

TITLE OF REPORT: Primary Community Controlled School Admissions Arrangements and Co-ordinated Admission Schemes for Primary and Secondary Schools for 2019/20

REPORT OF: Caroline O'Neill, Strategic Director, Care, Wellbeing and Learning

Purpose of the Report

1. The purpose of this report is to request Cabinet to:
 - a. Approve the following:
 - proposed Community and Voluntary Controlled Primary Schools Admission Policy, 2019;
 - proposed Co-ordinated admission schemes for Infant, Junior, Primary schools and Secondary Schools 2019
 - b. Note the following:
 - proposed Planned Admission Numbers (PAN's) for Community schools for 2019/20.

Background

2. The school admission code "the code" applies to school admission arrangements for admission in the 2019/20 academic year. It applies to all maintained schools in England. Academies, including those that are Free schools are required, to comply with the code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.
3. The code and the related legislation ensures that school admission authorities, whether Local Authorities (Las) or schools and academies, must operate in a fair way that promotes fair access to school choice, social equity and community cohesion. The Code has a statutory basis and imposes mandatory provisions. Admission authorities must ensure that their school admission arrangements comply with the mandatory provisions of this Code.
4. Admission regulations disapply the necessity to consult on the arrangements if they remain the same and have been consulted on the previous 7 years and remain unchanged. This was the case for the 2016 admission arrangements. It should be noted that amendment to the policies to reflect mandatory requirements relating to the extended definition of Looked After Children (LAC) updated in the 2013 policies do not constitute a change requiring consultation.
5. The proposed school admission policies for 2019/20 (attached) have regard to the code issued in December 2014. They have been formulated having taken account of

the responses received from consultees in previous years (including individual parents and carers) following a consultation process that was completed in January 2016.

6. National offer dates apply for both the Secondary and Primary admission rounds. The Secondary national offer date is 1 March whilst the Primary offer date is 16 April each year. In both instances where the set national offer day falls on a Saturday or Sunday or bank holiday the actual offer date will move to the first working day after that.
7. The proposed Planned Admission Numbers are attached in Appendices 2 and 3. The proposed Co-ordinated admission schemes contained in Appendix 4 contain compliance dates for the exchange of information between schools and the LA so that co-ordination of the allocation of places to parents can take place by statutory deadlines. The dates contained in the schemes largely mirror the compliance dates and timeframes set in the previous year.

Proposal

- 8 Cabinet is asked to consider the following:
 - The proposed Community and Voluntary Controlled Primary Schools admission policy for September 2019 as attached in Appendix 2, together with their proposed Planned Admission Numbers for 2019/20.
 - The proposed separate co-ordinated admission schemes for Secondary schools and Infant Junior and Primary schools for September 2019.
 - All secondary schools will be academies by this date and will formulate their own admission policies.
- 9 It is proposed, in accordance with statutory regulations, to adopt the closing dates of 15 January 2019 (for primary schools) and 31 October 2018 (for secondary schools) for the submission of applications for admission to schools in September 2019.

Recommendations

10. It is recommended that:
 - (i) The Community and Voluntary Controlled Primary Admission Policy set out in Appendix 2 is adopted for September 2019;
 - (ii) The approved admissions policies for September 2017 are used as a basis of consultation, if necessary, with schools and others for formulating the relevant admissions policies from September 2017/18.
 - (iii) The two approved co-ordinated admission schemes for Secondary, Infant Junior and Primary schools are adopted for September 2019.
 - (iv) Note that the Planned Admissions Numbers set out in Appendix 2 and 3 for all community Secondary and Primary schools are to be adopted by the governing bodies of each school.

For the following reason:

To enable the Council to comply with statutory legislation as it relates to school admissions policies, admission arrangements and co-ordinated admission arrangements.

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APPENDIX 1

Policy Context

1. This report supports the Council's aims as set out in 'Vision 2030' of helping people to learn and develop through their lives and in raising levels of educational achievement. The proposals also support the Council's Equal Opportunities policy. The report reflects the duties placed on the Council by legislation and statutory guidance.

Background

2. At its meeting in April 2016, the Council agreed that the approved school admissions policies for September 2017 be used as a basis for future school admissions policies.

Statutory Infant class size limit

3. In certain defined circumstances as listed as "excepted reasons" within the admission code individual children must be admitted above the statutory infant class size limit of 30 children to a single teacher. The admission code issued in December 2014 added an additional category to the list of "excepted reasons" which now includes;
 - Children of UK service personnel admitted outside the normal admission round;

Allocation system- Equal Preference

4. The Admissions code requires all admission authorities to implement a mandatory "equal preference" allocation system when considering parental preferences. Freedom to express choice under the Equal Preference system does not override the admission criterion that applies to applicants for admission to individual schools.

Fair Access Protocols

5. The school admissions code requires all admission authorities to participate in the fair access protocol to ensure that unplaced children who move in to the borough outside of the normal admissions round. There is no duty to comply with parental preference when allocating places through the fair access protocol. Children who have been referred for admission and allocated a school through the Fair Access Protocol will take precedence over all children on the waiting list with the exception of children in public care "looked after" children as defined within the policy. If appropriate to do so, the LA through the Fair Access Protocol, may determine that such children should be admitted above the planned admission number for a relevant school.

Waiting lists

6. Waiting lists will be maintained for all oversubscribed community schools for the whole of the academic year.

Children in Public Care

7. Children in public care **must** have top priority in school admission arrangements. This definition was extended in the admission code issued on 1 February 2012, to include children who were previously looked after but immediately after being “looked after” became subject to adoption residence, or special guardianship order. Policies have been updated to include this mandatory provision

Exceptional Social and Medical Grounds

8. The LA considers cases from parents who have submitted the required independent evidence from a relevant health professional i.e. doctor or social worker as part of the admission process. This independent evidence must clearly demonstrate why the chosen school is the most suitable school and what difficulties would be caused if the child were to attend another school. These cases will be referred to the primary and secondary fair access panels for consideration.

Planned Admission numbers

9. The proposed Planned Admission Numbers (PAN) for community primary schools are contained within in Appendix 2 and Appendix 3.
10. The LA recently consulted on the changes to the PAN for Glynwood Primary School.
11. Glynwood Primary School – The school requested that due to increased demand their PAN be increased to 60 from 45 as most year groups are over this number. This proposal was proposed last year, however, was withdrawn due to objections received from St Anne’s Catholic Primary School and Larkspur Primary School as it was felt that more data was needed to support this increase. Whilst both schools have again submitted objections to a permanent increase in Glynwood’s PAN, there is no evidence from catchment analysis to suggest that this will have a significant impact on either school but also fits with the pattern of parental preference in the area. It is therefore recommended that approval is given to the increase in the PAN for Glynwood Primary School.
12. All other schools are to maintain their current PAN.

Mandatory Closing dates for return of applications- Primary and Secondary

13. Mandatory closing dates apply for the return of applications for Secondary and Primary admissions have been incorporated into the relevant admission policies.

Co-ordinated admission schemes 1) Secondary schools and 2) Infant, Junior and Primary schools.

14. Both schemes contain the administrative timescales that must be met by those schools and academies who determine their own admission arrangements so that they can supply the LA with the allocation lists for their school enabling the co-ordination of the allocation of places by the LA to parents across the borough and for schools in neighbouring boroughs. The local dates contained in both schemes are similar to those set in the previous year and have regard to statutory deadlines contained in the admission code.

Consultation

15. The admission code issued on December 2014 allows for exemption to consultation for up to 7 years providing the admission arrangements (admission criteria) were consulted on immediately prior to that period and have not changed. Providing the admission arrangements are the same as those in the previous years it is not necessary to consult on the admission arrangements. This is the case for 2019 as a full consultation process was completed for the 2016 admission process.
16. The Cabinet Members for Children and Young People have been consulted on this report.

Alternative Options

17. There is no alternative to considering and adopting policies proposed in this report.

Implications of Recommended Option

18. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that there are no financial implications arising from this report
- b) **Human Resources Implications** – None
- c) **Property Implications** - Schools that have increased their Planned Admission Numbers have confirmed that space is available to accommodate the planned increase in numbers in future years.

19. Risk Management Implication - None

20. **Equality and Diversity Implications** - The policies comply with equal opportunities requirements in that all persons are treated equally with criteria being applied objectively.

Section 49 of the Equality Act 2006 determines that it is unlawful to discriminate on the grounds of the person's religion or religious belief in specific ways including the terms on which an admission authority offers to admit a child or affords a child access to a benefit, facility or service or refuses him/her the benefit, facility or service. The Secretary of State has exempted those schools having religious character (faith schools) from this requirement. However, all schools need to be aware of their obligations to review their policies and practices to make sure these meet the requirements of the Act, even if they believe that they are already operating in a non-discriminatory way.

21. Crime and Disorder Implications – None

22. Health Implications - None

23. Sustainability Implications - None

24. **Human Rights Implications** - School Admissions Policies have Human Rights Implications. It is a convention right that no person should be denied the right to

education. The Policy pursues a legitimate aim and is proportionate. It is necessary to assist the LA and governors in distinguishing between competing applications. It is also necessary to allow parents to more accurately assess the prospects of their being able to obtain a place at the school/s they prefer.

25. **Area and Ward Implications** - All Wards are covered by this report

Gateshead Co-ordinated Admissions Scheme Infant, Junior & Primary schools September 2019

Introduction

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

Interpretation

2. In this Scheme -

'The LA' means Gateshead Council acting in their capacity as local authority.

'The LA area' means the area in respect of which the LA is the local authority.

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

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

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

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

'Academy' means such of the schools have 'academy' status.

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

'VA schools' means such of the schools as are voluntary-aided schools.

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

'The specified year' means the school year beginning at or about the beginning of September 2019.

'Admission arrangements' mean the overall procedure, practices, criteria, and supplementary information which govern the procedures and decision making for the purposes of admitting pupils to the school;

'Home LA' means the local authority in which the child resides.

'CAF' means the common application form that must be used by the parent to apply for a school place for normal admission round first year of entry.

'Equal preference system' means all preferences for each school listed by parents on the common application form are considered against the oversubscription criterion without reference to the parental ranking nominated on the CAF. However where a child may be

potentially offered a place at more than one school nominated on their CAF, then the rankings given on CAF will be used to determine the final single offer that will be made by selecting the school that was ranked highest on the CAF for which the child is eligible for an offer.

'Parent or Legal Guardian' means any person who holds parental responsibility, including carers, as defined under the 1989 Children Act and with whom the child normally resides.

'In Year Admissions' means any application for a place in any year group for Infant Junior or Primary school received during the academic year commencing in September 2019.

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

Commencement and extent

This scheme applies in relation to the admission arrangements for the schools and Academies for admission year 2019/2020 (the specified year). The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect. The governing body of each of the VA schools and academies will include in its admission arrangements for the above year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

The Scheme

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The Scheme shall apply to every infant, junior & primary school including academies in the LA area as identified in Appendix 1 (except special schools).
3. The scheme will also include applications from parents seeking admission to Gateshead schools who live within the following neighbouring LA's:

Durham, Newcastle, Northumberland, South Tyneside and Sunderland

We will also co-ordinate our admission process with any other admission authorities where relevant.

SCHEDULE 1

Part 1 - The Scheme

1. A standard application form known as the Common Application Form (CAF) will be used for applications to school for normal year of entry in the specified year. A standard application form known as 'School Transfer Form' will be used for 'In Year' applications made after the commencement of the academic year 2019.
2. The CAF will be used for the purpose of admitting pupils into the first year of Infant/Junior/Primary education in the academic year 2019/2020.
3. The CAF must be used as a means of expressing up to 3 preferences by parents resident in the LA area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (Academies, Community, Voluntary aided and Community controlled schools).
 - b) to be admitted to a school located in another LA's area (including Voluntary Aided, Foundation schools and Academies).
4. **The Common Application Form will -**
 - a) allow the parents to express up to 3 preferences by naming them in rank order of preference and where relevant for schools outside Gateshead LA area.
 - b) invite parents to give their reasons for each preference.
 - c) specify the closing date and where the application form must be returned, in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure that:**
 - a) the CAF is available on request from the LA and on-line at **www.gateshead.gov.uk** until the closing date and;
 - b) every parent resident in the LA area who has a child eligible to commence primary education and those transferring from infant to junior school receives a written explanation of how to apply and an explanation of the admission procedures and coordinated admission scheme and has access to the CAF on-line and paper copy (on request only).
 - c) every parent whose application falls within the category of 'in year' admission receives a copy of the School Transfer Form and an explanation of the admission procedures and co-ordinated admission scheme.
6. **The LA will take all reasonable steps to ensure that:**
 - (i) applicants will receive no more than one offer of a school place and
 - (ii) a place will be offered at the highest ranked school for which they are eligible under the admission criteria; and
 - (iii) if more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the

schools in the order appearing on the form (the first-mentioned being ranked the highest);
and

(iv) if a place cannot be offered at any nominated school, a place will be offered at an alternative school.

7. All preferences expressed on the CAF are valid applications. The governing body of an academy, foundation or VA school can require parents who wish to nominate, or have nominated, their school on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it will be sent to the parents by the governing body for completion and returned to the school.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by the school then the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents must not be under any obligation to complete an individual school's supplementary form where this is not required for the Foundation VA or Academy governing body to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2 (no School in Gateshead operates criteria for selection-based ability or aptitude).

Submitting Applications (CAF)

10. Completed CAFs must be returned to the LA by 15 January 2019. It will be the responsibility of parents to ensure that CAFs are returned to the LA, on-line or in paper by the closing date.

Determining offers in response to the Common Application Form

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

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

12. Completed application forms must be returned to the home LA by the closing date of 15 January 2019.
13. Completed application forms that are received after the closing date will be considered as 'late' unless exceptional circumstances apply except that the procedure must not prevent the proper processing under the Scheme of those application forms received on time refer to paragraph 23 in part 2 of this scheme.

14. The LA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after the closing date unless exceptional circumstances apply.
15. **By 28 January 2019** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the Gateshead LA area, then Gateshead LA will also notify the relevant maintaining authority by this date.
16. **By 1 March 2019** the admission authority for each school will consider all applications for their school and apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all potential offers in ranked order according to the school's oversubscription criteria.
17. **By 8 March 2019** the LA will match the above lists against the ranked lists of the other schools nominated and:
 - Where the child is eligible for a place at the parents' first preference school, that school will be allocated to the child.
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at the school that is ranked the highest on the CAF for which they are eligible and any lower offered will be disregarded.
 - Where the child is not eligible for a place at any of the ranked schools, the child will (if places are still available) be allocated a place at the Community catchment school, or if this is not available at the next nearest appropriate Community school with a vacancy, measured as the crow flies from the centre of the parental residence to the main entrance of the school.
 - The LA will allocate a school place to those pupils who have not submitted a CAF after all other pupils who submitted a CAF have been considered. The LA will allocate a place at the appropriate community catchment school or if this is not available at the next nearest appropriate community school, with a vacancy, measured, as the crow flies, from the centre of the parental residence to the main entrance of the school,
18. **By 11 March 2019** the LA will provide other LA's with a first indicative list of offers and refusals for Gateshead schools for children resident in their LA areas.
19. **By 8 April 2019** the LA will inform its infant, junior & primary schools and academies of the pupils to be offered places at their schools

National Offer Day

20. **On or around 16 April 2019**

Parents will be notified by email if they applied online that they are being offered a place at the allocated school. If parents completed a paper application form, a letter will be posted 2nd class informing them of the school place allocated (parents that applied online will also receive this letter confirmation).

This letter will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the CAF;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools and waiting list procedures;
- Inform parents of the date they should accept the school place offered.
- Invite parents to write to the LA if they want to be considered for any places that might become available in the re-allocation process on 10 May 2019 for those schools nominated on the CAF at which they were refused a place.
- Contact details to obtain an appeal form for higher ranked schools on the CAF for which they were not offered a place

The letter will not inform parents of places still available at other schools.

- 21. 30 April 2019** - the deadline for parents to accept the place offered. If parents do not respond by this date it will be assumed that they have accepted the place, however the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools.

Where parents have not returned their acceptance slip for oversubscribed schools the LA will give the parent a further opportunity to respond however, the LA will explain that the offer may be withdrawn if they do not respond.

22. Waiting Lists and reallocation of places 10 May 2019

The LA will maintain waiting lists for all oversubscribed schools in Gateshead.

Parents may request in writing for their children to be placed on a waiting list at any school at which they have been refused a place. Parents may be informed of the position their child occupies on the list, however individual positions may change on a regular basis due to the addition or deletion of children to the list or changes in the admission criteria applied to individual applications.

A child's position on any waiting list will be determined using the admission criterion for the school in question. However children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

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

If vacancies occur after 16 April 2019 the first allocation of places will take place on 10 May 2019 for all relevant schools followed by subsequent allocations, if found to be necessary, at weekly intervals on the Friday of each week.

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

On 10 May 2019 the LA reallocates any places that have become available since 16 April 2019 in accordance with the schools admission criteria. The waiting list will be compiled from those children whose parent/carer has written to the LA requesting to be placed on the waiting list for the school/academy in question. This list will include the following children:

- Those who applied late after 15 January 2019 but before 16 April 2019 and who did not receive an offer for a school choice which was ranked higher on the CAF than the school they were offered. Such applicants may be placed on the waiting list for all schools nominated on the CAF at which they have been refused a place.
- Those who have not been offered a place at any of the schools they nominated on the CAF.
- Where a parent has been offered a place at a school which they did not nominate of the CAF, they may be placed on the waiting list for all schools they did nominate on the CAF.
- Those who have been offered a place at a school nominated on the CAF, but were refused a place at a school ranked higher on the CAF than the school they were offered. For example, where a parent has been allocated a place at their second ranked school, they may be placed on the waiting list of their first ranked school but not their third and so on.
- Parents who have submitted a new application (accepted for exceptional reasons only i.e. moved house into the area) for consideration including those for children in public care as defined by the admission policy and children requiring placement through the Fair Access protocol.

Parents who write to request a new school not originally named on the CAF following the allocation date on 16 April 2019 and who do not have exceptional reasons as described above will NOT be placed on the waiting list for that new school until 17 May 2019, this is after the first reallocation of places on 10 May 2019.

From 17 May 2019 the waiting list will be opened to all new requests.

Part 2 - Late Applications

- 23.** The closing date for applications in the normal admissions round is **15 January 2019**.

As far as is reasonably practicable applications for places in the normal admissions round that are received late for exceptional reasons will be accepted provided they are received by 4 February 2019. Examples of what will be considered as a valid exceptional reason include: where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Gateshead property will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

Changing of preferences received after 15 January 2019

- 24.** Parents submitting requests to change their preferences, from those originally ranked on the CAF, will be classed as late applications and may only be considered if 'exceptional circumstances' apply such as those examples described in paragraph 23 above. If no such exceptional circumstances apply the LA will continue to proceed with those original preferences ranked on the CAF for the purposes of the allocation of places on the 16 April 2019. In these circumstances such applications may only be considered if vacancies exist after all on time applicants who have ranked the school on their CAF have been allocated a place.

Late applications received after 4 February 2019

25. Applications received after 4 February 2019, will be classed as late and will not be processed until after 16 April 2019. Parents will, nevertheless, receive an offer of a school place on 16 April 2019 according to the terms of this scheme.

No application received by 16 April 2019

26. Where no CAF is submitted the child will, on 16 April 2019, be offered a place at their community catchment school if there are places available. If no places are available at the catchment school, a place will be offered at the next nearest community school with places available, measured, as the crow flies, from the centre of the parental residence to the main entrance of the school. The LA will be aware which parents this applies to as a result of liaison with nursery school and private providers.

Applications received after 16 April but before 10 May 2019

27. Applications made direct to the school or academy must be forwarded to the LA immediately. The LA will offer a place on 10 May 2019 in accordance with the scheme, at the school ranked highest on the CAF at which there is a vacancy, or if this is not possible, at their community school, or if this school is also full at the next nearest community school measured as the crow flies from the centre of the parent residence to the main entrance of the school. However please note that new applications submitted during this period from parents who have already submitted a CAF in the normal admission round will not be considered until 17 May 2019 in accordance with paragraph 22 above.

Applications received after 16 April 2019 but before 31 August 2019

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2019.

Applications received after **16 April 2019**, for first year of entry must be made on the CAF and sent to the LA, who will:

- Determine any application for a community school for which it is the admission authority and
 - If the application is for a Foundation, Academy, Trust or voluntary aided school refer the application to the governing body of the school, which will make a determination and notify the LA of their decision. The LA will notify the parent. Parents who are refused admission will be offered a right of appeal and informed about the waiting list procedures.
 - If any parents approach foundation, Academy, Trust or voluntary aided schools directly about a casual admission, the governing body must ensure that the parent completes a CAF (if they have not already done so). The CAF should be sent to the maintaining LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the maintaining LA of its decision who will inform the Parent and, if the parent is refused a place, the right of appeal will be offered.
 - Please note, new applications/requests submitted after 16 April 2019 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons may not be considered until 17 May 2019 in accordance with paragraph 22 above.
29. The LA will keep track of any pupils who apply for admission from 16 April 2019 but before 31 August 2019 and intervene as appropriate to ensure that they are allocated a school place without undue delay.

Part 3 – In Year Applications

- 30** 'In Year' applications are those applications received after 31 August 2019 for places in any year group requesting admission during the academic year 2019/2020.
- 31** Parents should apply for a place in a Gateshead school directly through Gateshead LA.

In Year applications must be made on the Gateshead School Transfer Form. 'n Year applications are those applications received after 31 August 2019 for places in any year group requesting admission during the academic year 2019/2020. Please note that parents who have been refused a place in the normal allocation round for the first year of entry to primary, infant or junior schools for admission from 2019 and have been refused a place by the independent appeal panel may not reapply for the same year of entry unless they can demonstrate there has been a significant and material change in their circumstances that relate to the question of admission.

- 32** The Gateshead School Transfer Form for 'in year' admissions is available from the Education Support Service at Dryden Centre, Evistones Road, Gateshead.
- 33** Gateshead Local Authority will process all School Transfer forms for Gateshead schools and inform parents of the outcome of their application even if the school is a voluntary aided school or academy.
- 34** The local authority is unable to process applications for schools where the date that the school place is required from, is more than 6 weeks from the date of the application (Service and Crown personnel are exempt).
- 35** Children must be resident in the country before a School Transfer Form can be considered (Service and Crown personnel are exempt).
- 36** School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

Responding to School Transfer Forms

- 37** If the application form is for a Voluntary Aided school, the Local authority will refer the application to the Governing Body of the school. In the case of applications for schools outside Gateshead, the LA will request that parents apply directly to the relevant admission authority. We do not process 'in year' application forms for schools outside Gateshead.
- 38** All primary schools within Gateshead must respond to the Local Authority (LA) within 10 days of receiving the School Transfer Form, informing the LA of the availability of a place. If there is a place available parents must be notified within 20 days from the date the application was received.
- 39** Where places are not available at the highest ranked school the LA will co-ordinate with the second and third preference schools until a place can be offered at one of the preferences subject to the availability of places and admission criteria.
- 40** If a pupil is not on the roll of a Gateshead school and a place cannot be offered at any of the nominated schools, the parent will be informed of places available at other schools in the area.
- 41** If there are more applications than places available the published oversubscription admission criteria must be applied.

- 42 Pupils will only be refused a place at a school if one of the statutory reasons in the school admissions code applies.
- 43 Pupils should not be placed outside the normal age group without written recommendation from a professional within Care, Wellbeing and Learning at Gateshead Council. This could include an Education Psychologist, a Professional Officer working with Gifted and Talented children etc.
- 44 The LA will keep track of any pupils who apply for 'in year' admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of Children in Care and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.

Determining Offers in response to the School Transfer Form

- 45 Pupils living in Gateshead and applying for a school in the area (including Voluntary Aided Schools and Academies) The LA will notify the parent verbally if a place is available for Schools and Academies in Gateshead. However, if a place is not available the parent will be notified of this in writing.
- 46 **Pupils living in Gateshead applying for a school out of the area.** The home authority (Gateshead) will request that the parent refers directly to the relevant admission authority to process their request.
- 47 **Pupils living outside Gateshead applying to a Gateshead school.** The home authority must ask the parent/carer to contact Gateshead LA to complete a School Transfer Form to confirm the availability of a place. Gateshead LA will liaise with the parents regarding the outcome of their request.
- 48 **Acceptance of a school place.** Parents will be expected to contact the school offered to accept or decline the offer within 2 weeks. Failure to do so may result in the school place being withdrawn and offered to the next child on the waiting list if appropriate.
- 49 **Waiting Lists.** The LA will hold the waiting list for oversubscribed Gateshead schools. If your child is refused a place at the school you requested, you may request that your child's name is placed on the waiting list for this school. The LA will maintain school waiting lists until the end of December 2019, following this date they will be sent to the individual schools to maintain. A child's position on a waiting list will be determined using the admission criterion for the school in question however children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

Timescales for processing 'In Year' Applications

School Transfer form received by the Education Support Service	Process commences, unless place is not required until a date more than 6 school weeks away (extended for children of service personnel and crown servants).
Within 5 school days of receipt of application	The LA notifies the Governing Bodies of any request for a place at their school/academy
Within 10 school days of the school/academy being notified of the request	The Governing Bodies of any requested school/academy must respond to the Education Support Service regarding the availability of places
Within 20 school days of receipt of application by the Education Support Service	The Education Support Service will notify the parent by telephone if a place is available at their requested school. If a place is not available the parent will be notified of this in writing, including information about appeals and waiting lists, where appropriate.
Within 2 weeks of the date of a school place being offered	The school must receive confirmation of acceptance of the place from the parent.

SCHEDULE 2

Timetable of Primary Co-ordinated scheme 2019 First Year of Entry

- Monday 10 September 2018:** Common Application Form made available to parents online or paper copy (on request only). Schools/Academies receive their information packs for distribution to parents.
- Tuesday 15 January 2019:** On–Line applications or paper form, together with any supplementary forms (as required) to be submitted to the LA.
- Monday 28 January 2019:** Details of applications to be sent to VA schools/Academies, and other LA's.
- Friday 1 March 2019:** VA schools and Academies provide the LA with ranked lists of applicants.
- Monday 11 March 2019:** The LA will provide other LA's with an indicative list of offers for relevant children.
- Monday 8 April 2019:** By this date the LA will notify schools/Academies which parents have been offered places at their schools.
- Tuesday 16 April 2019:** Notifications sent to parents.
- Tuesday 30 April 2019:** Last date for offers to be accepted by parents.
- Friday 10 May 2019:** Any places that have become available are reallocated to parents in accordance with paragraph 22 of schedule 1 of this scheme.

Waiting lists maintained by the LA until end of the autumn term December 2019

**SEPTEMBER 2019
PLANNED ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY CONTROLLED
SCHOOLS**

Primary School	DFE Number	Determined Planned Admission Number 2018	Proposed Planned Admission Number 2019
Barley Mow Community Primary	2226	30	30
Bede Community Primary	2039	30	30
Bill Quay Primary	2197	30	30
Birtley East Community Primary	2163	30	30
Blaydon West Primary	2182	30	30
Brandling Primary	2200	27	27
Brighton Avenue Primary	2221	45	45
Caedmon Community Primary	2233	30	30
Carr Hill Community Primary	2008	45	45
Chopwell Primary	2235	45	45
Clover Hill Community Primary	2216	30	30
Colegate Community Primary	2228	45	45
Crookhill Community Primary	2219	30	30
Dunston Hill Community Primary	2164	60	60
Emmaville Primary	2167	60	60
Falla Park Community Primary	2198	30	30
Fellside Community Primary	2231	30	30
Fell Dyke Community Primary	2232	45	45
Front Street Community Primary	2184	60	60
Glynwood Community Primary	2225	45	60*
Greenside Community Primary	2181	30	30
Harlow Green primary	2238	60	60
Highfield Community Primary	2186	17	17

*indicates a proposal to increase to the Planned Admission Number from 45 to 60 from September 2019.

Gateshead Co-ordinated Admissions Scheme Secondary Schools September 2019

Introduction

1. This Scheme is made by Gateshead Council under the Education (Co-ordination of Admission Arrangements) (Secondary) (England) Regulations 2002 and applies to all Secondary schools in Gateshead.

Interpretation

2. In this Scheme

'The LA' means Gateshead Council acting in their capacity as local authority;

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

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

'Secondary education' has the same meaning as in section 2(2) of the Education Act 1996;

'Primary school' has the same meaning as in section 5(1) of the Education Act 1996;

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

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

'Foundation schools' means such of the schools as are foundation schools;

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

'Academy' means such of the schools have academy status;

'CTC' means City Technology College (Emmanuel College in Gateshead)

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

'The specified year' means the school year beginning at or about the beginning of September 2019;

'Academic year' means a period commencing 1 September and ending 31 August;

'Admission arrangements' means the overall procedure, practices, criteria, and supplementary information which govern the procedures and decision making for the purposes of admitting pupils to the school;

'CAF' means the common application form that must be used by the parent to apply for a school place for the normal admission round (first year of entry);

'Home LA' means the local authority in which the child resides;

'Equal preference System' means all preferences for each school listed by parents on the CAF are considered against the schools oversubscription criterion without reference to the parental ranking nominated on the CAF. However where a child may be eligible for a place at more than one school ranked on their CAF, then the rankings given will be used to determine the final single offer that will be made by selecting the school that was ranked highest on the CAF for which the child is eligible for an offer.

'Parent or Legal Guardian' means any person who holds parental responsibility, including carers, as defined under the 1989 Children Act and with whom the child normally resides.

'In Year Admissions' means any application for a place in any year group for secondary school received during the academic year commencing in September 2019.

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

Commencement and extent

This scheme applies in relation to the admission arrangements for the schools and Academies for the admission year 2019/2020 (the specified year). The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 of this scheme, or provisions having the same effect. The governing body of each of the VA and foundation schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

The Scheme

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The Scheme shall apply to every secondary school in the LA area including academies, as identified in Appendix 1 (except special schools and the Emmanuel College).
3. The Scheme will also include applications from parents seeking admission to Gateshead schools who live within the following neighbouring LA's:

Durham, Newcastle, Northumberland, South Tyneside and Sunderland.

We will also co-ordinate our admission process with any other admission authorities where relevant.

SCHEDULE 1

Part 1 -The Scheme

1. A standard application form known as the Common Application Form (CAF) will be used for applications to school for the normal year of entry in the specified year. A standard application form known as a School Transfer Form will be used for 'in year' applications made after the commencement of the academic year in September 2019.
2. The CAF will be used for the purpose of admitting pupils into first year of secondary education in the academic year 2019/20.
3. The CAF must be used as a means of expressing up to 3 preferences by parents resident in the LA area wishing to express a preference for their child to:
 - a) be admitted to a school within the LA area (Academies, Community, Voluntary aided and Community controlled schools)
 - b) be admitted to a school located in another LA's area (including Voluntary Aided, Academies and foundation schools).
4. **The Common Application Form will:**
 - a) allow parents to express up to 3 preferences by naming them in rank order of preference and where relevant for schools outside Gateshead LA area.
 - b) invite parents to give their reasons for each preference.
 - c) specify the closing date and where the application form must be returned, in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure that:**
 - a) the CAF is available on request from the LA and on-line at www.gateshead.gov.uk until the closing date and;
 - b) every parent resident in the LA area who has a child eligible to commence secondary education receives a written explanation of how to apply and an explanation of the key features of the admission procedures and co-ordinated admission scheme and has access to the CAF on-line and paper copy (on request only).
 - c) every parent whose application falls within the category of an 'in year' admission receives a copy of the School Transfer Form and an explanation of the admission procedures and co-ordinated admission scheme.
6. **The LA will take all reasonable steps to ensure that:**
 - (iv) **applicants will receive no more than one offer of a school place and;**
 - (v) a place will be offered at the highest ranked school for which they are eligible under the admission criteria; and
 - (vi) If more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as

having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and

- (iv) if a place cannot be offered at any nominated school, a place will be offered at an alternative school.

7. All preferences expressed on the CAF are valid applications. The governing body of an academy, foundation or VA school can require parents who wish to nominate, or have nominated their school on the CAF, to provide additional information on a supplementary form, only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it will be sent to the parents by the governing body for completion and returned to the school.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by the school then the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents must not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2. (please note, no Community or Voluntary Aided School in Gateshead operates criteria for selection-based ability or aptitude).

Submitting Applications (CAF)

10. Completed CAF's are to be returned to the LA by 31 October 2018. It is the responsibility of parents to ensure that CAF's are returned directly to the LA, on-line or in a paper format by the closing date.

Determining offers in response to the Common Application Form

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

The LA will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

12. Completed application forms must be returned to the home LA by the closing date of 31 October 2018.

13. Completed application forms, which are received after the closing date will be considered as **LATE** unless 'exceptional circumstances' apply, except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms; any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.
15. **By 19 November 2018** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, then the LA will also similarly notify the relevant maintaining authorities by this date.
16. **By 7 January 2019** the admission authority for each school will consider all applications for their school and apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all potential offers in ranked order according to the school's oversubscription criteria.
17. **By 25 January 2019** neighbouring LA's will exchange information of school offers to be made at schools in their area for Gateshead residents and inform Gateshead LA and vice versa.
18. **By 1 February 2019** the LA will match these ranked lists against the ranked lists of the other schools nominated and:
 - Where the child is eligible for a place at the parents first preference school, that school will be allocated to the child
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at the school that is ranked the highest on the CAF for which they are eligible and any lower offers will be disregarded.
 - Where the child is not eligible for a place at any of the ranked schools, the child will be allocated a place at their community catchment school (if places are still available), or if places are not available at this school, a place will be offered at the next nearest appropriate community school with a vacancy, measured as the crow flies from the centre of the parental residence to the main entrance of the school.
 - The LA will allocate a school place to those pupils who have not submitted a CAF after all other pupils who submitted a CAF have been considered. The LA will allocate a place at the appropriate community catchment school or if this is not available at the next nearest appropriate community school, with a vacancy, measured as the "crow flies" in a straight line from the centre of the parental residence to the main entrance of the school.
19. **On 25 February 2019** the LA informs its secondary schools of the pupils to be offered places at their schools, and provides an update to other LA's of places in Gateshead schools to be offered to their residents.

Offer Day

20. **On 1 March 2019** parents will be notified by email if they applied online that they are being offered a place at the allocated school. A letter will also be posted to Gateshead residents on or around this

date informing them of the school place allocated (parents that applied online will also receive this letter confirmation).

This letter will give the following information:

- The name of the school at which a place is offered
- The reasons why the child is not being offered a place at any higher ranked school(s) nominated on the CAF
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools and waiting list procedures
- Inform parents of the date they should accept the school place offered
- Invite parents to write to the LA if they want to be considered on the school waiting list for any places that might become available in the reallocation process on 22 March 2019 for those schools nominated on the CAF at which they were refused a place
- Contact details for the school (in the case of nominated foundation Academy and VA schools where they were not offered a place and all relevant LA's), so that they can lodge an appeal

The letter will not inform parents of places still available at other schools.

- 21. 15 March 2019** - the deadline for parents to accept the place offered. If parents do not respond by this date it will be assumed that they have accepted the place, however the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools.

Where parents have not returned their acceptance slip for oversubscribed schools the LA will give the parent a further opportunity to respond however, the LA will explain that the offer may be withdrawn if they do not respond.

22. Waiting Lists and reallocation of places 22 March 2019

The LA will maintain waiting lists for all oversubscribed schools in Gateshead.

Parents may request in writing for their children to be placed on a waiting list at any school at which they have been refused a place. Parents may be informed of the position their child occupies on the list, however individual positions may change on a regular basis due to the addition or deletion of children to the list or changes in the admission criteria applied to individual applications.

A child's position on any waiting list will be determined using the admission criterion for the school in question however children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list. Voluntary Aided schools will inform the LA where children shall be placed on the waiting list for their school. Parents, who wish to go on waiting lists for any school operating 'random allocation' in Gateshead as their tie breaker mechanism, should be clear that any single place that becomes available at such schools will be subject of a separate random selection process within each oversubscription category within the policy.

The first reallocation of places will take place on 22 March 2019 for all relevant schools and academies followed by subsequent reallocations, if found to be necessary, at weekly intervals on the Friday of each week thereafter.

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

On 22 March 2019 the LA reallocates any places that have become available since 1 March 2019 in accordance with the schools admission criteria. The waiting list will be compiled from those children whose parents/carer has written to the LA requesting to be placed on the waiting list for the school in question. This list may include the following children:

- Those who applied late after 31 October 2018 but before 1 March 2019 and who did not receive an offer for a school choice which was ranked on the CAF. Such applicants may be placed on the waiting lists for all schools nominated on the CAF at which they have been refused a place.
- Those who have not been offered a school place at any of the schools they nominated on the CAF.
- Where a parent has been offered a place at a school, which they did not nominate on the CAF they may be placed on the waiting list for all the schools they did nominate, on the CAF.
- Those who have been offered a place at a school nominated on the CAF, but were refused a place at a school ranked higher on the CAF than the school they were offered. For example, where a parent has been allocated a place at their second ranked school, they may be placed on the waiting list of their first ranked school but not their third and so on.
- Parents who have submitted a new application (accepted only for exceptional reasons i.e. moved house into the area) for consideration including those for children in public care ('Looked After' children as defined in the admission policy) and children requiring placement through the in year Fair Access protocol.

Parents who write to request a new school not originally named on the CAF following the allocation date on 1 March 2019 and who do not have exceptional reasons as described above, will not be placed on the waiting list for that new school until 29 March 2019, this is after the first reallocation of places on 22 March 2019.

From 29 March 2019 the waiting list will be opened to all new requests.

Part 2 –Late Applications

- 23.** The closing date for applications in the normal admissions round is **31 October 2018**.

As far as is reasonably practicable applications for places in the normal admissions round that are received late for exceptional reasons only may be accepted provided they are received by 14 December 2018. Examples of what will be considered as a valid reason include: a family that has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Gateshead property will be required in these cases) or for UK service personnel who have been relocated and have an intended address. Other circumstances will be considered and each case is decided on its own merits based on the evidence provided.

Change of Preferences received after 31 October 2018

- 24.** Parents submitting applications to change their preferences, from those originally ranked on the CAF, will also be classed as 'late' and may only be considered if exceptional circumstances apply such as those examples described in paragraph 23 above. If no such exceptional circumstances apply the LA will continue to proceed with the original preferences ranked on the CAF for the purposes of the allocation of places on the 1 March 2019. In these circumstances such applications

may only be considered if vacancies exist after all on time applicants who have ranked the school on their CAF and are eligible for an offer have been allocated a place.

Late Applications received after 14 December 2019

25. Applications received after 5 January 2019 will NOT be considered until after 1 March 2019. Parents will, nevertheless, receive an offer of a school place on 1 March 2019 according to the scheme.

No application form received by 1 March 2019

26. Where no CAF is submitted the child will, on 1 March 2019, be offered a place at their community catchment school if there are places available. If no places are available at the catchment school, a place will be offered at the next nearest community school with places available, measured 'as the crow flies', from the centre of the parental residence to the main entrance of the school. The LA will be aware which parents this applies to as a result of liaison with junior and primary schools.

Applications received after 1 March 2019 but before 22 March 2019

27. Applications made direct to any school or academy on the CAF must be forwarded to the LA immediately. The LA will offer a place on 22 March 2019 at the school/academy ranked highest on the CAF at which there is a vacancy, or if this not possible at their community catchment school, or if this school is also full at the next nearest appropriate community school with a vacancy (as defined in paragraph 18), measured 'as the crow flies' from the centre of the parental residence to the main entrance of the school. However, please note, new applications submitted after 1 March 2019 from parents who have already submitted a CAF in the normal admission round will not be considered until 29 March 2019 in accordance with paragraph 22 above.

Applications received after 22 March 2019 but before 31 August 2019

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2019.

Applications received after 22 March 2019 should be made on the CAF and sent to the LA, who will:

- Determine any application for a community or controlled school for which it is the admission authority; and
 - If the application is for a Foundation, Academy, Trust or Voluntary Aided or school, refer the application to the governing body of the school, which will make a determination and notify the LA who will then notify the parent. Parents who are refused admission will be offered a right of appeal.
 - If any parents approach foundation, Academy, or voluntary aided schools directly about a casual admission, the governing body must ensure that the parent completes a CAF (if they have not already done so). The CAF should be sent to the maintaining LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the maintaining LA of its decision who will inform the Parent and, if the parent is refused a place, the right of appeal will be offered.
 - (NB new applications/requests submitted after 1 March 2019 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons will not be considered until 29 March 2019 in accordance with paragraph 22 above).
29. The LA will keep track of any pupils who apply after 1 March 2019 but before 31 August 2019 and intervene as appropriate to ensure that they are placed in a school without undue delay.

Part 3 – In Year Applications

30. In Year applications are those applications received after 31 August 2019 for places in any year group requesting admission during the academic year 2019/2020.

31. Parents should apply for a place in a Gateshead school directly through Gateshead LA.

In year applications must be made on the School Transfer Form. In Year applications are those applications received after 31 August 2019 for places in any year group requesting admissions during the academic year 2019/2020. Please note that parents who have been refused a place in the normal allocation round for the first year of entry to primary, infant or junior schools for admission from 2019 and have been refused a place by the independent appeal panel may not reapply for the same year of entry unless they can demonstrate there has been a significant and material change in their circumstances that relate to the question of admission.

32. The School Transfer Form for 'in year' admissions is available from the Education Support Service, Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR.

33. Gateshead Local Authority will process all School Transfer Forms for Gateshead schools and inform parents of the outcome of their application even if the school is a voluntary aided school or academy.

34. The local authority is unable to process applications for schools where the date that the school place is required from, is more than 6 weeks from the date of the application (Service and Crown personnel are exempt).

35. Children must be resident in the country before a School Transfer Form can be considered (Service and Crown personnel are exempt).

36. School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

Responding to School Transfer Forms

37. If the application form is for a Voluntary Aided school, the Local authority will refer the application to the Governing Body of the school. In the case of applications for schools outside Gateshead, the LA will request that the parents apply directly to the relevant admission authority. We do not process 'in year' application forms for schools outside Gateshead.

38. All secondary schools within Gateshead must respond to the Local Authority (LA) within 20 school days of receiving the School Transfer Form, informing the LA of the availability of a place. If there is a place available the LA will notify parents of the outcome of the application within 5 school days of the school/academy notifying the Education Support Service of the availability of places.

39. Where places are not available at the highest ranked school the LA will co-ordinate with the second and third preference schools until a place can be offered at one of the preferences subject to the availability of places and admission criteria.

40. If a pupil is not on the roll of a Gateshead school and a place cannot be offered at any of the nominated schools, the parent will be informed of places available at other schools in the area.

41. If there are more applications than places available the published oversubscription admission criteria must be applied.
42. Pupils will only be refused a place at a school if one of the statutory reasons in the school admissions code applies.
43. Pupils should not be placed outside the normal age group without written recommendation from a professional within Care, Wellbeing and Learning at Gateshead Council. This could include an Education Psychologist, a Professional Officer working with Gifted and Talented children etc.
44. The LA will keep track of any pupils who apply for 'in year' admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of Children in public care and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.

Determining Offers in response to the School Transfer form

45. **Pupils living in Gateshead and applying for a school in the area (including Voluntary Aided Schools and Academies)** The LA will notify the parent verbally if a place is available for Schools and Academies in Gateshead. However, if a place is not available the parent will be notified of this in writing.
46. **Pupils living in Gateshead applying for a school out of the area.** The home authority (Gateshead) will request that the parent refers directly to the relevant admission authority to process their request.
47. **Pupils living outside of the Gateshead authority applying to a Gateshead school.** The home authority must ask the parent/carer to contact Gateshead LA to complete a School Transfer Form to confirm the availability of a place. Gateshead LA will liaise with the parents regarding the outcome of their request.
48. **Acceptance of a school place.** Parents will be expected to contact the school offered to accept or decline the offer within 2 weeks. Failure to do so may result in the school place being withdrawn and offered to the next child on the waiting list if appropriate.
49. **Waiting Lists** The LA will hold the waiting list for oversubscribed Gateshead Schools. If your child is refused a place at the school requested, you may request that your Child's name is placed on the waiting list for this school. The LA will maintain school waiting lists until the end of December 2019, following this date they will be sent to the individual schools to maintain. A child's position on a waiting list will be determined using the admission criterion for the school in question however children who are the subject of a direction to admit by the LA or who have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

Timescales for processing In Year Applications

School Transfer Form received by the Education Support Service	Process commences, unless place is not required until a date more than 6 school weeks away (extended for children of service personnel & crown servants)
Monday of each week	All secondary transfer forms discussed at LA weekly transfer
By the Friday of that week	The LA notifies the Governing Bodies of any request for a place their school/academy
Within 20 days of the school/academy being notified of the request	The Governing Bodies of any requested school/Academy must respond to The Education Support Service regarding the availability of places
Within 5 school days of the school/academy notifying the Education Support Service of the availability of places	Gateshead Council will notify the parent by telephone, if a place is available for all Schools and Academies in Gateshead. However, if a place is not available the parent will be notified of this in writing, including information about appeals and waiting lists, where appropriate.
Within 2 weeks of the date of a school place being offered	The school must receive confirmation of acceptance of the place from the parent.

SCHEDULE 2

Timetable of Secondary School Co-ordinated Scheme 2019

First Year of Entry

Monday 10 September 2018	Common Application Form made available to parents online or paper copy (on request only). Primary/Junior schools receive information packs to distribute to year 6 pupils.
Wednesday 31 October 2018:	On-line application forms, together with any supplementary forms (as required) to be submitted to School Admission Team, Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR.
Monday 19 November 2018	Details of application and nominated preference to be sent to other admission authority schools and other LA's.
Monday 7 January 2019:	Foundation, Academies, and VA schools provide the LA with ranked lists of applicants.
Friday 25 January 2019:	LA's exchange information with other LA's on offer or refusal of school places.
Monday 25 February 2019:	By this date the LA will notify schools which parents have been offered places at their schools, and other LA's will be provided with an update of places in Gateshead schools that will be offered to their residents.
Friday 1 March 2019:	Notifications sent to parents on or around this date.
Friday 15 March 2019:	Last date for offers to be accepted by parents.
Friday 22 March 2019:	Any places that have become available are re allocated to parents from the waiting list in accordance with paragraph 22 of schedule 1 of this scheme.

Waiting lists will be maintained until end of the autumn term December 2019

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

The scheme applies to the Governing Body as the Admission Authority for the following Academies

Heworth Grange Comprehensive School

High Lanes
Heworth
Gateshead, NE10 0PT

Kingsmeadow Community Comprehensive School

Market Lane
Dunston
Gateshead, NE11 9NX

Joseph Swan Academy

Saltwell Road South
Gateshead, NE9 6LE

Lord Lawson of Beamish Academy

Birtley Lane
Birtley, DH3 2LP

Thomas Hepburn Community Academy

Swards Road
Felling
Gateshead, NE10 9UZ

Thorp Academy

Main Road
Ryton
NE40 3AH

Whickham School and Sports College (Academy Trust)

Burnthouse Lane
Whickham, NE16 5AR

The Scheme applies to the Governing Body as the Admission Authority for the following Voluntary Aided Academies:

Cardinal Hume Catholic School

Old Durham Road
Gateshead, NE9 6RZ

St Thomas More Catholic School

Croftdale Road
Blaydon, NE21 4BQ