

**REPORT TO CABINET**  
**22 February 2022**

**TITLE OF REPORT:** **Primary Community Controlled School Admissions Arrangements and Co-ordinated Admission Schemes for Primary and Secondary Schools for 2023/24**

**REPORT OF:** **Caroline O'Neill, Strategic Director, Children, Adults and Families**

---

**Purpose of the Report**

1. The purpose of this report is to request Cabinet to:
  - approve the proposed Community and Voluntary Controlled Primary Schools Admission Policy 2023;
  - approve the proposed Co-ordinated admission schemes for Infant, Junior, Primary schools and Secondary Schools 2023; and
  - note the proposed Planned Admission Numbers (PANs) for Community schools for 2023/24.

**Background**

2. The school admission code "the code" applies to school admission arrangements for admission in the 2023/24 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 ensure that school admission authorities, whether local authorities (LAs) or schools and academies, must operate in a fair way that promotes fair access to school choice, social equity and community cohesion. The code has a statutory basis and imposes mandatory provisions. Admission authorities must ensure that their school admission arrangements comply with the mandatory provisions of this Code.
4. Admission regulations disapply the necessity to consult on the arrangements if they remain the same and have been consulted on the previous 7 years and remain unchanged. This was the case for the 2016 admission arrangements. It should be noted that amendment to the policies to reflect mandatory requirements relating to the extended definition of Looked After Children (LAC) updated in the 2013 policies do not constitute a change requiring consultation.
5. The proposed school admission policy for 2023/24 has regard to the code issued in September 2021. They have been formulated having taken account of the responses received from consultees in previous years.
6. National offer dates apply for both the Secondary and Primary admission rounds.

The Secondary national offer date is 1 March whilst the Primary offer date is 16 April each year. In both instances where the set national offer day falls on a Saturday or Sunday or bank holiday the actual offer date will move to the first working day after that.

7. The proposed Planned Admission Numbers and the proposed Co-ordinated admission schemes in Appendix 3 contain compliance dates for the exchange of information between schools and the LA so that co-ordination of the allocation of places to parents can take place by statutory deadlines. The dates contained in the schemes largely mirror the compliance dates and timeframes set in the previous year.

## **Proposal**

8. Cabinet is asked to consider the following:
  - The proposed Community and Voluntary Controlled Primary Schools admission policy for September 2023 as attached in Appendix 2, together with their proposed Planned Admission Numbers for 2023/24.
  - The proposed separate co-ordinated admission schemes for Secondary schools and Infant Junior and Primary schools for September 2023 are contained in Appendix 3.
  - Secondary schools that are academies by this date and will formulate their own admission policies.
  - Agree to the increase in the PAN for Brighton Avenue Primary School from 45 to 50 per year group.
  - Agree to the reduction in the PAN for South Street Community Primary School from 44 to 30 per year group.
9. It is proposed, in accordance with statutory regulations, to adopt the closing dates of 15 January 2023 (for primary schools) and 31 October 2022 (for secondary schools) for the submission of applications for admission to schools in September 2023.

## **Recommendations**

10. It is recommended that:
  - (i) the Community and Voluntary Controlled Primary Admissions Policy set out in Appendix 2 is adopted for September 2023;
  - (ii) the approved admissions policies for September 2022 are used, as a basis of consultation, if necessary, with schools and others for formulating the relevant admissions policies from September 2023/24 onwards.
  - (iii) the approved two co-ordinated admission schemes for Secondary, Infant Junior and Primary schools in Appendix 3 are adopted for September 2023.

- (iv) note that the Planned Admissions Numbers set out in Appendix 3 for all community Primary schools are to be adopted by the governing bodies of each school.
- (v) Agree to the change in PAN for both Brighton Avenue and South Street Primary Schools.

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.

---

**CONTACT:**            **Julie McDowell**            extension: 8644

## APPENDIX 1

### 1. Policy Context

This report supports the Council's new strategic approach of Making Gateshead a Place Where Everyone Thrives, as well as the Sustainable Community Strategy for Gateshead, Gateshead Health and Wellbeing Strategy; in particular giving every child the best start in life policy objective.

The proposals also support the Council's Equal Opportunities policy. The report reflects the duties placed on the Council by legislation and statutory guidance.

### 2. Background

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

### 3. Admission Policies

The revised admission policies for community and voluntary controlled primary and secondary schools are contained within Appendix 2.

### 4 Statutory Infant class size limit

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.

### 5. Allocation System - Equal Preference

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.

### 6. Fair Access Protocols

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

## 7. Waiting lists

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

## 8. Children in Public Care

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

## 9. Exceptional Social and Medical Grounds

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

## 10. Planned Admission Numbers

The proposed Planned Admission Numbers (PAN) for community primary schools are contained within Appendix 3.

The Council has recently consulted on the proposed changes to the PAN for the following schools and received no objections:

### **Brighton Avenue Primary School**

In order to retain sufficient capacity in the area and continue to provide choice and diversity for parents, the Council is proposing to increase the school's PAN from 45 to 50 across all year groups. The school's last net capacity assessment indicated that each class could accommodate up to 27 pupils, however, given the potential impact on circulation around the school and communal areas, it is proposed that a PAN of 50 would both enable the school to meet ongoing demand and continue to provide a safe environment for all of the children.

There is also additional new housing being built in the school's catchment area with 287 homes being built by 2028. Using the pupil projection model this would potentially equate to an additional 86 primary age children in the area requiring a school place.

### **South Street Community Primary School**

Numbers in the school have been steadily decreasing over the past several years with reception admissions over the past four years being around 30 suggesting that one form of entry would be sufficient to accommodate demand. Projection numbers based on birth data indicate that there will be around 27 children requesting places at the school in the short to medium term. In order to achieve the reduction in

capacity, sections of the school will need to be mothballed which will enable the school to expand in the future when demand increases.

There are planned new housing developments in the area which should in time increase demand for places at South Street such as the Town Centre, Freight Depot and High Street South sites completed.

Whilst this reduction will potentially impact on other schools in the area the Council feels that the evidence shows that the school cannot maintain its' current PAN of 44 and a reduction will enable the school to be more effective in delivering quality education to a smaller cohort.

#### **11. Mandatory Closing dates for return of applications- Primary and Secondary**

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

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

Both schemes contain the administrative timescales that must be met by those schools and academies who determine their own admission arrangements so that they can supply the LA with the allocation lists for their school enabling the co-ordination of the allocation of places by the LA to parents across the borough and for schools in neighbouring boroughs. The local dates contained in both schemes are similar to those set in the previous year and have regard to statutory deadlines contained in the admission code. These are contained within Appendix 3.

#### **13. Consultation**

The admission code issued in December 2014 allows for exemption to consultation for up to 7 years providing the admission arrangements (admission criteria) were consulted on immediately prior to that period and have not changed. Providing the admission arrangements are the same as those in the previous years it is not necessary to consult on the admission arrangements this is the case for 2023 as a full consultation process was completed for the 2016 admission process.

The Cabinet Member for Children and Young People has been consulted on this report.

#### **14. Alternative Options**

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

#### **15. Implications of Recommended Option**

##### **Resources:**

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

**c) Property Implications – Nil**

**16. Risk Management Implication - Nil**

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

The Equality Act 2010 consolidates the law prohibiting discrimination, harassment and victimisation. All schools must have due regard to their obligations under the act and an admission authority must not discriminate on the grounds disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation as to who is offered admission as a pupil. All schools must have due regard to their obligations under the Act and 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.

**18. Crime and Disorder Implications – Nil**

**19. Health Implications - Nil**

**20. Sustainability Implications - Nil**

**21. 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.

**22. Ward Implications** - All Wards are covered by this report

## Gateshead Council Primary School Admission Policy 2023/2024

We allocate places at Gateshead Primary, Infant and Junior Schools using this policy and co-ordinate admissions to Gateshead schools using the coordinated admission scheme.

The policy is as follows:

- Children 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 children 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, parents may request that their child is admitted to school later in the school year following September 2023, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year.

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

### 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 a school, we will then allocate places by using the following order of priority:

Order of Priority	Oversubscription Criteria
<b>Criteria 1</b>	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*). Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
<b>Criteria 2</b>	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*).
<b>Criteria 3</b>	Other children who live in the school’s catchment area.
<b>Criteria 4</b>	Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year (see definition*).
<b>Criteria 5</b>	Other children who have exceptional medical or social grounds see point 1 below.
<b>Criteria 6</b>	All other children.

(\*see definitions of our criteria in priority 1, 3 and 5 above in our parent’s information booklet and at [www.gateshead.gov.uk](http://www.gateshead.gov.uk)).

### Point 1

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must

demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. The evidence will be presented to the Primary Fair Access Panel for consideration. No assumption should be made that submission of the relevant evidence will be, in itself, 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 criterion (7 in total). Please see below;

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

Criteria 6 children that attend Oakfield Infant School.

Criteria 7 all other children.

### **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 2019 to 31 August 2019).

All cases of admission of children outside their normal age group must be discussed with the Council 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 2022. Parents must detail the circumstances of their request and include any supporting information from relevant professionals.

The Council will consider each case individually and parents will be notified of the outcome of their request before 17th April 2023. *(Please refer to the 'Admission to Primary School booklet for further information regarding deferred entry and admission of children outside their normal age group).*

### **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 central 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.

## **Application Dates**

From 9th September 2021 Gateshead residents can apply on-line at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

On-line applications must be submitted by **15 January 2023**. Alternatively, parents can request a paper application from The School Admissions Team on 0191 433 2757. Paper applications must be returned to The School Admissions Team, Dryden Centre, Evistones Road, Gateshead, NE9 5UR by **15 January 2023**.

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

## **Offer Date – 17th April 2023**

A letter will be sent to parent's resident in Gateshead on or around 17th April 2023 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 17th April 2023.

## **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 2023 available at [www.gateshead.gov.uk](http://www.gateshead.gov.uk).

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

## Gateshead Council Secondary School Admission Policy 2023/24

We allocate places at Gateshead secondary schools using this policy and co-ordinate the admissions to Gateshead schools using the co-ordinated admission scheme.

The admission policy is as follows:

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

### 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 a school, we will then allocate places using the following order of priority:

Order of Priority	Oversubscription Criteria
Criteria 1	Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*).
Criteria 2	Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
Criteria 3	Children who live in the school's catchment area.
Criteria 4	Children who will have a brother or sister at the secondary school during the coming academic year.
Criteria 5	Other children who have exceptional medical and social grounds see point 1 below.
Criteria 6	All other children.

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

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

### Tie breaker

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

### **Sibling link**

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

### **Address**

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

### **Waiting list**

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

### **Application Dates**

From 10th September 2022 Gateshead residents can apply on-line at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

On-line applications must be submitted by **31st October 2022**. Alternatively, parents can request a paper application from The School Admissions Team on 0191 433 2757. Paper applications must be returned to The School Admissions Team, Dryden Centre, Evistones Road, Gateshead, NE9 5UR by **31st October 2022**.

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

### **Offer Date – 1 March 2023**

A letter will be sent to parent's resident in Gateshead on or around 1st March 2023 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 1st March 2023.

### **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 2023 at [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

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

**Gateshead Infant, Junior and Primary School Co-ordinated Admissions Scheme  
September 2023/24**

**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.

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

*'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 2023.

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

*'Academic Year'* means a period commencing 1 September and ending 31 August

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

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

**‘Equal preference system’** means all preferences for each school listed by parents on the common application form are considered against the oversubscription criterion without reference to the parental ranking nominated on the CAF. However, where a child may be 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 Infant, Junior or Primary school received during the academic year commencing in September 2023.

**‘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 schools and Academies for the admission year 2023/2024 (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 VA schools and academies will include in its admission arrangements for the above year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

### **The Scheme**

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

### **Durham, Newcastle, Northumberland, South Tyneside and Sunderland**

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

## **SCHEDULE 1**

### **Part 1 - The Scheme**

1. A standard application form known as the Common Application Form (CAF) will be used for applications to school for normal year of entry in the specified year. A standard application form known as ‘School Transfer Form’ will be used for ‘In Year’ applications made after the commencement of the academic year in September 2023.
2. The CAF will be used for admitting pupils into the first year of infant/junior/primary education in the academic year 2023/2024.

3. The CAF must be used as a means of expressing up to 3 preferences by parent's resident in the LA area wishing to express a preference for their child:
  - a) to be admitted to a school within the LA area
  - b) to be admitted to a school located in another LA's area
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](http://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 key features of the admission procedures and coordinated admission scheme and has access to the CAF on-line and paper copy (on request only).
  - c) every parent whose application falls within the category of 'in year' admission receives a copy of the School Transfer Form and an explanation of the school transfer procedures.
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 where possible.
7. All preferences expressed on the CAF are valid applications. The governing body of an academy or VA school can require parents who nominate 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 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 2023. It is the responsibility of parents to ensure that CAF's are returned to the LA, on-line or paper copy 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 2023.
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, for those application forms received on time.
14. The LA will process all application forms. 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 2023** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school. 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 27 February 2023** the admission authority for each school will consider all applications for their school and apply their oversubscription criteria (if appropriate) and provide the LA with a list of all potential offers in ranked order according to their oversubscription criteria.
17. **By 13 March 2023** Gateshead LA will provide neighbouring LA's information of school offers to be made at Gateshead schools for applicants living in their LA and vice versa. This notification process will continue until all offers are finalised.
18. **By 20 March 2023** 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 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 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 catchment school (if places are still available), or if this is not available, a place where possible, will be offered at the next nearest community school with a vacancy, measured as the crow flies from the parental residence to the main entrance of the school.
- Where possible, 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 community catchment school or if this is not available at the next nearest community school, with a vacancy, measured, as the crow flies, from the parental residence to the main entrance of the school,

**19. By 10 April 2023** the LA will inform its infant, junior & primary schools and academies of the pupils to be offered places at their school.

### **National Offer Day**

**20. On or around 17 April 2023** Parents will be notified by email if they applied online that they are being offered a place at the allocated school. A letter will also be posted to Gateshead residents on or around this date informing them the school place allocated, this includes those that applied online.

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 schools nominated on the CAF;
- Information about their statutory right of appeal against the decision 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 19 May 2023 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. 28 April 2023** - the deadline for parents to accept the place offered.

Where parents have not returned their acceptance slip by this date, 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 19 May 2023**

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

All applicants refused a school place will automatically be placed on the waiting list for any school at which they have been refused. 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.

If vacancies arise at oversubscribed schools after 17 April 2023, the first allocation of places will take place on 19 May 2023 followed by subsequent allocations, if found to be necessary, at weekly intervals.

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.

The waiting list will be compiled from those children who have been refused a place at that school. This list may include the following children:

- Those who applied late after 15 January 2023 but before 17 April 2023 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 list for all schools nominated on the CAF at which they have been refused a place.
- 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 an applicant has been offered a place at their second ranked school, they may be placed on the waiting list for their first ranked school, but their third and so on.
- Parents who have submitted a new application (accepted for exceptional reasons only i.e. moved to a new 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 17 April 2023 and who do not have exceptional reasons as described above, will NOT be placed on the waiting list for that new school until 26 May 2023, this is after the first reallocation of places on 19 May 2023.

From 26 May 2023 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 2023**.

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 20 February 2023. 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). Other circumstances will be considered, and each case decided on its own merits based on the evidence provided.

#### **Change of preferences received after 15 January 2023**

24. Parents submitting requests to change their preferences, from those originally ranked on the CAF, will be classed as late applications and may only be considered if 'exceptional circumstances' apply such as those examples described in paragraph 23 above. If no such exceptional circumstances apply the LA will continue to proceed with the original preferences ranked on the CAF for the purposes of the allocation of places on the 17 April 2023. 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 20 February 2023**

25. Applications received after 20 February 2023, will not be processed until after 17 April 2023. Parents will, if possible, receive an offer of a school place on 17 April 2023 according to the terms of this scheme.

#### **No application received by 17 April 2023**

26. Where no CAF is submitted the child will, on 17 April 2023, where possible, be offered a place at their 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 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 17 April but before 19 May 2023**

27. Applications made direct to the school must be forwarded to the LA immediately. The LA will offer a place, where possible on 19 May 2023 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 parental residence to the main entrance of the school with a vacancy. 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 26 May 2023 in accordance with paragraph 22 above.

#### **Applications received after 19 May but before 31 August 2023**

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2023.

Applications received after 19 May 2023, 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 voluntary aided school, refer the application to the governing body of the school, which will make a determination and notify the LA who will notify the parent.

Parents who are refused admission will be offered the right of appeal and informed about the waiting list procedures.

- New applications submitted after 17 April 2023 from parents who have already submitted a CAF in the normal admissions round may not be considered until 26 May 2023 in accordance with paragraph 22 above.

29. The LA will keep track of any pupils who apply for admission from 17 April 2023 but before 31 August 2023 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 2023 for places in any year group requesting admission during the academic year 2023/2024.

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

In Year applications must be made on the School Transfer Application Form. 'In Year' applications are those applications received after 31 August 2023 for places in any year group requesting admission during the academic year 2023/2024. 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 2023 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. Gateshead's School Transfer Form is available from the Education Support Service, Dryden Centre, Evistones Road, Gateshead, NE9 5UR or online at [www.gateshead.gov.uk](http://www.gateshead.gov.uk).

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

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

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

### **Responding to School Transfer Forms**

36. If the school transfer 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.

37. All primary schools within Gateshead must respond to the Local Authority (LA) within 10 days of receiving the School Transfer Form, informing the LA of the availability of a place. If there is a place available, the LA will notify parents of the outcome of the application within 5 school days of the school notifying the Education Support Service of the availability of places.

38. 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.

- 39 If a pupil lives in Gateshead and is not on the roll of a Gateshead school and a place cannot be offered at any of the requested schools, the parent will be informed of places available at other schools in the area.
- 40 If there are more applications than places available, the published oversubscription admission criteria must be applied.
- 41 Pupils will only be refused a place at a school if one of the statutory reasons in the school admissions code applies.
- 42 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.
- 43 The LA will keep track of any pupils who apply for 'in year' admissions and intervene as appropriate to ensure that they are placed in a school without undue delay, particularly in respect of Children in Care and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.

**Determining Offers in response to the School Transfer Form**

- 45 Pupils living in Gateshead and applying for a school in the area (including Voluntary Aided Schools and Academies) The LA will notify the parent verbally if a place is available for Schools and Academies in Gateshead. However, if a place is not available the parent will be notified of this in writing.
- 46 **Pupils living in Gateshead applying for a school out of the area.** The home authority (Gateshead) will request that the parent apply directly to the relevant admission authority to process their request and follow their 'in year' application process.
- 47 **Pupils living outside Gateshead applying to a Gateshead school.** The home authority must ask the parent/carer to contact Gateshead LA to complete a School Transfer Form to confirm the availability of a place. Gateshead LA will liaise with the parents regarding the outcome of their request.
- 48 **Acceptance of a school place.** Parents will be expected to contact the school offered to accept or decline the offer within 2 weeks. Failure to do so may result in the school place being withdrawn and offered to the next child on the waiting list if appropriate.
- 49 **Waiting Lists.** 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 for reception class until the end of December 2022, following this date they will be sent to the individual schools to maintain. A child's position on a waiting list will be determined using the admission criterion for the school in question, however children who are the subject of a direction to admit by the LA or who have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

**Timescales for processing 'In Year' Applications**

School Transfer form received by the Education Support Service	Process commences unless place is not required until a date more than 6 school weeks away (extended for children of service personnel and crown servants).
Within 5 school days of receipt of application	The LA notifies the Governing Bodies of any request for a place at their school

Within 10 school days of the school being notified of the request	The Governing Bodies of any requested school must respond to the Education Support Service regarding the availability of places
Within 5 school days of receipt of application by the Education Support Service	The Education Support Service will notify the parent by telephone if a place is available at their requested school. If a place is not available the parent will be notified of this in writing, including information about appeals and waiting lists, where appropriate.
Within 2 weeks of the date of a school place being offered	The school must receive confirmation of acceptance of the place from the parent.

### **Timetable of Primary Co-ordinated scheme 2023 First Year of Entry**

<b>Friday 9 September 2022:</b>	Common Application Form made available to parents online or paper copy (on request only). Schools/Academies receive information letters for distribution to parents.
<b>Sunday 15 January 2023:</b>	On-Line applications and paper forms to be submitted to the LA.
<b>Monday 30 January 2023:</b>	Details of applications to be sent to VA schools and other LA's.
<b>Monday 27 February 2023:</b>	VA schools provide the LA with ranked lists of applicants.
<b>Monday 13 March 2023:</b>	The LA will provide other LA's with a list of offers and refusals for relevant children.
<b>Monday 10 April 2023:</b>	By this date the LA will notify schools/Academies which applicants have been offered places at their schools.
<b>Monday 17 April 2023:</b>	Notifications sent to parents on or around this date.
<b>Friday 28 April 2023:</b>	Last date for offers to be accepted by parents.
<b>Friday 19 May 2023:</b>	Any places that become available are reallocated to applicants from the waiting list in accordance with paragraph 22 of schedule 1 of this scheme.

**Waiting lists maintained by the LA until end of the autumn term December 2023**

**COMMUNITY AND VOLUNTARY CONTROLLED - PRIMARY SCHOOL ADMISSION NUMBERS 2023**

<b>Primary School</b>	<b>DfE Number</b>	<b>Planned Admission Number 2022</b>	<b>Proposed Planned Admission Number 2023</b>
Barley Mow Community Primary	2226	30	30
Bede Community Primary	2039	30	30
Bill Quay Primary	2197	30	30
Birtley East Community Primary	2163	30	30
Blaydon West Primary	2182	30	30
Brandling Primary	2200	30	30
Brighton Avenue Primary	2221	45	50*
Caedmon Community Primary	2233	30	30
Carr Hill Community Primary	2008	45	45
Chopwell Primary	2235	45	45
Clover Hill Community Primary	2216	30	30
Colegate Community Primary	2228	45	30
Crookhill Community Primary	2219	30	30
Dunston Hill Community Primary	2164	60	60
Emmaville Primary	2167	60	60
Falla Park Community Primary	2198	30	30
Fellside Community Primary	2231	30	30
Fell Dyke Community Primary	2232	45	45
Front Street Community Primary	2184	60	60
Glynwood Community Primary	2225	60	60
Greenside Community Primary	2181	30	30
Harlow Green primary	2238	60	60
Highfield Community Primary	2186	17	17
High Spen Primary	2168	29	29
Kells Lane Primary	2234	60	60
Kelvin Grove Community Primary	2012	60	60
Larkspur Community Primary	2051	29	29
Lingey House Primary	2205	60	60
Lobley Hill Primary	2222	60	60
Oakfield Junior	2049	60	60
Oakfield Infant	2055	60	60
Parkhead Community Primary	2236	58	58
Portobello Primary	2162	30	30
Ravensworth Terrace Primary	2058	60	60
Roman Road Primary	2229	30	30
Rowlands Gill Primary	2239	60	60

Ryton Community Junior	2193	60	60
Ryton Community Infant	2188	60	60
St Aidan's C of E Primary	2237	30	30
South Street Community Primary	2036	44	30*
Swalwell Primary	2172	30	30
The Drive Community Primary	2213	29	29
Wardley Primary	2224	45	45
Washingwell Community Primary	2194	30	30
Whickham Parochial C of E Primary	3001	30	30
White Mere Community Primary	2214	30	30
Windy Nook Primary	2227	45	45
Winlaton West Lane Community Primary	2177	45	60

**VOLUNTRAY AIDED - PRIMARY SCHOOL ADMISSION NUMBERS 2023**

<b>Primary School</b>	<b>DfE Number</b>	<b>Planned Admission Number 2022</b>	<b>Proposed Planned Admission Number 20223</b>
Corpus Christi Catholic Primary	3313	30	30
St Agnes Catholic Primary School	3326	30	30
St Joseph's Catholic Primary Blydon	3331	30	30
St Joseph's RC VA Primary Highfield	3327	15	15
St Mary & St Thomas Aquinas	3328	30	30
St Mary's RC Primary	3333	30	30
St Peter's RC VA Primary	3319	30	30
St Wilfrid's RC VA Primary	3339	20	20

**PRIMARY ACADAMIES - PLANNED ADMISSION NUMBERS 2023**

<b>Academy</b>	<b>DFE Number</b>	<b>Determined Planned Admission Number 2022</b>	<b>Determined Planned Admission Number 2023</b>
Kibblesworth Academy	2058	29	29
Riverside Primary Academy	2220	60	60
Sacred Heart Catholic School	4041	26	30
St Alban's Catholic Primary	3335	30	30
St Anne's Catholic Primary School	3322	30	30
St Augustine's Catholic Primary	3336	45	45
St Joseph's Catholic Infant	3325	30	30
St Joseph's Catholic Junior	3324	30	30
St Joseph's RC VA Gateshead	3317	30	30
St Oswald's Catholic Primary	3318	30	30
St Philip Neri RC Primary	3330	30	30

## **Gateshead Secondary School Co-ordinated Admissions Scheme September 2023/24**

### **Introduction**

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**

#### **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 5(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 school'** 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 2023;

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

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

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

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

**'Equal preference System'** means all preferences for each school listed by parents on the CAF are considered against the school's 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 2023.

**'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 2023/2024 (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 VA school 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**

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.

The Scheme shall apply to every secondary school in the LA area including academies, as identified in Appendix 1 (except special schools and Emmanuel College).

The Scheme will also include applications from parents seeking admission to Gateshead schools who live within the following neighbouring LA's:

**Durham, Newcastle, Northumberland, South Tyneside and Sunderland.**

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

## **SCHEDULE 1**

### **Part 1 -The Scheme**

1. A standard application form known as the Common Application Form (CAF) will be used for applications to school for the normal year of entry in the specified year. A standard application form known as a School Transfer Form will be used for 'in year' applications made after the commencement of the academic year in September 2023.
2. The CAF will be used for the purpose of admitting pupils into first year of secondary education in the academic year 2023/2024.
3. The CAF must be used as a means of expressing up to 3 preferences by parent's resident in the LA area wishing to express a preference for their child to:
  - a) be admitted to a school within the LA area
  - b) be admitted to a school located in another LA's area
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](http://www.gateshead.gov.uk) until the closing date and;
  - b) every parent resident in the LA area who has a child eligible to commence secondary education receives a written explanation of how to apply and an explanation of the key features of the admission procedures and co-ordinated admission scheme and has access to the CAF on-line and paper copy (on request only).
  - c) every parent whose application falls within the category of an 'in year' admission receives a copy of the School Transfer Form and an explanation of the school transfer procedures.
6. **The LA will take all reasonable steps to ensure that:**
  - (iv) **applicants will receive no more than one offer of a school place and;**
  - (v) a place will be offered at the highest ranked school for which they are eligible under the admission criteria; and
  - (vi) If more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and
  - (iv) if a place cannot be offered at any nominated school, a place will be offered at an alternative school where possible.

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

#### **Submitting Applications (CAF)**

10. Completed CAF's must be returned to the LA by 31 October 2022. It is the responsibility of parents to ensure that CAF's are returned directly to the LA, on-line or in a paper format by the closing date.

#### **Determining offers in response to the Common Application Form**

11. The LA will act as a clearinghouse for the allocation of places by the relevant admission authorities in response to the CAF's received. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
  - (b) It is acting in its separate capacity as an admission authority, or
  - (c) 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 2022.
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, for those application forms received on time.
14. The LA will process all application forms. 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 2022** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school. Where parents have nominated a school outside the LA area, then the LA will also notify the relevant maintaining authorities by this date.
16. **By 6 January 2023** the admission authority for each school will consider all applications for their school and apply their oversubscription criteria (if appropriate) and provide the LA with a list of all potential offers in ranked order according to their oversubscription criteria.
17. **By 31 January 2023** Gateshead LA will provide neighbouring LA's information of school offers to be made at Gateshead schools for applicants living in their LA and vice versa. This notification process will continue until all offers are finalised.
18. **By 7 February 2023** 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 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 catchment school (if places are still available), or if this is not available, a place where possible, will be offered at the next nearest community school with a vacancy, measured as the crow flies from the parental residence to the main entrance of the school.
  - Where possible, 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 catchment school or if this is not available at the next nearest community school, with a vacancy, measured as the "crow flies" in a straight line from the parental residence to the main entrance of the school.
19. **On 21 February 2023** the LA informs its secondary schools of the pupils to be offered places at their school.

### **National Offer Day**

20. **On or around 1 March 2023** parents will be notified by email if they applied online that they are being offered a place at the allocated school. A letter will also be posted to Gateshead residents on or around this date informing them of the school place allocated this includes those that applied online. 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 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 3 April 2023 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. 15 March 2023** - the deadline for parents to accept the place offered. Where parents have not accepted their place, 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 3 April 2023**

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

All applicants refused a school place will automatically be placed on the waiting list for any school at which they have been refused. 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, 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.

If vacancies arise at oversubscribed schools after 1 March 2023 the first allocation of places will take place on 3 April 2023 followed by subsequent reallocations, if found to be necessary, at weekly intervals.

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.

The waiting list will be compiled from those children who have been refused a place. This list may include the following children:

- Those who applied late after 31 October 2022 but before 1 March 2023 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.
- 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 an applicant 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 to a new 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 2023 and who do not have exceptional reasons as described above, will not be placed on the waiting list for that new school until 10 April 2023, this is after the first reallocation of places on 3 April 2023.

From 10 April 2023 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 2022**.

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 23 December 2022. 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 2022**

- 24.** Parents submitting requests to change their preferences, from those originally ranked on the CAF, will 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 2023. 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 23 December 2022**

- 25.** Applications received after 23 December 2022 will NOT be considered until after 1 March 2023. Parents will, if possible, receive an offer of a school place on 1 March 2023 according to the scheme.

### **No application form received by 1 March 2023**

- 26.** Where no CAF is submitted the child will, on 1 March 2023, where possible, be offered a place at their 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 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 2023 but before 3 April 2023**

- 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 where possible, on 3 April 2023 at the school/academy ranked highest on the CAF at which there is a vacancy, or if this is not possible at their community catchment school, or if this school is also full at the next nearest community school with a vacancy, measured 'as the crow flies' from the parental

residence to the main entrance of the school. However, please note, new applications submitted during this period from parents who have already submitted a CAF in the normal admission round will not be considered until 3 April 2023 in accordance with paragraph 22 above.

### **Applications received after 3 April but before 31 August 2023**

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2023.

Applications received after 3 April 2023 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 voluntary aided academy, 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 the right of appeal and will be informed about the waiting list procedure.
  - New applications submitted after 1 March 2023 from parents who have already submitted a CAF in the normal admissions round may not be considered until 3 April 2023 in accordance with paragraph 22 above.
29. The LA will keep track of any pupils who apply after 1 March 2023 but before 31 August 2023 and intervene as appropriate to ensure that they are allocated a school place without delay.

### ***Part 3 – In Year Applications***

30. In Year applications are those applications received after 31 August 2023 for places in any year group requesting admission during the academic year 2023/2024.
31. Parents should apply for a place in a Gateshead school directly through Gateshead LA.

In year applications must be made on the School Transfer Form. In Year applications are those applications received after 31 August 2023 for places in any year group requesting admission during the academic year 2023/2024. Please note that parents who have been refused a place in the normal allocation round for the first year of entry to secondary schools for admission from 2023 and have been refused a place by the independent appeal panel may not reapply for the same year of entry unless they can demonstrate there has been a significant and material change in their circumstances that relate to the question of admission.

32. The Gateshead School Transfer Form for 'in year' admissions is available from the Education Support Service, Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR and on the Council's website [www.gateshead.gov.uk](http://www.gateshead.gov.uk).
33. Gateshead Local Authority will process all School Transfer Forms for Gateshead schools and inform parents of the outcome of their application even if the school is a voluntary aided school or academy.
34. The local authority is unable to process applications for schools where the date that the school place is required from, is more than 6 weeks from the date of the application (Service and Crown personnel are exempt).

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

### **Responding to School Transfer Forms**

36. 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.
37. All secondary schools within Gateshead must respond to the Local Authority (LA) within 10 school days of receiving the School Transfer Form, informing the LA of the availability of a place. If there is a place available, the LA will notify parents of the outcome of the application within 5 school days of the school notifying the Education Support Service of the availability of places.
38. 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.
39. If a pupil, lives in Gateshead and is not on the roll of a Gateshead school and a place cannot be offered at any of the requested schools, the parent will be informed of places available at other schools in the area.
40. If there are more applications than places available the published oversubscription admission criteria must be applied.
41. Pupils will only be refused a place at a school if one of the statutory reasons in the school admissions code applies.
42. 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.
43. The LA will keep track of any pupils who apply for 'in year' admissions and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of Children in public care and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.

### **Determining Offers in response to the School Transfer form**

44. 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.
45. **Pupils living in Gateshead applying for a school out of the area.** The home authority (Gateshead) will request that the parents apply directly to the relevant admission authority to process their request.

- 46. Pupils living outside of the Gateshead authority applying to a Gateshead school.** The home authority must ask the parent/carer to contact Gateshead LA to complete a School Transfer Form to confirm the availability of a place. Gateshead LA will liaise with the parents regarding the outcome of their request.
- 47. 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.
- 48. Waiting Lists.** 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 for year 7 until the end of December 2023, following this date they will be sent to the individual schools to maintain. A child's position on a waiting list will be determined using the admission criterion for the school in question however children who are the subject of a direction to admit by the LA or who have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

#### **Timescales for processing In Year Applications**

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

## **SCHEDULE 2**

### **Timetable of Secondary School Co-ordinated Scheme 2023**

#### **First Year of Entry**

Friday 9 September 2022	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 2022:	On-line applications and paper forms to be submitted to the LA.
Monday 21 November 2022:	Details of applications to be sent to VA schools and other LA's.
Friday 6 January 2023:	VA academies provide the LA with ranked lists of applicants.
Monday 6 February 2023:	The LA will provide other LA's with a list of offers and refusals for relevant children.
Monday 20 February 2023:	By this date the LA will notify schools which applicants have been offered places at their schools.
Wednesday 1 March 2023:	Notifications sent to parents on or around this date.
Wednesday 15 March 2023:	Last date for offers to be accepted by parents.
Monday 3 April 2023:	Any places that become available are re allocated to applicants 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 2023

## Appendix 1

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

#### **Community and Voluntary Controlled Schools where the LA is the Admission Authority:**

##### **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:**

##### **Heworth Grange School**

High Lanes  
Heworth  
Gateshead, NE10 0PT

##### **Grace College**

Saltwell Road South  
Gateshead, NE9 6LE

##### **Lord Lawson of Beamish Academy**

Birtley Lane  
Birtley, DH3 2LP

##### **Thorp Academy**

Main Road  
Ryton  
NE40 3AH

##### **Whickham School and Sports College (Academy Trust)**

Burnthouse Lane  
Whickham, NE16 5AR

##### **XP Gateshead**

Former Thomas Hepburn Site  
Swards Road  
Felling  
NE10 9UZ

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

**SECONDARY SCHOOL PLANNED ADMISSION NUMBER - 2023****ACADEMIES PLANNED ADMISSION NUMBER**

<b>Academy Name</b>	<b>DfE Number</b>	<b>Planned Admission Number 2023</b>	<b>Sixth form Admission Number 2023</b>
Heworth Grange School	4002	210	
Grace College	4003	210	130
Lord Lawson of Beamish Academy	4027	254	226
Whickham School and Sports College	4029	266	383
Thorp Academy	4001	240	240
Cardinal Hume Catholic Secondary School	4605	235	340
St Thomas More Catholic Secondary School	4606	225	331

**COMMUNITY SCHOOL PLANNED ADMISSION NUMBER**

<b>Secondary School</b>	<b>DfE Number</b>	<b>Planned Admission Number 2023</b>
Kingsmeadow Community Comprehensive	4041	180

**FREE SCHOOL PLANNED ADMISSION NUMBER**

<b>Secondary School</b>	<b>DfE Number</b>	<b>Planned Admission Number 2023</b>
XP Gateshead	4004	50