC Primary School	30	30	127	30	St. Teresa's, Newcastle St. Aidan's, Benton
St. Vincent's RC Primary School	30	30	73	30	Our Lady and St. Vincent's, Newcastle

English Martyrs' R.C. Primary School Admissions Policy

Reception Class 2015/16

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. Parents are asked to note that admission to a Nursery unit is no guarantee of entry into the main school.

The Planned Admission Number (PAN) for reception class September 2014 and every other year group in September 2015 is 60. Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned to the Local Authority. All application forms for Reception class, September 2014, are to be returned by a date to be advised by Newcastle Local Authority.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have a sibling (see note 3) attending the school in September 2015.

1. Catholic Children in the care of a Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within English Martyrs' Parish .
3. Catholic Children whose home address is outside English Martyrs' Parish.
4. Other Children in the care of a Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Other children who will have a sibling attending the school at the time of admission.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
7. Children of other Faith traditions whose home address is within the boundaries of English Martyrs' Parish.
8. Other Children whose home address is within the boundaries of English Martyrs' Parish
9. Children of other Faith traditions whose home address is outside the boundaries of English Martyrs' Parish.
10. Other Children whose home address is outside the boundaries of English Martyrs' Parish.

If applicants are seeking admission under criteria 5, 7 or 9 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of a Local Authority

A child, who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time application for admission to the school is made or whom the local authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A special guardianship is an order appointing one or more individuals to be a child's special guardian or guardians' (Section 14A Children Act 1989)

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See **www.churches-together.net** for further details on membership)

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to

find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 232 8520**.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address. If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception class will be open until January 1st 2016. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Letters will be sent to parents/carers notifying them as to whether or not their child has been allocated a place on 16th April 2015.

Our Lady and St Anne's RC Primary School Admission Policy

RECEPTION CLASS 2015/16

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. Parents are asked to note that **admission to a Nursery unit is no guarantee of entry into the main school.**

The Published Admission Number (PAN) for reception class September 2015 and every other year group in September 2015 is 30. Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned by the closing date set by Newcastle City Council.

Late applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special educational need

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

Oversubscription criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2015).

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. Mary's Cathedral Parish.
3. Catholic Children whose home address is outside St. Mary's Cathedral Parish.
4. Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
5. Children who will have an older sibling attending the school in September 2015.
6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
7. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
8. Children of other faith traditions.
9. Other children.

If applicants are seeking admission under criteria 7 or 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship** order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See **www.churches-together.net** for further details on membership. If applicants are seeking admission under criterion 7, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

5. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of Our Lady and St Anne's RC Primary School.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Parents or carers who are not offered a place at the school have a statutory right of appeal to an independent appeals panel. Further details of the appeals process are available by contacting the Local Authority on **0191 277 7428**. Information is also available on the Newcastle City Council website.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2015.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at **www.newcastle.gov.uk** or by telephoning 0191 278 7878.

Sacred Heart R.C. Primary School

Convent Road, Fenham Hall Drive,
Newcastle upon Tyne, NE4 9XZ

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

Parents are asked to note that admission to a Nursery unit is no guarantee of entry into the Primary School.

The Published Admission Number for Reception Class in September 2015 and for every other year group in September 2015 is 30.

Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned to the Local Authority.

All application forms for Reception Class, September 2015, are to be returned by the date determined and notified by the Local Authority.

Late Applications

Any applications for September admission to Reception Class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see Notes 1 & 2).

2. Catholic Children whose home address is within the Parish boundaries of St Robert's R.C. Church, Fenham (see Note 1).
3. Catholic Children whose home address is outside the Parish boundaries of St Robert's R.C. Church, Fenham (see Note 1).
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see Note 2).
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see Note 4).
6. Other children who will have a sibling attending the school at time of admission (see Note 3).
7. Children of other Faith traditions.
8. Other children.

First priority within each category 1 – 5 above will be given to children who will have a sibling (see Note 3) attending the school at the date of admission (September 2015 for Reception Class admission).

Applicants seeking admission under criteria 1, 2 or 3 above will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

Applicants seeking admission under criterion 5 above may be asked to provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

Applicants seeking admission under criteria 6 or 7 above may be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See www.churches-together.org.uk for further details on membership.

Tie-breaker

Where there are places available for some, but not all applicants within a particular oversubscription category, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, 0191 232 8520.

Home Address

It is the child's habitual residence (home address) that will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school. Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the oversubscription criteria above, based on the most recent information provided. The school or Local Authority must be informed of any significant change in circumstances.

The waiting list for the September 2015 Reception Class will be open until the end of the 2015-2016 academic year, at which point parents will be asked to confirm that they wish to remain on the waiting list for the following year.

The waiting list for all other year groups will be open until the first day of the Autumn term of the following school year, after which it is withdrawn - it will not be rolled over indefinitely from one year to the next. If you wish your child to continue on the waiting list, you must apply again at the start of each academic year, using the Newcastle Local Authority Common Application Form for In-Year Admissions. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information section. All forms should be returned directly to the school.

Notification

Places will be allocated in accordance with the admissions policy and strict application of the oversubscription criteria.

Parents/guardians who applied for a Reception Class place for September 2015 will be e-mailed or sent a letter by the Local Authority on the agreed date notifying them as to whether or not their child has been allocated a place at the school.

Additional Important Information

Attached is a list of streets within our catchment area, i.e. St Robert's R.C. Parish, Fenham, together with a map of the Parish boundaries.

Also attached is an analysis of our intake in recent years, showing that the tie-breaker of distance from the school had to be applied to Catholics living outside our catchment area, i.e. those coming under criterion 3.

Streets within the Parish Boundary of St Robert's R.C. Church, Fenham

Acanthus Avenue	Lewis Drive
Agricola Road	Lindale Road
Almond Place	Linden Avenue
Auburn Gardens	Lotus Place
Auden Grove	Matfen Place
Baldwin Avenue	Middleton Avenue
Baxter Avenue	Middlewood Park
Beadling Gardens	Milvain Avenue
Bolbec Road	Moorside North
Bourne Avenue	Moorside Place
Bracken Place	Moorside South
Brand Avenue	Newminster Road (part only – see Note 4)
Cedar Road (part only – see Note 1)	Nuns Moor Crescent

Cherryburn Gardens	Nuns Moor Road
Convent Road	Oliver Avenue
Curtis Road	Ord Court
Ewbank Avenue	Palm Avenue
Fenham Hall Drive (part only – see Note 2)	Powburn Gardens
Fowberry Crescent	Ravenside Road
Friarside Road	Redewater Road
Gowland Avenue	Ridgeway
Gowland Avenue	Severus Road
Grange Road (part only – see Note 3)	Shipleigh Avenue
Greywood Avenue	Simonburn Avenue
Hadrian Road	Sutherland Avenue
Haining Crescent	Tillmouth Gardens
Hall Avenue	Two Ball Lonnen (part only – see Note 5)
Hartburn Place	West Road (part only – see Note 6)
Hindley Gardens	Wingrove Avenue
Hoyle Avenue	Wingrove Gardens
Iris Place	Wingrove Road North
Kingsway	Wingrove Road South
Kirton Avenue	Woodburn Avenue

Notes:

(1) Cedar Road - on the South side only from Two Ball Lonnen to the junction of Linden Avenue/Lonnen Avenue/Convent Road (i.e. even house nos. 2 to 68 inclusive) then both sides of the road to Nuns Moor Road (i.e. even nos. 70 to 124 and odd nos. 61 to 149, inclusive)

(2) Fenham Hall Drive - on the South side from Moorside to Convent Road (i.e. odd house nos. 1 to 79 inclusive) and on the North side from Moorside to (but not including) Fenham Chase (i.e. even house nos. 2 to 94 inclusive)

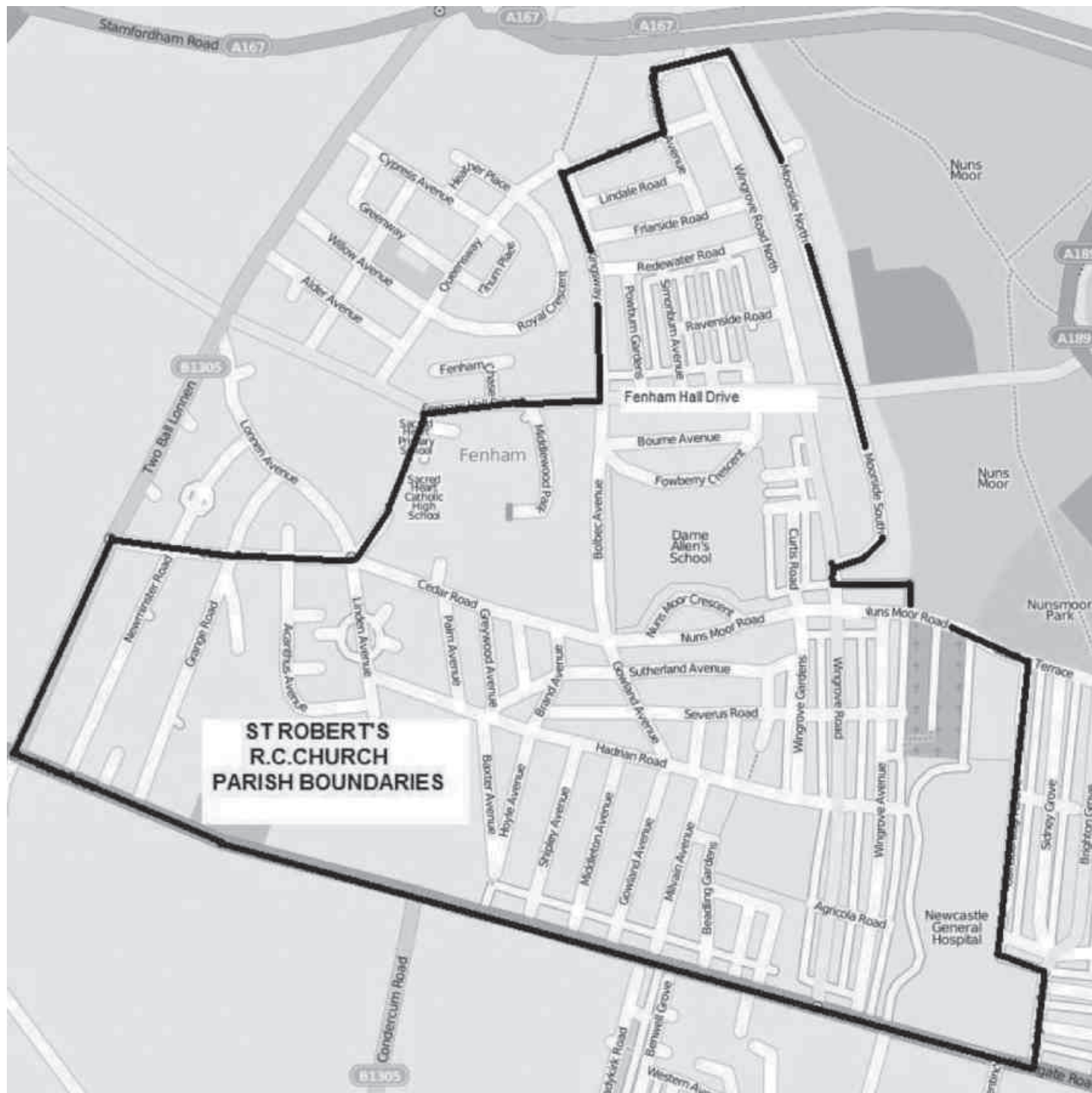
(3) Grange Road - from the West Road to Cedar Road only (i.e. odd house nos. 7 to 81 and even house nos. 2 to 60, inclusive)

(4) Newminster Road - from the West Road to Cedar Road only (i.e. odd house nos. 1 to 77 and even house nos. 18 to 100, inclusive)

(5) Two Ball Lonnen - East side of the road only, from the West Road to Cedar Road (i.e. even house nos. 2 to 54 inclusive)

(6) West Road - North side of the road only, from the General Hospital to Two Ball Lonnen, (i.e. even house nos. 418 to 482, then 2 to 376, inclusive)

Map of the Parish Boundary of St Robert's R.C. Church, Fenham



Numbers of Applications for Reception Class

Before making a choice of school, parents should be aware of the success rate of applicants in different admission policy categories in the recent past. The following tables may help:

September 2011

Oversubscription criterion	No. of Applicants	Places Allocated
1	-	-
2	14	13
3	59	17
4	-	-
5	20	0
6	53	0
7	64	0
Total	210	30

September 2012

Oversubscription criterion	No. of Applicants	Places Allocated
1	-	-
2	9	9
3	66	21
4	-	-
5	34	-
6	49	-
7	78	-
Total	236	30

September 2013

Applicant Category	No. of Applicants	Places Allocated
1	-	-
2	18	17
3	35	13
4	1	-
5	25	-
6	1	-
7	60	-
8	85	-
Total	225	30

The number of applicants quoted includes all preferences (i.e. 1st, 2nd, 3rd and 4th preference).

St. Alban's RC Primary School Admissions Policy

Reception Class 2015/16

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. Parents are asked to note that admission to a Nursery unit is no guarantee of entry into the main school.

The Published Admission Number (PAN) for reception class September 2015 and every other year group in September 2015 is 30. Applications will be considered on an Equal Preference basis.

How and When to Apply

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2015).

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. Anthony of Padua Parish.
3. Catholic Children whose home address is outside St. Anthony of Padua Parish.
4. Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
5. Children who will have an older sibling attending the school in September 2015.
6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
7. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
8. Children of other faith traditions.
9. Other children.

If applicants are seeking admission under criteria 7 or 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See **www.churches-together.net** for further details on membership. If applicants are seeking admission under criterion 7, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

5. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of St Alban's RC Primary School.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Parents or carers who are not offered a place at the school have a statutory right of appeal to an independent appeals panel. Further details of the appeals process are available by contacting the Local Authority on **0191 277 7428**. Information is also available on the Newcastle City Council website.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2015.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at www.newcastle.gov.uk or by telephoning **0191 278 7878**.

St Bede's RC Primary School Admissions Policy 2015 / 2016

This Admissions Policy has been formally adopted by the Governing Body of this school.

In this school the Governing Body is the Admissions Authority and is responsible for determining the school's Admissions Policy.

The Published Admission Number (PAN) for Reception Class in September 2014 and every other year group in September 2015 is 30. Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application form.

All forms must be returned to the Local Authority. All application forms for Reception Class in September 2015 are to be returned by the agreed date.

Late Applications

Any applications for September admissions to Reception Class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

First priority in each category will be given to children who have a sibling (see note 3) attending the school in September 2015.

- 1) Looked after Catholic children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
- 2) Catholic Children whose home address is within St Bede's Parish.
- 3) Catholic Children whose home address is outside St Bede's Parish.
- 4) Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
- 5) Other children who will have a sibling attending the school at time of admission.
- 6) Children who are baptised or dedicated members of other Christian Churches as recognised by the Churches Together in England (see note 4).
- 7) Children of other Faith traditions.
- 8) Other children.

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

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under Criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Order

A **looked after child** is a child who is in the care of a Local Authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order outlining the arrangements as to the person with whom the

child will live under section 8 of the Children Act 1989. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See www.churches-together.net for further details on membership).

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school, will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO used the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre on 0191 2787878.

Home Address

It is the child's address, which will be used in applying the admission criteria. This means that when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the governing body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception Class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception Class will be open until January 1st 2016. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Notification will be sent to parents/carers informing them as to whether or not their child has been allocated a place on the agreed date. (16 April 2015).

February 2012

St Catherine's RC Primary School Admission Policy 2015-16

This admissions policy has been formally adopted by the governing body of this school. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 30

St Catherine's RC Primary School serves the parishes of St Dominic's and The Holy Name

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

How and When to Apply

Applications must be made on the Newcastle City Council's common application form (CAF). All forms must be returned by the closing date set by Newcastle City Council.

Late Applications

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

Children with a Statement of Special Educational Needs

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

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

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

First priority in each category will be given to children who will have a sibling (see Note 3) attending the school in September 2015.

1. Looked after Catholic children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions)
2. Catholic Children whose home address is within St Dominic's or Holy Name parish
3. Catholic Children whose home address is outside St Dominic's or Holy Name parish .
4. Looked after children in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
6. Children of other Faith traditions.
7. Other children.

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

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship** order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See www.churches-together.net for further details on membership. If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

5. Children of Other Faiths

If applicants are seeking admission under criteria 6, they must provide a letter of support to confirm their faith membership from their minister or faith leader, or suitable equivalent.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Catchment Area

The catchment area for the school is the parish boundaries of St Dominic's and The Holy Name.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2015.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at www.newcastle.gov.uk or by telephoning **0191 278 7878**.

St. Charles RC Primary School

Regent Farm Road, Gosforth

Newcastle upon Tyne NE3 3HE

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

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

The Published Admission Number (PAN) for reception class and every other year group in September 2015 is 30.

Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form, which can be found by accessing the local authority website on www.newcastle.gov.uk/school-admissions. All forms must be returned to the Local Authority. All application forms for Reception class, September 2015, are to be returned by the agreed date.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have a sibling attending the school in September 2015.

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St Charles' Parish.
3. Catholic Children whose home address is outside of St Charles' Parish.
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Other children who will have a sibling attending the school at the time of admission.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
7. Children of other Faith traditions.
8. Other children.

If applicants are seeking admission under criteria 6 or 7 above, they must provide a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A **looked after child** is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order outlining the arrangements as to the person with whom the

child will live under section 8 of the Children Act 1989. A **special guardianship** order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See www.churches-together.net for further details on membership)

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 278 7878**.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception class will be open until January 1st 2016. The school will operate its own waiting list for other year groups. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Notification will be sent to parents/guardians notifying them as to whether or not their child has been allocated a place on 16 April 2015.

St. Cuthbert's Catholic Primary School Admissions Policy 2015/16

St. Cuthbert's Catholic Primary School
Balmain Road, Kenton, Newcastle upon Tyne. NE3 3QR

This admissions policy has been formally adopted by the governing body of St. Cuthbert's Primary School, Kenton, Newcastle upon Tyne. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 30.

St. Cuthbert's Primary School, Kenton serves the parish of St. Cuthbert's Church, Kenton. The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle City Council's common application form (CAF). All forms must be returned by the closing date set by Newcastle City Council.

Late Applications

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

Children with a Statement of Special Educational Needs

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

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
- 2a Catholic Children whose home address is within the parish served by the school who will have a sibling attending the school at time of admission.
- 2b Catholic Children whose home address is within the parish served by the school
- 3a Catholic Children whose home address is outside of the parish served by the school who will have a sibling attending the school at time of admission.
- 3b Catholic Children whose home address is outside the parish served by the school.
4. Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) who will have a sibling attending the school at time of admission.
6. Children of other Faith traditions who will have a sibling attending the school at time of admission.
7. Other children who will have a sibling attending the school at time of admission.
8. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England.
9. Children of other Faith traditions.
10. Other children.

If applicants are seeking admission under criteria 5, 6, 8 or 9 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 1, 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See **www.churches-together.net** for further details on membership. If applicants are seeking admission under criteria 5 & 8, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

5. Children of Other Faiths

If applicants are seeking admission under criteria 6 & 9, they must provide a letter of support to confirm their faith membership from their minister or faith leader, or suitable equivalent.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

You will be requested to provide a birth certificate (as proof of child's date of birth) and a recent Utility Bill or an official Bank/Credit Card Statement (dated within the last three months).

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Catchment Area

The catchment area for the school is the parish boundaries of St. Cuthbert's Catholic Church, Kenton.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2015.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at www.newcastle.gov.uk or by telephoning **0191 278 7878**.

St Cuthbert's RC Primary School Walbottle Admission Policy 2015 – 2016

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

The Published Admission Number (PAN) for reception class September 2015 and every other year group in September 2015 is 30. Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned by the closing date set by Newcastle City Council.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2015).

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. Cuthbert's Parish.
3. Catholic Children whose home address is outside St. Cuthbert's Parish.
4. Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
5. Children who will have an older sibling attending the school in September 2015.
6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
7. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
8. Children of other faith traditions.
9. Other children.

If applicants are seeking admission under criteria 7 or 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship** order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See **www.churches-together.net** for further details on membership. If applicants are seeking admission under criterion 7, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

5. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of St Cuthbert's RC Primary School.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Parents or carers who are not offered a place at the school have a statutory right of appeal to an independent appeals panel. Further details of the appeals process are available by contacting the Local Authority on **0191 277 7428**. Information is also available on the Newcastle City Council website.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2015.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at **www.newcastle.gov.uk** or by telephoning **0191 278 7878**.

St George's RC Primary School Reception Class Admissions Policy 2015/16

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

The Published Admission Number (PAN) for reception class and every other year group in September 2015 is 20.

Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned by the closing date set by Newcastle City Council.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2015).

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. George's Parish.

3. Catholic Children whose home address is outside St. George's Parish.
4. Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
5. Children who will have an older sibling attending the school in September 2015.
6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
7. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
8. Children of other faith traditions.
9. Other children.

If applicants are seeking admission under criteria 7 or 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church.

All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See **www.churches-together.net** for further details on membership. If applicants are seeking admission under criterion 7, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

5. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of St George's RC Primary School.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Parents or carers who are not offered a place at the school have a statutory right of appeal to an independent appeals panel. Further details of the appeals process are available by contacting the Local Authority on **0191 277 7428**. Information is also available on the Newcastle City Council website.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 16 April 2015.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at **www.newcastle.gov.uk** or by telephoning **0191 278 7878**.

St John Vianney Catholic Primary School Admission Policy 2015 – 2016

This Admissions policy has been formally adopted by the Governing Body of St John Vianney Catholic Primary School.

In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

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

The Published Admissions Number (PAN) for reception class and every other year group in September 2015 is 45 (proposed 60).

Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form.

All application forms for Reception class, September 2015, are to be returned by the date determined and notified by the local authority. All forms must be returned to the Local Authority.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have a sibling (see note 3) attending the school in September 2015.

1. Looked after Catholic children in the care of a Local Authority or Catholic children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St John Vianney Parish.
3. Catholic Children whose home address is outside of St John Vianney Parish.
4. Looked after Non Catholic children in the care of a Local Authority or Non Catholic children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
6. Children of other Faith traditions.
7. Other children.

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

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A looked after child is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An adoption order is an order made under section 46 of the Adoption and Children Act 2002. A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989. A special

guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See www.churches-together.net for further details on membership)

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available via www.newcastle.gov.uk. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 232 8520**.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address. You could be required to provide proof of address upon receipt of your application to gain admission to the school and this for example must be a child benefit statement, family tax credit, or similar.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception class will be open until the 1st January 2016. Each school will operate its own waiting list for other year groups. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Notification will be sent to parents/carers informing them as to whether or not their child has been allocated a place on the 16th April 2015.

St. Joseph's Catholic Primary School Reception Class Admissions Policy 2015-2016

St. Joseph's Catholic Primary School
Armstrong Road, Benwell
Newcastle upon Tyne NE15 6JB

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

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

The Published Admission Number (PAN) for reception class and every other year group in September 2015 is 30.

Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned to the Local Authority. All application forms for Reception class, September 2015, are to be returned by the agreed date.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

(First priority in each category will be given to children who will have a sibling, see note 3, attending the school in September 2015)

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic children whose home address is within St Joseph's Parish.
3. Catholic children whose home address is outside of St Joseph's Parish.
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Other children who will have a sibling attending the school at time of admission.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
7. Children of other Faith traditions.
8. Other children.

If applicants are seeking admission under criteria 6 or 7 above, must provide a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A **looked after child** is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order outlining the arrangements as to the person with whom the child will

live under section 8 of the Children Act 1989. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See **www.churches-together.net** for further details on membership)

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 277 7428**.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception class will be open until 31st December 2015. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Letters will be sent to parents/carers notifying them as to whether or not their child has been allocated a place on 16 April 2015.

St Lawrence's R.C. Primary School Reception Class Admissions Policy 2015/16

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. Parents are asked to note that admission to a Nursery unit is no guarantee of entry into the main school.

The Published Admission Number (PAN) for reception class September 2015 and every other year group in September 2015 is 30. Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form.

All forms must be returned to the Local Authority. All application forms for Reception class, September 2015, are to be returned by the agreed date.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have a sibling (see note 3) attending the school in September 2015.

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. Lawrence's Parish
3. Catholic Children whose home address is outside St. Lawrence's Parish.
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Other children who will have a sibling attending the school at time of admission.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
7. Children of other Faith traditions.
8. Other children.

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

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A **looked after child** is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order

outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See www.churches-together.net for further details on membership)

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 232 8520**.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception class will be open until January 1st 2015. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Letters will be sent to parents/carers notifying them as to whether or not their child has been allocated a place on the agreed date 16 April 2015.

St Mark's RC Primary School

Reception Class

Admissions Policy 2015/16

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. Parents are asked to note that admission to a Nursery unit is no guarantee of entry into the main school.

The Published Admission Number (PAN) for reception class September 2015 and every other year group in September 2015 is 30. Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information section.

All forms must be returned to the Local Authority. All application forms for Reception class, September 2015, are to be returned by the agreed date.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have a sibling (see note 3) attending the school in September 2015.

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. Mark's Parish
3. Catholic Children whose home address is outside St. Mark's Parish.
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Other children who will have a sibling attending the school at time of admission.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
7. Children of other Faith traditions.
8. Other children.

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

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A **looked after child** is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order outlining the arrangements as to the person with whom the

child will live under section 8 of the Children Act 1989. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See www.churches-together.net for further details on membership)

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

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 232 8520**.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception class will be open until January 1st 2016. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Letters will be sent to parents/carers notifying them as to whether or not their child has been allocated a place on the agreed date.

St Michael's RC Primary School Admission Policy 2015-16

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. Parents are asked to note that admission to a Nursery unit is no guarantee of entry into the main school.

The Published Admission Number (PAN) for reception class September 2015 and every other year group in September 2015 is 30. Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms must be returned by the closing date set by Newcastle City Council.

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2015).

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within St. Michael's Parish.
3. Catholic Children whose home address is outside St. Michael's Parish.
4. Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see definitions).
5. Children who will have an older sibling attending the school in September 2015.
6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.
7. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
8. Children of other faith traditions.
9. Other children.

If applicants are seeking admission under criteria 7 or 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 2 or 3 must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of a Looked After Child

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister and includes half sibling, adopted sibling, foster sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

See www.churches-together.net for further details on membership. If applicants are seeking admission under criterion 7, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader, or suitable equivalent.

5. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of St Michael's RC Primary School.

6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of the straight line distance from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Parents or carers who are not offered a place at the school have a statutory right of appeal to an independent appeals panel. Further details of the appeals process are available by contacting the Local Authority on 0191 277 7428. Information is also available on the Newcastle City Council website.

Home Address

It is the primary parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained until 31 December 2015.

Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 15 April 2015.

Please note: This policy should be read in conjunction with Newcastle City Council's School Admission Guide for Parents which can be found at www.newcastle.gov.uk or by telephoning **0191 278 7878**.

St Oswald's RC Primary School

Admission Policy 2015/16

This Admissions policy has been formally adopted by the Governing Body of St Oswald's RC Primary School. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The Published Admission Number (PAN) for each the reception class in September 2015 is 30.

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

How and When to Apply

Applications must be made on the Local Authority Common Application Form. All forms must be returned by the closing date set by the Local Authority.

Late Applications

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

Oversubscription Criteria

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

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

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

(First priority in each category will be given to children who will have a sibling attending the school in September 2015)

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).

2. Catholic Children whose home address is within the parish boundaries of Sacred Heart Parish, North Gosforth and the northern part of St Charles' Parish, Gosforth i.e. north of the metro line, and the village of Woolsington, which is part of St Matthew's Parish, Ponteland.
3. Catholic Children whose home address is outside of Catholic Children whose home address is outside of the parish boundaries as in 2. above.
4. Looked after children in the care of a Local Authority or children that were looked after by a Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Other children of other Faith traditions who will have a sibling attending the school at time of admission.
6. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
7. Children of other Faith traditions.
8. Other children.

If applicants are seeking admission under criteria 5 & 6 above, must provide a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A **looked after child** is a child who is in the care of a Local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See **www.churches-together.net** for further details on membership)

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until at least the end of the autumn term.

Notification

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

St. Teresa's Catholic Primary School Reception Class Admissions Policy 2015/16

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

The Published Admission Number (PAN) for Reception class September 2015 is 30.

Applications will be considered on an Equal Preference basis.

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All application forms must be returned to the Local Authority by the specified closing date. The Local Authority processes information provided and this is subsequently forwarded for consideration to the school's Admissions Committee

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Special Educational Need

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

Oversubscription Criteria

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

First priority in each category will be given to children who will have a sibling (see note 3) attending the school in September 2015

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic children whose home address is within the parish boundaries of St Teresa's and St Aidan's parishes.
3. Catholic children of a member of school staff who is currently employed at the school and has been employed at the school for at least the two years preceding the date of application.
4. Catholic children whose home address is outside the parish boundaries of St Teresa's and St Aidan's parishes.
5. Looked after children in the care of a Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
6. Other children who will have a sibling attending the school at the time of admission.
7. Other children of a member of school staff who is currently employed at the school and has been employed at the school for at least the two years preceding the date of application.
8. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
9. Children of other Faith traditions.
10. Other children.

If applicants are seeking admission under criteria 8 & 9 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Residence and Special Guardianship Orders

A **looked after child** is a child who is in the care of a local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of St Teresa's Catholic Primary School.

5. Churches Together in England

See www.churches-together.net for details on membership

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 232 8520**.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Waiting Lists

If your child has been refused admission to Reception class, a waiting list is available where priority will be given according to the above criteria based on the most recent information provided. The school or local authority must be informed of any significant change in circumstances. The waiting list for September 2015 Reception class will be open until January 1st 2015. For further information contact the Chair of Governors at the school address.

Notification of Reception Class places

Places will then be allocated by strict application of the above criteria. Letters will be sent to parents/carers notifying them as to whether or not their child has been allocated a place on the 16th April 2015.

St. Vincent's RC Primary School

Admission Policy 2015/16

St. Vincent's RC Primary School
Monkchester Road
Newcastle Upon Tyne,
NE6 2TX
Tel. 0191 2655049
Fax. 0191 2656859

Pan: 30
Parish Served: Our Lady and St. Vincent's, Newcastle

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

The Planned Admission Number (PAN) for St. Vincent's RC Primary school is given in the above table.

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

How and When to Apply

Applications must be made on the Newcastle Local Authority Common Application Form. All forms for Reception Class September 2015 must be returned by the closing date set by the Local Authority.

Late Applications

Any applications for September admissions to Reception Class received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

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

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

First priority in each category will be given to children who will have a sibling (see note 3) attending the school in September 2015

1. Looked after Catholic children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
2. Catholic Children whose home address is within the parish served by the school.
3. Catholic Children whose home address is outside of the parish served by the school.
4. Looked after children in the care of the Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
6. Children of other Faith traditions.
7. Other children.

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

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of a Local Authority

A **looked after child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians' (Section 14A Children Act 1989).

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Tie-breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of a straight line distance from a single, central fixed point at the school to point in the centre of the home address of the child, using the local land and property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, **0191 2328520**.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission to Reception class, your child's name will be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the above criteria which will be maintained for the full academic year.

Notification

Formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the 15th January, 2015. Places will then be allocated by strict application of the above criteria. Parents will be notified by Newcastle Local Authority as to whether or not their child has been allocated a place on the agreed date 16th April, 2015.

Chair of Governors
Mr Michael Willcock
Date: 3rd October 2013

Admission policies for Voluntary Aided Church of England schools

The admissions policies for the individual faith schools in Newcastle are set out below. Each school has its own admissions policy. If you are considering applying for a school place at one of these schools, please ensure that you carefully read the policy and consider how well your child meets the criteria before you complete your application. Provide any supporting evidence by the date requested or it will not be considered with your application.

The following table shows the total number of reception

places that are available in 2015 (the Published Admission Number or PAN), the total number of reception places available in 2014, the number of on time applicants competing for those places, and the number of places that were subsequently offered on national offer day.

Please note that Central Walker Voluntary Controlled Primary School is also a Church of England school but it follows the local authority's admissions policy and does not prioritise applications on faith grounds.

School	PAN 2015	PAN 2014	Number of applicants 2014	Offers 2014
Archbishop Runcie Church of England (VA) First School	30	30	150	30
Christ Church CE Primary School	20	20	17	19
St Paul's CE Primary School	35	35	91	34

Archbishop Runcie Church of England (VA) First School Admission Policy 2015

School Ethos Statement

"In recognition of its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils."

We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the faith of this school to apply for and be considered for a place.

The governing body of Archbishop Runcie Church of England (Voluntary Aided) First School is the Admissions Authority for the school and they intend to admit up to thirty pupils to the reception year group in September 2015. This arrangement follows consultation between the governing body, the Newcastle Diocesan Education Board, Newcastle Local Authority, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents/ carers of all children. We are required by law to admit children with statements of special educational need, which name this school.

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

Over-subscription Criteria

1. Looked After Children (Children who are in the care of the Local Authority (LAC)) or previously Looked After Children*

2. Children who have a specific medical need requiring attendance at this school, above all other children. This must be evidenced by a letter from a registered health professional (e.g. doctor, specialist) which sets out clearly and objectively the nature of the needs and why attendance at this school would be essential for the child.
3. Children with a sibling* at the school at the time of admission or a sibling who will have transferred from Archbishop Runcie First School to Year 5 at the feeder link school (Gosforth Central Middle School) at the time of admission.
4. Children of parents / carers who have provided a letter from their Vicar confirming that they worship regularly (at least once a month) at Gosforth, All Saints or Gosforth, St Nicholas Parish Churches.
5. Children of parents / carers of other Christian denominations, of other faiths or of no faith.

These criteria apply to all years of entry across the school in 2015/16 if there are more applicants than spaces available.

**Looked After Children*

A Looked After Child is a child who is in the care of the Local Authority in accordance with section 22 of the Children Act 1989

**Previously Looked After Children*

Previously Looked After Children are children who ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

An '**Adoption Order**' is an order made under section 46 of the Adoption and Children Act 2002.

A '**Residence Order**' is an order outlining the arrangements to the person with whom the child will live under section 8 of the Children Act 1989.

A '**Special Guardianship Order**' is an order appointing one or more individuals to be a child's special guardian or guardians.

**Sibling*

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Evidence Required

Category 1

Parents/carers seeking admission under criterion 1 must provide evidence of the relevant order before the closing date.

Category 2

Parents/carers seeking admission under criterion 2 must provide appropriate evidence eg a letter from a doctor or specialist which demonstrates clearly and objectively the child's needs and why this is the only school that can meet those needs.

Category 3

Sibling evidence will be checked.

Category 4

Parents/carers seeking admission under criterion 4 must, before the closing date, provide the school with a letter signed by the Vicar of the church in question showing that their application satisfies the criterion.

If the relevant evidence is not provided to the school before the closing date the application will be considered under criterion 5 of the over-subscription criteria.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor. Distance will be measured in miles using a straight line from the centre point of the child's address to the middle of the school using the Newcastle Maps online (the Local Land and Property Gazetteer) or a suitable alternative geographical information system, with those living closer to the school receiving the higher priority. Applications from outside the local authority area covered by this system will be measured in miles using a straight line from the centre point of the child's address to the middle of the school on an Ordnance Survey map of the area.

Home Address

It is the child's address which will be used in applying the admissions criteria. This means that the child's address at the time the application is made should be used. The address of childminders or other family members who share in the care of your child should not be used. If offered a place you will be asked for proof of the child's address eg child benefits statement, medical card.

Waiting Lists

Reception Class If we are not able to offer your child a place, the school will keep your child's name on a waiting list for the Autumn term i.e. until the end of December. If you wish to remain on the waiting list for a place in the Reception class from January 2016 onwards, you will need to re-apply before the start of every school term using the Local Authority's In Year Admissions application form. Waiting lists are cleared termly.

Other Year Groups If you apply for a place in our school in any other year group and a place is not immediately available, your child will automatically be placed on a waiting list. The waiting list will be ranked strictly according to the oversubscription criteria above regardless of the date the application was received. Waiting lists are cleared on a termly basis and if you wish to remain on the list you must re-apply before the start of every term using the Local Authority's In Year Admissions application form.

Right of Appeal

Parents or carers who are not offered a place for their child at the school have a statutory right of appeal to an independent appeals panel. Please contact the Local Authority for information Tel: **0191 277 7427**.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant the offer will be withdrawn.

Nursery Admissions

Nursery admissions are entirely separate (there is a separate admissions policy) and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.

Applications and Offers

On-line or written applications for admission must be returned to the Local Authority by 31st January 2015. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Applications received after the closing date will be classified as late and considered after all of the applications received on time. National offer day for reception places is 16th April 2015. Parents who applied on time will be notified of offers by email on the day, or by letter posted second class on the day, depending on how they applied for their place. Parents who applied late will be notified of offer on 5th June 2015.

P J Moorin
Chair of Governors
30th June 2014

Christ Church C E Primary School Admissions Policy 2015 – 2016

The governing body of Christ Church C E voluntary aided Church of England School is the Admissions Authority for the school and they intend to admit up to 20 pupils to the reception year group in September 2015-2016. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents of all children.

Children with a statement of special educational needs which names the school will be given a place.

In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below. These criteria apply to all years of entry across the school in 2015/16 if there are more applicants than spaces available.

Over-subscription Criteria

1. Children who are in Local Authority Care, or have previously been in Local Authority Care but ceased to be so because they are now adopted, or become subject to a residence order or special guardianship order
2. Children with a sibling at the school at the time when they would be admitted to the school.
3. Children of parents worshipping regularly and frequently at the Parish Church of Christ Church or St. Ann's [see map attached].
4. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).
5. Children who live in the Parishes of Christ Church or St. Ann's.
6. Children of parents worshipping regularly in another Christian Church who wish their child to attend this school because of its Christian foundation. Applications need to be supported with a letter from a minister of religion.
7. Other children.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor. Distance will be measured as the crow flies from the front door of the child's home address [including flats] to the main entrance of the school [using the local Authority's computerised measuring system]. Those living closest to the school will receive the highest priority.

Multiple Births

Where there are more applications than places, children from multiple births will be given priority within each criterion. If a further tie break is necessary, distance between home and school will be used to prioritise applications.

Waiting List

The school office will maintain a waiting list of applicants which will be kept until the 31st December. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

If you wish to remain on the waiting list for a place in the **Reception class** from January 2016 onwards, you will need to re-apply before the start of every school term using the local authority's In Year Admissions application form. Waiting lists are cleared termly.

If you apply for a place in our school in **any year group** and a place is not immediately available, your child will automatically be placed on a waiting list. The waiting list will be ranked strictly according to the oversubscription criteria above regardless of the date the application was received. Waiting lists are cleared on a termly basis and if you wish to remain on the list, you will need to re-apply before the start of every term using the local authority's In Year Admissions application form.

Notes

- Parents are asked to let the head teacher know at the time a place is offered whether their child has a disability. This allows the school time to consider reasonable adjustments to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum than their able-bodied peers.
- If applicants are seeking admission under the criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The evidence must clearly demonstrate why the school is the only school that can meet the child's needs. It should explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted with the application on or before the closing date. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.

- If applicants are seeking admission under the criterion of worshipping regularly at a Parish Church or other Christian church, they will be asked to provide evidence that they worship regularly, e.g. a letter from the incumbent. (Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend).
- A map showing the parish boundaries can be inspected at the school office.
- Late applications received after the closing date will be considered after those that were submitted on time
- 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.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.
- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.

Definitions

- **Looked after child** is a child who is in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002
- A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989
- A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.
- **Sibling** refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent's/carer's partner – in every case the child should be living in the same family unit at the same address.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application.

National offer day for reception places is **16 April 2015**. Parents who applied on time will be notified of offers by email on the day, or by letter posted second class on the day, depending on how they applied for their place. Parents who applied late will be notified of offers on **5 June 2015**.

St Paul's C of E Primary School Admissions Policy 2015

1. Introduction

- 1.1 Recognizing its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, shall preserve and develop its Christian character in accord with the Trust Deed and, therefore, shall seek to glorify the One God (who exists as Father, Son and Holy Spirit) and to serve its community by providing, within the context of biblical belief and practice, an excellent education.
- 1.2 The Governing Body recognizes that all people owe their existence to God and are dependent upon him for their preservation day by day.
- 1.3 The Governing Body acknowledges that mankind, male and female, is created in and as the image of God and thus, from conception to the grave, all people are to be always shown care, love and respect.
- 1.4 St Paul's Voluntary Aided Church of England Primary School provides an education for pupils of statutory school age (that is 5 to 11 years of age) and, in an Early Years Unit (Reception and Nursery, for pupils younger than the statutory school age.
- 1.5 The Governing Body of St Paul's School is the Admissions Authority for the school.
- 1.6 The admissions number for St. Paul's School is 35.

- 1.7 There are, therefore, 35 places available each year for children of Reception age.
- 1.8 A school year begins in September. This arrangement follows consultation with the Local Authority and other admission authorities in the city and diocese.
- 1.9 Priority for admission shall be given to a child(ren) with a Statement of Special Educational Needs which names the school.
- 1.10 The parents or carers of a child who is 4 years of age may apply for a place in Reception (the first year of statutory schooling) if their child will be 5 during the same school year.
- 1.11 The classes in St Paul's School are restricted, except in exceptional circumstances, to 30 pupils.
- 1.12 The parents or carers of children over the age of 5 may apply for a place in a class appropriate for their age.
- 1.13 There are 21 full time places for children of Nursery age.
- 1.14 The process for admission of children of Nursery age is separate from that of admission to other classes.
- 1.15 Parents or carers with a pupil of Nursery age have no automatic right to, nor a guarantee of, a place in the Reception year.
- 1.16 Parents or carers must, therefore, apply separately for a place for a Nursery age child and/or a place in the Reception year or any other class.
- 1.17 The parents or carers of a child who is 3 years of age may apply for a Nursery place if their child will be 4 during the same school year.
- 2.2 Parents and carers who apply by the closing date for a Reception or a Nursery place will be contacted with either an offer of a place or an explanation of why a place has not been offered after the 16 April preceding the start of the school year (in September) for which a place has been requested. Parents and carers who apply after the closing date will be notified of an offer after the 5 June.
- 2.3 Parents and carers who apply for other year groups shall return completed application forms to the Local Authority Admissions Team or the school.
- 2.4 The Admissions Committee shall meet as and when necessary to ensure that all applications are considered within 10 working days.
- 2.5 Parents and carers who apply for a place for their child(ren) in the school shall be informed of the outcome of their application by the school within 10 working days of it being received.
- 2.6 The school shall maintain a waiting list of applicants. This list shall be ranked in the same order of priority as the over subscription criteria outlined in paragraph 2.9 below.
- 2.7 The school shall inform the Local Authority on a weekly basis (during term-time) of any vacancies that exist in any year group.
- 2.8 The school shall clear its waiting list on a termly basis. To remain on the waiting list a re-application would need to be made before the start of the next term using the Local Authority's in-year admissions application form. For a Reception place it will be necessary to re-apply every term after January 2016.

2. Applying for Admission

- 2.1 All applications must be made in writing on an application form that can be obtained:
 - (a) for a Nursery place from the school (telephone 0191 273 3667);
 - (b) for a Reception place from the Local Authority Admissions Team; and
 - (c) for Years 1 - 6 from the child(ren)'s current school or St Paul's School.

2.9 When there are more applicants than places available for a child in a year group or class, preference will be given, in the following order of priority, to those children:

- (1) who are, or have previously been, in public care (see section 3 below);
- (2) who have a brother(s) or sister(s) (be he or she a full, half, or step brother or sister, or a child of the partner of their parent or carer) who will be being educated in St Paul's School at the time of admission;
- (3) whose parents or carers are on the Electoral Roll of Elswick Parish Church (St Stephen and St Paul), as confirmed by the Minister of that church in writing, and choose St Paul's School for the distinctive Christian education it provides;
- (4) whose parents are members of another Christian church, as confirmed by the Minister of that church in writing, and choose St Paul's School for the distinctive Christian education it provides; and,
- (5) who live nearest to the school (measured, in a straight line from the front door of the home of the person with parental responsibility for the child(ren) to the main entrance of the school, using the Local Land and Property Gazetteer or a suitable alternative Geographical Information System).

2.10 Tie breaker

Where there are places available for some but not all applicants under a particular criterion, distance from home to school, as defined in paragraph 2.9(5) above, will be the deciding factor.'

2.11 Parents or carers who are not offered a place for their child have the right of appeal to an appeals committee. They should first contact the Local Authority (telephone **0191 277 7427**) to give notice of the intention to appeal.

3. Definitions

Children in public care are children who are in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.

Children who were previously in public care are children who were in public care, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002.

A **residence order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

4. Review

The governors shall review this policy each year.

Appeals 2014

The following table shows the total number of appeals submitted for reception class places for September 2014, and the outcome of the appeal, by school. For example two appeals were submitted for Archbishop Runcie; one was heard by an independent appeals panel and was refused; the other was withdrawn by the parent before it was heard by the appeals panel. Appeals that are withdrawn will include cases where the child was offered a place at the school from the waiting list, or offered a place at another preferred school, before the date of appeal.

School	All appeals submitted	Outcome: refused	Outcome: upheld	Withdrawn
Archbishop Runcie C of E First School	2	1		1
Archibald First School	4	4		
Benton Park Primary School	2	1	1	
Broadway East First School	1			1
Brunton First School	3	2		1
Chillingham Road Primary School	2			2
Cragside Primary School	8	3	1	4
English Martyrs RC Primary School	8	5		3
Farne Primary School	2		1	1
Gosforth Park First School	2			2
Grange First School	1			1
Hotspur Primary School	5	3		2
Kingston Park Primary School	4		1	3
Knop Law Primary School	4	3	1	
Milecastle Primary School	3	2		1
Newburn Manor Primary School	1		1	
Ravenswood Primary School	3			3
Sacred Heart RC Primary School	6	5		1
South Gosforth First School	3			3
St Alban's RC Primary School	3	2	1	
St Bede's RC Primary School	1	1		
St Charles' RC Primary School	3			3
St Cuthbert's Catholic Primary School (Kenton)	3	3		
St John Vianney RC Primary School	10		10	
St John's Primary School	2	2		
St Michael's RC Primary School	1			1
St Oswald's Catholic Primary School	4	2	2	
St Teresa's Catholic Primary School	6	2	1	3
St Vincent's RC Primary School	1			1
Stocksfield Avenue Primary School	3	2		1
Walkergate Primary School	6	4	1	1
West Denton Primary School	1			1
West Jesmond Primary School	3	1		2
Westerhope Primary School	10	7	2	1
Wingrove Primary School	3	3		
Wyndham Primary School	1	1		
Total	125	59	23	43

The above data relates to appeals submitted and heard in summer term 2014.

Application form for reception 2015

Closing date: midday, 15 January 2015

This paper application form is only for reception class admissions for September 2015.

The best way to apply for a school place is using our safe, secure and easy to use online form at www.newcastle.gov.uk/admissions

Where to get help and advice with applying for reception places 2015

- Read our leaflet "Starting School in 2015".
- Read the full admissions guidance on our website www.newcastle.gov.uk/admissions or request a hard copy. This explains the admission arrangements in detail for all schools.
- Email us at admissions.information@newcastle.gov.uk or phone **0191 278 7878**.
- Staff in Customer Service Centres and schools can help you complete the form.

Guidance on completing this form

- Use this form if your child lives in Newcastle. If your child lives in another council area, you must apply to that council for their reception class place.
- You can apply for a place in any state school or academy, including faith schools and schools in other authorities. You cannot apply for an independent school on this form.
- You can list up to four schools (your "preferences"). List the school you most want first.
- Use all four preferences. Listing just one school does not improve your chances of being offered a place.
Don't waste the opportunity to be considered for other schools.
- Please use black ink and write in block capitals.
- Include your child's full name and date of birth in any correspondence.

Before you submit your application you must

- Read the admission policies for the schools you are applying for. Understand how places will be allocated if more children apply than places available. Different schools apply different rules.
- Just because you have the option to tick a box or state a reason on the application, it doesn't mean every school will take that reason into account when allocating its places.
- Consider the information on school place offers made in 2014. This should give you a realistic idea of your child's chances of getting a place in 2015.
- Complete all the boxes on the form that are relevant to your application.
- Answer the questions truthfully and accurately.
- Arrange to provide any supporting evidence within the timescales requested.

We are unable to provide a receipt for paper applications unless you include a stamped addressed envelope and you are strongly advised to obtain proof of posting. Newcastle City Council does not accept any responsibility for the loss of documents sent by post. Also make sure that you use the correct postage or the post office will not deliver the envelope and it may not arrive to us before the closing date.

The best way to apply for a school place is using our safe, secure and easy to use online form at www.newcastle.gov.uk/admissions We will acknowledge online applications by return email. Do not submit a paper application if you have applied online.

Return this application form (along with any supporting evidence) by midday, 15 January 2015 to:

Admissions and Information Service, Newcastle City Council, Room 225, Civic Centre, Newcastle upon Tyne NE1 8QH.

Start of application

Please enter your child's details:

Surname _____ First name _____

Date of birth _____ (day/month/year) Gender **Boy** ☐ **Girl** ☐

Current address _____

_____ Postcode _____

Is your child in Local Authority Care (looked after)? **Yes** ☐ **No** ☐

If yes, which local authority looks after your child? _____

Was your child previously looked after and immediately afterwards adopted or made the subject of a residence or guardianship order? **Yes** ☐ **No** ☐ (If yes, submit evidence by 15 January 2015.)

Does your child have a Statement of Special Educational Need? **Yes** ☐ **No** ☐

Are you a Service family (for example, a forces family) relocating to Newcastle **Yes** ☐ **No** ☐
(If yes, submit proof of relocation or a unit postal address by 15 January 2015)

Please enter your details:

Your title (for example, Mr, Mrs, Miss) _____

Surname _____ First name _____

Current address (if different from child) _____

_____ Postcode _____

Mobile phone _____ Home phone _____

Email address _____

What is your relationship to the child? (for example, mother) _____

Do you have parental responsibility for this child? **Yes** ☐ **No** ☐

- Before moving on to list your preferred schools, read the admission policies for the schools you are applying for. Understand how places will be allocated if more children apply than places available. Different schools apply different admission rules.
- Just because you have the option to tick a box or state a reason on the application, it doesn't mean every school will take that reason into account when allocating its places.
- List four different schools (your "preferences"). List the school you most want first. Every school you list counts as a separate application and will be considered against the school's oversubscription policy regardless of whether you list it first or fourth. However, if we can offer you a place at more than one school, we will offer you a place at the school you list highest.

Please list your school preferences in ranked order with the school you most want first. Tick the boxes to tell us the reasons why you have listed each school. If you tick any boxes, you must submit the supporting evidence requested or it will not be considered.

My first preference school is: _____

Medical reason

Yes ☐ No ☐

You must provide evidence from a medical professional by 15 January 2015 that this is the only school your child can attend.

Faith reason

Yes ☐ No ☐

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate which faith:
Catholic ☐ Church of England ☐ Other (please indicate which faith) _____

Is a parent employed at this school? Yes ☐ No ☐ (You must provide proof directly to the school)

A brother or sister (sibling) will be at the school in September 2015 Yes ☐ No ☐

Sibling's date of birth _____ (Pick the child closest in age)

Sibling's surname _____ First name _____

If you wish to provide any other supporting information please give details below:

My second preference school is: _____

Medical reason

Yes ☐ No ☐

You must provide evidence from a medical professional by 15 January 2015 that this is the only school your child can attend.

Faith reason

Yes ☐ No ☐

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate which faith:
Catholic ☐ Church of England ☐ Other (please indicate which faith) _____

Is a parent employed at this school? Yes ☐ No ☐ (You must provide proof directly to the school)

A brother or sister (sibling) will be at the school in September 2015 Yes ☐ No ☐

Sibling's date of birth _____ (Pick the child closest in age)

Sibling's surname _____ First name _____

If you wish to provide any other supporting information please give details below:

My third preference school is: _____

Medical reason **Yes** ☐ **No** ☐

You must provide evidence from a medical professional by 15 January 2015 that this is the only school your child can attend.

Faith reason **Yes** ☐ **No** ☐

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate which faith:

Catholic ☐ Church of England ☐ Other (please indicate which faith) _____

Is a parent employed at this school? **Yes** ☐ **No** ☐ (You must provide proof directly to the school)

A brother or sister (sibling) will be at the school in September 2015 **Yes** ☐ **No** ☐

Sibling's date of birth _____ (Pick the child closest in age)

Sibling's surname _____ First name _____

If you wish to provide any other supporting information please give details below:

My fourth preference school is: _____

Medical reason **Yes** ☐ **No** ☐

You must provide evidence from a medical professional by 15 January 2015 that this is the only school your child can attend.

Faith reason **Yes** ☐ **No** ☐

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate which faith:

Catholic ☐ Church of England ☐ Other (please indicate which faith) _____

Is a parent employed at this school? **Yes** ☐ **No** ☐ (You must provide proof directly to the school)

A brother or sister (sibling) will be at the school in September 2015 **Yes** ☐ **No** ☐

Sibling's date of birth _____ (Pick the child closest in age)

Sibling's surname _____ First name _____

If you wish to provide any other supporting information please give details below:

I confirm that I have read the local authority's admissions guidance and the admissions policy for each of the schools I have listed on my application. The information I have provided on this form is true and accurate. I understand that the local authority will withdraw their offer of a school place if the information I provide is found to be fraudulent.

Parent or carer signature _____

Date _____

If you cannot get online and need a paper book and application form please contact us to request a copy:

Email: admissions.information@newcastle.gov.uk

Write: Admissions and Information Service
Newcastle City Council
Room 225 Civic Centre
Barras Bridge
Newcastle NE1 8QH

Phone: 0191 278 7878 (ask for "School Admissions")

Please note that our phone lines can be extremely busy. We will return all calls as quickly as possible so please do not leave multiple messages. Thank you for your patience.

If you need this information in another format or language please contact us.