

TITLE OF REPORT: Primary and Secondary Community, Community Controlled School Admissions Arrangements 2017/18 and Co-ordinated admission schemes for Primary and Secondary Schools for 2017/18

REPORT OF: Alison Elliott, Interim Strategic Director, Care, Wellbeing and Learning

Purpose of the Report

1. The purpose of this report is to request Cabinet to:
 - Note and agree changes to the proposed admission arrangements following the recent consultation in line with mandatory requirements.

Approve the following;

- Community Secondary Schools Admission Policy 2017;
- Community Secondary Schools Sixth Form Admissions Policy, 2017;
- Community and Voluntary Controlled Primary Schools Admission Policy, 2017;
- Co-ordinated admission schemes for Infant, Junior, Primary schools and Secondary Schools 2017

and to note the following:

- Planned Admission Numbers (PAN's) for Community schools for 2017.

Background

2. The school admission code "the code" applies to school admission arrangements for admission in the 2017/18 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 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 require the L A to consult on its admission arrangements every 7 years which is the case for 2017/18. It should be noted that an 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 require consultation.

5. 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.
6. 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

7. Cabinet is asked to consider the following after consultation:
 - The proposed Community and Voluntary Controlled Primary Schools admission policy for September 2017 as attached in Appendix 2, together with their proposed Planned Admission Numbers for 2017/18.
 - The proposed Community Secondary Schools and Sixth Form Admission Policies for September 2017, attached in Appendix 3, together with their proposed Planned Admission Numbers for 2017/18.
 - The proposed separate co-ordinated admission schemes for Secondary schools and Infant Junior and Primary schools for September 2017.
8. It is proposed, in accordance with statutory regulations, to adopt the closing dates of 15 January 2017 (for primary schools) and 31 October 2016 (for secondary schools) for the submission of applications for admission to schools in September 2017.

Recommendations

9. It is recommended that
 - (i) the Community and Voluntary Controlled Primary Admissions Policy set out in Appendix 2 are adopted for September 2017;
 - (ii) the Community Secondary School Admissions Policy and Sixth Form Admissions Policy set out in Appendix 3 are adopted for September 2017;
 - (iii) 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 2018/19 onwards.
 - (iv) the approved two co-ordinated admission schemes for Secondary and Infant Junior and Primary schools are adopted for September 2017.
 - (v) 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 2015, Cabinet agreed that the approved school admissions policies for September 2015 be used as a basis for the school admissions policies for September 2017.

Consultation

3. There is no requirement to consult on proposed admission arrangements from the previous year if there are no proposed changes, however, admission authorities must consult at least once every 7 years, even if there have been no changes. The consultation must include parents, other admission authorities, adjoining local authorities and the bodies representing religion or religious denomination.
4. The Council consulted on its proposed admission arrangements to comply with the requirements of the code. Consultation must be for a minimum of six weeks and must take place between 1st October and 31st January in the determination year.
5. In accordance with the requirements of the code, consultation took place between the 24th November 2015 and 19th January 2016 with no responses received for the proposal outlined below;
6. The Cabinet Members for Children and Young People have been consulted.

Statutory Infant class size limit

7. 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

8. 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.

Waiting lists

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

Children in Public Care

10. 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

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

Admission of children outside their normal age group

12. Parents may request a place for their child outside of their normal age group. This may include children that are gifted and talented, children who have suffered ill health or summer born children.

Planned Admission numbers

13. The proposed Planned Admission Numbers (PAN) for community primary schools are contained within in Appendix 2 and Appendix 3. There are currently discussions with the governing body of Winlaton West Lane Primary School to potentially reduce the school’s admission limit to the previous limit of 45 in order to allow the school to maximise their resources.

Sixth Form Admission Numbers

14. The proposed Sixth form admission numbers in Appendix 3 reflect the requirement to have a realistic admission number for those external pupils, i.e. those not on roll of the school in year 11, who are applying for year 12 entry for the first time.

Mandatory Closing dates for return of applications- Primary and Secondary

15. 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.

16. 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 coordination 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.

Oakfield Junior School

17. A higher priority is to be given to children who attend Oakfield Infants School. This would place these children below catchment children and children with siblings at the junior school but above all other children.

Alternative Options

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

Implications of Recommended Option

19. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that there are no financial implications arising from this report
- b) **Human Resources Implications** – Nil
- 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.

20. Risk Management Implication - Nil

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

S85 of the Equality Act 2010 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.

22. Crime and Disorder Implications – Nil

- 23. **Health Implications** - Nil
- 24. **Sustainability Implications** - Nil
- 25. **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.
- 26. **Area and Ward Implications** - All Wards are covered by this report.

APPENDIX 2

Gateshead Council Community and Voluntary Controlled Primary Schools Admission Policy 2017/18 (Including Kibblesworth Academy and Riverside Primary Academy)

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

The policy is as follows:

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

In addition you may request that your child be admitted to school later in the school year following September 2017, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year (i.e. April 2018)

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

Admission of children outside their normal age group

- Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health or parents of summer born children (children born from 1 April 2013 to 31 August 2013).

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

Such requests must be made on the Common Application Form which is available from 9th September 2016. You must detail the circumstances of your case and include any supporting information from relevant professionals.

The LA will consider each case individually and you will be notified of the outcome of your request on 18th April 2017.

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

Oversubscription Criteria

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

1. Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously “looked after” but immediately after being “looked after” became subject to an adoption, residence, or special guardianship order (see definition*).
2. Children who live in the school’s catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year. (see definition*)

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

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

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

Whickham Parochial Church of England Controlled Primary School

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

Oakfield Junior School

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

Criteria 1 to 5 - Same as criteria above.

Criteria 6 – Children that attend Oakfield Infant School.

Criteria 7 – All other children.

Address

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

Tie breaker

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

Waiting list

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

Important Dates

From **Friday 9th September 2016** you can apply for a place in a reception or Junior class for admission in September 2017 by applying on-line at www.gateshead.gov.uk you must submit your application by no later than **Sunday 15 January 2017**. Alternatively parents requiring a paper application form must ensure that they request it in sufficient time to complete and return it by no later than **Sunday 15 January 2016** to The School Admissions Team, Education Support Service, The Dryden Centre, Evistones Road, Gateshead, NE9 5UR.

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

Offer Date

The offer day is **Tuesday 18th April 2017**, a letter will be sent to parents who are Gateshead residents by 2nd class post informing them of the school they have been offered for their child. Gateshead residents who apply on-line are informed by email on **Tuesday 18th April 2017**.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary school" booklet for 2017 available at www.gateshead.gov.uk. The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at The Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR.

SEPTEMBER 2017**PLANNED ADMISSION NUMBER AND INDICATED ADMISSION NUMBER COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

Primary School	DFE Number	Determined Planned Admission Number 2015	Current Indicated Admission Number	Proposed Planned Admission Number 2016
Barley Mow Community Primary	2226	30	30	30
Bede Community Primary	2039	30	30	30
Bill Quay Primary	2197	30	28	30
Birtley East Community Primary	2163	30	28	30
Blaydon West Primary	2182	30	30	30
Brandling Primary	2200	27	23	27
Brighton Avenue Primary	2221	45	43	45
Caedmon Community Primary	2233	30	30	30
Carr Hill Community Primary	2008	45	45	45
Chopwell Primary	2235	45	41	45
Clover Hill Community Primary	2216	30	30	30
Colegate Community Primary	2228	45	44	45
Crookhill Community Primary	2219	30	29	30
Dunston Hill Community Primary	2164	60	60	60
Emmaville Primary	2167	45	42	45
Falla Park Community Primary	2198	30	34	30
Fellside Community Primary	2231	30	30	30
Fell Dyke Community Primary	2232	45	36	45
Front Street Community Primary	2184	60	60	60
Glynwood Community Primary	2225	45	37	45
Greenside Community Primary	2181	30	21	30
Harlow Green primary	2238	60	60	60
Highfield Community Primary	2186	17	16	17
High Spenn Primary	2168	29	25	29

Kells Lane Primary	2234	60	60	60
Kelvin Grove Community Primary	2012	60	55	60
Larkspur Community Primary	2051	29	29	29
Lingey House Primary	2205	60	51	60
Lobley Hill Primary	2222	60	58	60
Oakfield Junior	2049	60	60	60
Oakfield Infant	2055	60	60	60
Parkhead Community Primary	2236	58	57	58
Portobello Primary	2162	30	28	30
Ravensworth Terrace Primary	2058	30	27	60
Roman Road Primary	2229	30	30	30
Rowlands Gill Primary	2239	60	60	60
Ryton Community Junior	2193	60	59	60
Ryton Community Infant	2188	60	56	60
South Street Community Primary	2036	44	44	44
Swalwell Primary	2172	30	25	30
The Drive Community Primary	2213	29	26	29
Wardley Primary	2224	45	45	45
Washingwell Community Primary	2194	30	29	30
Whickham Parochial C of E Primary	3001	30	30	30
White Mere Community Primary	2214	30	29	30
Windy Nook Primary	2227	45	45	45
Winlaton West Lane Community Primary	2177	60	45	45*

* indicates a proposal to decrease to the Planned Admission Number from 60 to 45 from September 2017 subject to consultation.

APPENDIX 3

Gateshead Council Community Secondary Schools Admission Policy 2017/18

We allocate places at Gateshead Community Secondary schools using the policy below and co-ordinate the admissions to Gateshead schools using the co-ordinated admission scheme.

The admission policy is as follows:

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

Oversubscription Criteria

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

- (1) Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*).
- (2) Children who live in the school's catchment area.
- (3) Children who will have a brother or sister at the secondary school during the coming academic year.
- (4) Other children who have exceptional medical and social grounds see point 1 below
- (5) All other children.

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

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

Tie breaker

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

Sibling link

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

Address

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

Waiting list

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

Important Dates

From Friday 9 September 2016 Gateshead Residents can apply on-line at www.Gateshead.gov.uk Applications must be submitted by **Monday 31 October 2015**.

If your child lives in Gateshead and attends a Gateshead School and is due to transfer to secondary school you will receive information through your child's school on Friday 9 September 2016.

If your child does not attend a Gateshead school but lives in Gateshead, you can apply online at www.gateshead.gov.uk/schooladmissions. Alternatively you can request a paper application form from The School Admissions Team on telephone number 0191 433 2757. Paper applications must be submitted by **Monday 31 October 2016**.

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

Offer Date

A letter will be sent to parents resident in Gateshead on or around **Wednesday 1 March 2017** informing them of the school they have been offered for their child. Gateshead residents who apply on-line are also informed by E-mail on **1 March 2017**.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Secondary school" booklet for 2017 at www.gateshead.gov.uk The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at School Admissions Team, Dryden Centre, Evistones Road, Gateshead, NE8 1HH and on our website given above.

Community Secondary Schools Sixth Form Admission Policy September 2017 - Applications for Year 12

We the Local Authority (LA) are the admitting authority for the school our policy is as follows:

The school provides courses of study for post 16 (6th form) students. The majority of the 6th form students transfer from year 11, but we generally have places available for external students.

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

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

Details of specific entry requirements and courses available may be obtained from the school. The availability of courses is dependent upon the number of applicants and the financial sustainability of the course and the governing body of the school determines this in consultation with the LA.

In the event of oversubscription priority will be given to:

1. Students who have attended the school in the previous academic year (during Year 11) and who satisfy the school's entry requirements for the course available.
2. All other students of the relevant age who satisfy the school's entry requirements for the course available.

Where there are more applicants than places available in any of the priorities above we will then give priority to children in the following order:

- (a) Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*).
- (b) Students who live in the school's catchment area.
- (c) Students who will have a brother or sister at the secondary school during the coming academic year.
- (d) All other students.

(*see definitions of our criteria in priority (a) and (c) above in our parent's information booklet and at www.gateshead.gov.uk)

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

Community Secondary schools in Gateshead with 6th forms are as follows:
Heworth Grange Comprehensive School

Planned Admission Number, and Sixth Form Admission Number from September 2016

SECONDARY SCHOOL	DfE Number	Determined Planned Admission Number 2015	Determined Sixth form Admission Number 2015	Proposed Planned admission Number 2016	Proposed Sixth form Admission Number 2016
Heworth Grange Comprehensive	4036	210	40	210	40
Kingsmeadow Community Comprehensive	4041	180	-	180	-

Co-ordinated Admissions Scheme for Infant, Junior & Primary schools in the area of Gateshead Local Authority September 2017

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 2017.

"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;

"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.

"GCAF" means the Gateshead Common application form for "in year" transfers outside of the normal admission round.

“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 2017.

"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 2017/2018 (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 LA
 - Newcastle LA
 - Northumberland LA
 - South Tyneside LA
 - Sunderland LA

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

SCHEDULE 1

Part I - 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 (GCAF) will be used for “In Year” applications made after the commencement of the academic year 2016.
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 2016/17.
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 GCAF 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 2016. 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 2016.
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 30 January 2017** 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 2017** 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.

The LA will also require additional names of the next possible offers, 50% above the admission number of the school, so that schools will not need to be contacted by the LA at each iteration (i.e. the point at which, the LA has to determine the allocation of a place for a higher preference within another admission authority).

17. **By 10 March 2017** 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 17 March 2017** 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 11 April 2017** the LA will inform its infant, junior & primary schools and academies of the pupils to be offered places at their schools

Offer Day

20. **On 18 April 2017** 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 12 May 2017 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. 3 May 2017** - 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 12 May 2017

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 18 April 2017 the first allocation of places will take place on 12 May 2017 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 12 May 2017 the LA reallocates any places that have become available since 18 April 2017 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 2017 but before 18 April 2017 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 on 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 18 April 2017 and who do not have exceptional reasons as described above will NOT be placed on the waiting list for that new school until 19 May 2017, this is after the first reallocation of places on 12 May 2017.

From 19 May 2017 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 2017**.

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 24 February 2017. 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 18 April 2017

- 24.** Parents submitting requests to change their preferences, from those originally ranked on the CAF, will not 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 18 April 2017. 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 24 February 2017

25. Applications received after 24 February 2017, will be classed as late and will NOT be processed until after 18 April 2017. Parents will, nevertheless, receive an offer of a school place on 18 April 2017 according to the terms of this scheme.

No application received by 18 April 2017

26. Where no CAF is submitted the child will, on 18 April 2017, 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 18 April but before 12 May 2017

27. Applications made direct to the school or academy must be forwarded to the LA immediately. The LA will offer a place on 12 May 2017 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 19 May 2017 in accordance with paragraph 22 above.

Applications received after 18 April 2017 but before 31 August 2017

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2017.

Applications received after **18 April 2016**, 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.
 - (NB new applications/requests submitted after 18 April 2017 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons may not be considered until 19 May 2017 in accordance with paragraph 22 above).
29. The LA will keep track of any pupils who apply for admission from 18 April 2017 but before 31 August 2017 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 2017 for places in any year group requesting admission during the academic year 2017/18.
- 31** Parents should apply for a place in a Gateshead school directly through Gateshead LA.
- “In Year” applications must be made on the Gateshead Common Application form (GCAF). “In Year” applications are those applications received after 31 August 2017 for places in any year group requesting admission during the academic year 2017/18. 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 2017 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 Common Application form (GCAF) for “In Year” admissions is available from the Education Support Service at Dryden Centre, Evistones Road, Gateshead.
- 33** Gateshead Local Authority will process all GCAF 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 GCAF 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 Gateshead Common Application Forms (GCAF)

- 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 GCAF, 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 GCAF

- 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 GCAF 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 2017, 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

Application received by the Education Support Service	Process commences, unless place is not required until a date more than 6 school weeks away (extended for service families).
Within 5 school days of receipt of application	Availability of place(s) at any nominated community and VA schools checked by the Education Support Service
	The LA notifies the Governing Bodies of any nomination for Academy, Foundation, Trust and VA Schools.
Within 10 school days of receipt of notification of an application	The Governing Bodies of any nominated Academy, Foundation, Trust and VA Schools respond to the Education Support Service request.

Within 20 school days of receipt of application by the Education Support Service	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 Primary Co-ordinated scheme 2017 First Year of Entry

Friday 9 September 2016:	Common Application Form made available to parents online or paper copy (on request only). Schools/Academies receive their information packs for distribution to parents.
Sunday 15 January 2017:	On–Line applications or paper form, together with any supplementary forms (as required) to be submitted to the LA.
Monday 30 January 2017:	Details of applications to be sent to VA schools/Academies, and other LA's.
Wednesday 1 March 2017:	VA schools and Academies provide the LA with ranked lists of applicants.
Friday 10 March 2017:	The LA will match the ranked lists of all the schools/Academies and allocate places in accordance with paragraph 17 of Schedule 1.
Friday 17 March 2017:	The LA will provide other LA'S with an indicative list of offers for relevant children.
Tuesday 11 April 2017:	By this date the LA will notify schools/Academies which parents have been offered places at their schools.
Tuesday 18 April 2017:	Notifications sent to parents.
Wednesday 3 May 2017:	Last date for offers to be accepted by parents.
Friday 12 May 2017:	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 2017

Co-ordinated Admissions Scheme for Secondary Schools in the area of Gateshead Local Authority September 2017

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 2017;

"Academic year" means a period commencing 1st September and ending 31st 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);

"GCAF" means the common application form for "in year" transfers outside the normal admissions round.

"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 2017.

"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 2017/2018 (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 LA
 - Newcastle LA

- Northumberland LA
- South Tyneside LA
- Sunderland LA

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

SCHEDULE 1

Part I -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 (GCAF) will be used for “In Year” applications made after the commencement of the academic year in September 2017.
2. The CAF will be used for the purpose of admitting pupils into first year of secondary education in the academic year 2017/18.
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 GCAF 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 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. (N.B. 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 2016. It is the responsibility of parents to ensure that CAFs 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 2016**.
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 21 November 2016** 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 9 January 2017** 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.

The LA will also require additional names of the next possible offers, 50% above the admission number of the school, so that schools will not need to be contacted by the LA at each iteration (i.e. the point at which, the LA has to determine the allocation of a place for a higher preference within another admission authority).

17. **By 30 January 2017** 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 6 February 7** 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 23 February 2017** 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 Wednesday 1 March 2017** 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 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 24 March 2017 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 2017** - 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 24 March 2017

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 24 March 2017 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 24 March 2017 the LA reallocates any places that have become available since 1 March 2016 in accordance with the schools admission criteria. The waiting list will be compiled from those children whose parents/carers have 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 2016 but before 1 March 2017 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 2017 and who do not have exceptional reasons as described above, will not be placed on the waiting list for that new school until 31 March 2017, this is after the first reallocation of places on 24 March 2017.

From 25 March 2016 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 **2016**.

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 3 January 2017 (the date the allocation procedures begin). 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 2015

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 2017. 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 3 January 2017

25. Applications received after 3 January 2017 will NOT be considered until after 1 March 2017. Parents will, nevertheless, receive an offer of a school place on 1 March 2016 according to the scheme.

No application form received by 1 March 2017

26. Where no CAF is submitted the child will, on 1 March 2017, 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 2017 but before 24 March 2017

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 24 March 2017 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 2017 from parents who have already submitted a CAF in the normal admission round will not be considered until 31 March 2017 in accordance with paragraph 22 above.

Applications received after 24 March 2017 but before 31 August 2017

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2017.

Applications received after 24 March 2017 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 2017 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons will not be considered until 31 March 2017 in accordance with paragraph 22 above).

29. The LA will keep track of any pupils who apply after 1 March 2017 but before 31 August 2017 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 2017 for places in any year group requesting admission during the academic year 2017/18.

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

In Year applications must be made on the Gateshead Common Application form (GCAF). In Year applications are those applications received after 31 August 2017 for places in any year group requesting admissions during the academic year 2017/18. 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 2017 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 Common Application form (GCAF) for In Year admissions is available from the Education Support Service, Dryden Centre, Evistones Road, Gateshead.
33. Gateshead Local Authority will process all GCAF 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 GCAF 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 Gateshead Common Application Forms (GCAF)

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 days of receiving the GCAF, informing the LA of the availability of a place. If there is a place available parents will be notified as soon as possible.
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 GCAF

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 GCAF 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 2017, 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

GCAF 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).
Every Monday morning	All application forms are discussed at LA transfer meeting
By Friday of that week	The LA notifies the Governing Bodies of any request for a place in their school/academy
Within 20 days of the school/academy being notified of the request	The Governing Bodies of any requested school/Academy, 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.

Timetable of Secondary School Co-ordinated scheme 2017/18 First Year of Entry

Friday 9 September 2016	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.
Monday 31 October 2016	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 21 November 2016	Details of application and nominated preference to be sent to other admission authority schools and other LA's.
Monday 9 January 2017	Foundation, Academies, and VA schools provide the LA with ranked lists of applicants.
Monday 30 January 2017	LA's exchange information with other LA's on offer or refusal of school places.
Monday 6 February 2017	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 18 of Schedule 1 this scheme.
Wednesday 22 February 2017	LA continues to exchange information with other LA's up until this date.
Thursday 23 February 2017	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.
Wednesday 1 March 2017	Notifications sent to parents.

Wednesday 15 March 2017 Last date for offers to be accepted by parents.

Friday 24 March 2017 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 2017

Admission Authorities in the Area of Gateshead to which the Scheme applies 2017

Community and Voluntary Controlled Schools where the LA is the Admission Authority

Heworth Grange Comprehensive School

High Lanes
Heworth
Gateshead, NE10 0PT

Kingsmeadow Community Comprehensive School

Market Lane
Dunston
Gateshead, NE11 9NX

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

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

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

CO-ORDINATED ADMISSIONS SCHEME – PRIMARY SCHOOLS 2017

Admission Authorities in the Area of Gateshead to which the Scheme applies are set out below.

The Scheme applies to the Governing Body as the Admissions Authority for the following Voluntary Aided Schools:

Corpus Christi Catholic Primary School	Dunsmuir Grove Gateshead, NE8 4QL
St Agnes' Catholic Primary School	Rosedale Road Ryton, NE40 4UN
St Aidan's C of E Primary School	Derwentwater Road Gateshead, NE8 1QY
St Alban's Catholic Primary School	Rothbury Avenue Pelaw Gateshead, NE10 0QY
St Anne's Catholic Primary School	Off Pickering Green Harlow Green, Gateshead, NE9 7HX
St Augustine's RC VA Primary School	Colegate Leam Lane Estate Gateshead NE10 8PP
St Joseph's Catholic Infant School, Birtley	Mitchell Street, Birtley Chester-le-Street, DH3 1LU
St Joseph's Catholic Junior School, Birtley	School Street, Birtley Chester-le-Street DH3 2PN
St Joseph's Catholic Primary School, Blaydon	Croftdale Road Blaydon, NE21 4BG
St Joseph's Catholic VA Primary School, Gateshead	Prince Consort Road Gateshead, NE8 1LR
St Joseph's RC VA Primary School, Highfield	Whinfield Way, Highfield Rowlands Gill, NE39 2JE
St Mary & St Thomas Aquinas Catholic Primary	Stella Lane, Blaydon NE21 4NE
St Mary's RC Primary School, Whickham	Duckpool Lane Whickham, NE16 4HB

St Oswald's RC VA Primary School

Wrekenton
Gateshead,
NE9 7LH

St Peter's RC VA Primary School

Dryden Road
Gateshead,
NE9 5TU

St Philip Neri RC Primary School

Ellison Road
Gateshead
NE8 2QU

St Wilfrid's RC VA Primary School

Old Fold Road
Gateshead,
NE10 0DJ

The Scheme applies to the Governing Body as the Admissions Authority for the below Primary Academies:

Kibblesworth Academy

Kibblesworth
Gateshead
NE11 0XP

Riverside Primary Academy

Colliery Road
Dunston Gateshead
NE11 9DX

Sacred Heart RC VA Primary School

Byermoor Burnopfield
NE16 6NU

The Scheme applies to the below Community and Voluntary Controlled Schools where the LA is the Admission Authority

Barley Mow Primary School

Pembroke Avenue
Birtley
Chester-le-Street
DH3 2DJ

Bede Community Primary School

Old Fold Road
Gateshead
NE10 0DJ

Bill Quay Primary School

Davidson Road
Bill Quay
Gateshead
NE10 0UN

Birtley East Community Primary School

Highfield, Birtley
Chester-le-Street, DH3 1QQ

Blaydon West Primary School

Blaydon Bank
Blaydon
NE21 4PY

Brandling Primary School

Mulberry Street
Gateshead
NE10 0JB

Brighton Avenue Primary School	Brighton Road Gateshead NE8 1XS
Caedmon Community Primary School	Whitehall Road Gateshead NE8 4LH
Carr Hill Community Primary School	Carr Hill Road Gateshead NE9 5NB
Chopwell Primary School	Derwent Street Chopwell NE17 7HS
Clover Hill Community Primary School	Glenhurst Drive Whickham NE16 5SJ
Colegate Community Primary School	Colegate West Felling Gateshead NE10 9AH
Crookhill Community Primary School	Hexham Old Road Crookhill Ryton, NE40 3ES
Dunston Hill Community Primary School	Market Lane Dunston Gateshead NE11 9NX
Emmaville Primary School	Main Street Crawcrook Ryton NE40 4ND
Falla Park Community Primary School	Falla Park Road Felling Gateshead NE10 9HP
Fell Dyke Community Primary School	Springwell Road Gateshead NE9 7AA
Fellside Community Primary School	Fellside Road Whickham NE16 5AY
Front Street Community Primary School	Front Street Whickham N-u-T NE16 4AD

Glynwood Community Primary School	Glynwood Gardens Gateshead NE9 5SY
Greenside Primary School	Rockwood Hill Road Greenside, Ryton NE40 4AX
Harlow Green Primary School	Harlow Green Lane Gateshead NE9 7TB
High Spen Primary School	Hugar Road High Spen Rowlands Gill NE39 2BQ
Highfield Community Primary School	Whinfield Way Rowlands Gill NE39 2JE
Kells Lane Primary School	Kells Lane Gateshead NE9 5HX
Kelvin Grove Community Primary School	Kelvin Grove Gateshead NE8 4UN
Larkspur Community Primary School	Beacon Lough East Gateshead NE9 6SS
Lingey House Primary School	Millford Leam Lane Estate Felling Gateshead NE10 8DN
Lobley Hill Primary School	Rothbury Gardens Lobley Hill Gateshead NE11 0AT
Oakfield Infant School	Chowdene Bank Gateshead NE9 6JH
Oakfield Junior School	Chowdene Bank Gateshead NE9 6JH
Parkhead Community Primary School	Park Lane Winlaton NE21 6LT
Portobello Primary School	Tamerton Drive Birtley Chester-le-Street DH3 2LY

Ravensworth Terrace Primary School	Birtley Lane Birtley Chester-le-Street DH3 2PP
Roman Road Primary School	Leam Lane Estate Gateshead NE10 8SA
Rowlands Gill Primary School	Dominies Close Rowlands Gill, NE39 2PP
Ryton Community Infant School	Main Road Ryton NE40 3AF
Ryton Community Junior School	Main Road Ryton NE40 3AF
South Street Community Primary School	Cramer Street Gateshead NE8 4BB
Swalwell Primary School	South View Terrace Swalwell NE16 3HZ
The Drive Community Primary School	The Drive Felling Gateshead NE10 0PY
Wardley Primary School	Keir Hardie Avenue Wardley Gateshead NE10 8TX
Washingwell Community Primary School	Broom Lane Whickham NE16 4RB
Whickham Parochial C of E Primary School	Broadway Whickham NE16 5QW
White Mere Community Primary School	Sherburn Way Wardley NE10 8BA
Windy Nook Primary School	Albion Street Gateshead NE10 9BD
Winlaton West Lane Community Primary School	West Lane Winlaton NE21 6PH