

## **PROPOSED Co-ordinated Admissions Scheme for Middle and High Schools in the area of North Tyneside Local Authority**

### **Introduction**

1. This Scheme is made by North Tyneside Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2008 and applies to all Middle and High Schools in North Tyneside.

### **Interpretation**

#### **2. In this Scheme -**

"The LA" means North Tyneside Council acting in their capacity as Local Authority;

"The LA area" means the area in respect of which the LA is the Local Authority;

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

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

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

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

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

"VA schools" means such of the schools as are voluntary aided schools;

"Trust schools" means such of the schools have a trust status;

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

"Admission Authority" in relation to a community school means the LA and, in relation to Trust and VA schools means the governing body of that school and in relation to an Academy means the Academy Trust of that school.

"The equal preference system" the scheme operated by North Tyneside Council whereby all preferences listed by parents/carers on the common application form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil may be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the common application form;

"The specified year" means the school year beginning at or about the beginning of September 2015;

"Academic year" means a period commencing with 1<sup>st</sup> August and ending with the next 31<sup>st</sup> July.

“The determination year” in relation to the proposed admission arrangements for a school, means the academic year beginning two years before the academic year to which the arrangements relate.

"Admission arrangements" means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered;

“Parent/Carer” means any person who holds parental responsibility, as defined under the 1989 Children Act, and with whom the child normally resides;

“Direct distance” means the distance measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council’s Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority;

“Appropriate school” means the nearest school identified by the authority in accordance with the home to school transport policy;

“Home” local authority means the local authority in whose area the parents live;

The Secondary “National Offer Day” is 1 March or the next working day;

“In year “admission means any application for a place other than the normal year of entry;

School Admissions Code refers to the code published on 1 February 2012;

“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.

### **Commencement and extent**

This scheme applies in relation to the admission arrangements for the schools for admission year 2015-2016 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The governing body of each of the Academies, VA and Trust schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

### **The Scheme**

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The scheme shall apply to every school in the LA area as identified in Appendix 1 (except special schools).

3. The Scheme will also include applications from parents seeking admission to North Tyneside schools who live within the following neighbouring LA's:
- Newcastle Local Authority
  - Northumberland Local Authority

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

## **SCHEDULE 1**

### ***PART I - THE SCHEME***

1. There will be a standard form known as the Common Application Form.
2. The Common Application Form will be used for the purpose of admitting pupils into the first year of Middle and High School education in the specified year, and for applications made outside the normal year of entry i.e. 'In year' admissions leading up to, and during, the academic year 2015/2016.
3. The Common Application Form must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
  - a To be admitted to a school within the LA area (including Academies, VA and Trust schools);
  - b To be admitted to a school located in another LA's area (including Academies, VA, and Trust schools)
4. **The Common Application Form will -**
  - a Allow parents to express up to 3 preferences, including, where relevant, any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place at the respective schools,
  - b 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:**
  - a That the Common Application Form is available on request from the LA and on-line at [www.northynteside.gov.uk/schooladmission](http://www.northynteside.gov.uk/schooladmission) until the closing date and
  - b That the Common Application Form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.
6. **The LA will take all reasonable steps to ensure that:**
  - a Every parent resident in the LA area who has a child attending year 4 of a First School year 6 of a Primary and year 8 of a Middle School and is eligible to commence secondary education receives a copy of the Common Application Form (and a written explanation); either online or paper copy (on request only); and

- b Every parent whose application falls within the category of an 'In Year' transfer receives a copy of the Common Application Form (and written explanation), on request, and understands the process.

Parents will be advised that they will receive no more than one offer of a school place and that:

- (i) If more than one school is nominated and two or more preferences can be offered 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
  - (ii) Places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school.
  - (iii) If a place cannot be offered at a nominated school, a place will be offered at an alternative school.
7. The Common Application Form will include an extra section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide additional relevant information.
8. Where a school receives a supplementary information form from a North Tyneside resident it will not be regarded as a valid application unless the parent has also completed a Common Application Form and the school is nominated on it. Where supplementary information forms are received directly by schools the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, the LA will contact the parent and ask them to complete a Common Application Form. Under the requirements of the scheme parents will not be under any obligation to complete an individual school's supplementary information form where this is not strictly required for the governing body to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2. (N.B. no Community, Academy, Trust or Voluntary Aided School in North Tyneside operates criteria for selection based on ability or aptitude)

### **Processing of Common Application Forms**

10. It will be the responsibility of parents to ensure that Common Application Forms are received directly to the LA by the closing date of **Friday 31 October 2014**. Common Application Forms may also be completed on-line 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 Common Application Forms. 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 Common Application Form where-
- (a) It is acting in its separate capacity as an admission authority, or

- (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school, or
- (c) An applicant is not eligible for a place at any school that the parent has nominated.

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

12. Completed application forms must be received by the closing date of **Friday 31 October 2014**.
13. Completed application forms, which are received after the closing date will be marked '**LATE**' and considered on an individual basis except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms; any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.
15. **By Monday 24 November 2014** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date, which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, the LA will also similarly notify the relevant authority/authorities by this date.
16. **By Friday 9 January 2015** the admission authority for each VA school will provide the LA with a list in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked lists of the other schools nominated.

The LA will also require additional names in criteria order of the next possible offers, up to 25% above the admission number of the school, so that schools will not need to be contacted by the LA at each iteration.

17. **By Monday 26 January 2015** the admission authority for neighbouring LA schools will produce a list of parental applicants and waiting lists (if appropriate).
18. **By Friday 30 January 2015** the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
  - 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 whichever school is the highest ranked and any lower offers will be disregarded.
  - Where none of the preferences can be met, the child will be offered a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE)

those living closer to the school will receive higher priority

- The LA will allocate a school place to those pupils who have not submitted a Common Application Form after all other pupils who submitted a Common Application Form have been considered. The LA will allocate a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, as measured in a straight-line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority

**19. Monday 16 February 2015** -The LA informs its Middle and High Schools of the pupils to be offered places at their schools, and informs other LAs of places in North Tyneside schools to be offered to their residents.

**20. On Friday 27 February 2015** parents will be notified by email if the parent applied online and if the parent completed a paper application a letter will be posted 2<sup>nd</sup> class informing them of the school place allocated. This letter will give the following information

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the Common Application Form;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Invite parents to contact the LA if they want to be considered for any places that might become available in schools they ranked higher than the school they are offered, in the re- allocation process on **20 March 2015**;
- Contact details for the schools (in the case of nominated VA schools where they were not offered a place) so that they can lodge an appeal, with the governing body, and the relevant LAs.

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

**21. Friday 13 March 2015: (1)** the deadline for parents to accept the place offered. If they do not respond by this date the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools. **(2)** the deadline for parents to request to place their child's name on a waiting list for any school they ranked higher on their Common Application Form than the school they were offered.

## WAITING LISTS

Parents may ask for their children to be kept on a waiting list of children to be re-allocated places if they become available **after 27 February 2015** at any school they have ranked higher on their Common Application Form than the school they were offered. Where a parent has been offered a place at a school, which they did not nominate on their Common Application Form they may be placed on the list of all the schools they did nominate and can then be considered for places at those schools. If pupil numbers fall below the published admission number then children will be admitted from the waiting list according to the admission criteria regardless of when their

application form was received. The LA will hold all waiting lists where requested. Waiting lists for schools will be kept for **one term** in the academic year i.e. **18 December 2015**. No list will be kept for any school thereafter either by the Local Authority or by any individual school.

- 22. Friday 20 March 2015:** The LA re-allocates any places that may have become vacant since 28 February, in accordance with the school admission criteria, which will include the following:
- Those who have not yet been offered any school place, for example, late applications from parents who have just moved into the area and have not been offered a school place.
  - Those who have not been offered a school place at any of the schools they nominated on the Common Application Form and the place that has become available is at a school originally nominated on the Common Application Form.
  - Those who have been offered a school place but who ranked the school at which a place has now become available higher on the Common Application Form.

Where there are more applicants than places available then the priorities used within the schools admission criteria will also be applied to all applicants on the waiting list to determine the allocation of places.

- 23.** Where a parent has been allocated a place at their second ranked school, they may be placed on a waiting list of their first ranked school but not their third and so on. Where a parent has been offered a place at a school, which they did not nominate on their Common Application Form, they may be placed on the list of all the schools they did nominate, and can then be considered for places at those schools.
- 24.** Waiting lists for schools will be kept by the Local Authority for **one term** in the academic year i.e. **18 December 2015**. No lists will be kept for any school thereafter, either by the LA or by individual schools.
- 25.** Where parents have not returned their acceptance slip for oversubscribed schools the LA will give the parent a further opportunity to respond however, the LA will explain that the offer may be withdrawn if they do not accept.

## **PART 2 – LATE APPLICATIONS**

- 26.** The closing date for applications in the normal admissions round is **31 October 2014**. As far as is reasonably practicable applications for places in the normal admissions round that are received late *for a good reason or in exceptional circumstances* may be considered provided they are received *before 9 January 2015*, the date the allocation procedures begin. Examples of what may be considered as good reason and exceptional circumstances include: when a lone parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a North Tyneside property will be required in these cases). Other circumstances may be considered and each case will be decided on its own merits by each individual admission authority.

### **CHANGE OF SCHOOL PREFERENCE AFTER 31 OCTOBER 2014:**

27. Once parents have submitted their Common Application Form they cannot change their preferences without a genuine reason, for example if the family has recently moved address, proof of ownership or tenancy of a North Tyneside property will be required.

#### **LATE APPLICATIONS RECEIVED AFTER 9 JANUARY 2015**

28. Late applications received after 9 January 2015, which, are not deemed to be exceptional by the Authority, will not be processed until after 27 February. Parents will, nevertheless receive an offer of a school place on 27 February 2015 in accordance with the terms of the scheme.

#### **NO COMMON APPLICATION FORM RECEIVED BY 27 February 2015**

29. Where no Common Application Form is submitted the child will, on 27 February 2015 be offered a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy.

#### **APPLICATIONS RECEIVED AFTER 27 February 2015**

30. Applications received after 27 February at any school must be forwarded to the LA immediately. Where only the supplementary information form is received the school must inform the LA immediately so it can verify whether a Common Application Form has been received from the parent and, if not, contact the parent and ask them to complete a Common Application Form. The LA will enter the details onto its Education Management System (EMS) and, after consultation with the relevant admission authority, offer a place as soon as possible at the school highest in the parent's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy (as defined in paragraph 18).

#### **CHANGE OF SCHOOL PREFERENCE AFTER 27 February 2015**

31. Parents cannot change their original school preference(s) without a genuine reason, for example if the family has recently moved address. Where the LA agrees to accept a change of preference application the original school preference will be cancelled and a new application must be submitted which will be considered as 'Late'. Any place previously offered at a school in North Tyneside on 27 February 2015 will be withdrawn and the parent will be notified in writing of the outcome.

#### **YEAR OF ENTRY APPEALS**

32. All Admission Authorities must publish their appeals timetable on their website by **27 February each year**.
33. Where schools are their own admission authority i.e. Academies, VA and Trust the school will be responsible for presenting the schools case for any appeals lodged. However, for Academies and Trust Schools the LA can be present for stage 1 of the appeal to answer any questions on the admission process.

### **PART 3 - 'IN YEAR' ADMISSIONS**

#### **APPLICATIONS RECEIVED AFTER 27 February 2015**

34. Applications received after 27 February 2015, and for places in year groups other than the normal year of entry to Middle and High schools, will be treated as 'In Year' admissions.



## **APPLYING FOR A SCHOOL PLACE OUTSIDE THE NORMAL YEAR OF ENTRY**

35. Parents must apply to their 'home' local authority regardless of the school they are applying for.
36. The 'home' local authority will process all Common Application Forms and inform parents of the outcome of their application even if the school is an Academy, Trust or Voluntary Aided.
37. The local authority is unable to process applications for schools where the date that the place is required from, is more than 2 months from the date of the application (Service and Crown Personnel are exempt).
38. Children must be resident in the country before a Common Application Form can be considered (Service and Crown Personnel are exempt).
39. School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

### **Looked After Children**

A Local Authority has the power to direct an admission authority (including Academies, Trust and Voluntary Aided schools) to admit a child who is Looked After by the Local Authority, even when the school is full. The Local Authority must not choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size. In respect of admissions for key stage 1 a Looked After Child would be admitted as an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **RESPONDING TO COMMON APPLICATION FORMS**

40. If the application is for an Academy, Trust or 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 North Tyneside, the LA will contact the relevant authority.
41. All admission authorities must respond to the local authority within 5 school days of receiving the Common Application Form informing them of the decision. If there is a place available pupils **must** be admitted within 20 school days of the application being received by the local authority.
42. Where a place is not available at the highest ranked school the local authority will co ordinate with the second and third preference schools until a place can be offered at one of the preferences.
43. If the pupil is not on the roll of a North Tyneside school and a place cannot be offered at any of the nominated schools, the parent will be informed of places available at other schools in the area.
44. If there are more applications than places available the published admission criteria must be applied.
45. Pupils can only be refused a place at a school if one of the statutory reasons in the School Admissions Code applies.

46. Pupils should not be placed outside the normal age group without written recommendation from an Educational Psychologist.
47. The LA will keep a 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 Looked After Children and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.
48. Where schools are their own admission authority i.e. Academy, Trust or VA, the school will be responsible for presenting the schools case for any in-year appeals lodged. The school should liaise directly with the Clerk to the Independent Appeal Panel, Legal, Governance and Commercial Services, North Tyneside Council, NE27 0BY. Tel: (0191) 643 5312 Fax: (0191) 643 2431.

## **DETERMINING OFFERS IN RESPONSE TO THE COMMON APPLICATION FORM**

**Pupils living in North Tyneside and applying for a school in the area (including Academies, Trust and Voluntary Aided Schools)** The LA will notify the parent of the outcome of the place for all schools including Academies, Trust and VA schools.

### **Pupils living in North Tyneside applying for a school out of the area**

The 'Home' authority (NorthTyneside) must contact the maintaining authority to confirm the availability of a place. The 'Home' authority (NorthTyneside) would then confirm the offer of the place in writing to the parent, with a copy to the maintaining authority.

### **Pupils living out of the area applying for a North Tyneside school**

The 'Home' authority must contact North Tyneside LA to confirm the availability of a place. The 'Home' authority would then confirm the offer of a place to the parent, with a copy of the offer to North Tyneside LA.

### **Acceptance of the school place**

Parents will be expected to contact the school offered to accept or decline the offer within 10 working days, failure to do so may result in the school place being withdrawn and offered to the next child on the waiting list if appropriate.

## **WAITING LISTS**

The LA will hold the waiting list where requested. The waiting list will be held for the year of entry only i.e. reception class for oversubscribed schools. The list will be held for **one term** in the academic year. No list will be held by the Local Authority for any school after **18 December 2015**.

## SCHEDULE 2

### TIMETABLE OF CO-ORDINATED SCHEME

<b>Friday 12 September 2014:</b>	Information disc and letter Issued to parents
<b>Friday 12 September 2014:</b>	Online application available
<b>Friday 31 October 2014:</b>	Common Application forms to be returned to the Access Team at Quadrant East, Cobalt Business Park or completed online
<b>Monday 24 November 2014:</b>	Details of preferences to be sent to VA schools
<b>Monday 24 November 2014:</b>	Exchange preference data with other LA's
<b>Monday 8 December 2014:</b>	Details of preferences received from other LA's to be sent to VA schools
<b>Friday 9 January 2015:</b>	VA school provides the LA with ranked list of applicants
<b>Monday 26 January 2015:</b>	LA's exchange information with other LA's on offer or refusal of school places
<b>Friday 30 January 2015:</b>	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 18 of Schedule 1
<b>Monday 16 February 2015:</b>	By this date the LA will notify schools, which parents have been offered places at their schools, and other LA's will be notified of places in North Tyneside schools that will be offered to their residents
<b>Thursday 19 February 2015:</b>	LA continues to exchange information with other LA's up until this date
<b>Friday 27 February 2015:</b>	Notifications sent to parents
<b>Friday 13 March 2015:</b>	Last date for offers to be accepted by parents
<b>Friday 13 March 2015:</b>	Last date for parents to request to place their child's name on waiting list
<b>Friday 20 March 2015:</b>	Any places that have become available are allocated to parents in priority order in accordance with paragraph 22 of Schedule 1
<b>Friday 18 December 2015</b>	No waiting lists held after this date

## Appendix 1

**CO-ORIDNATED ADMISSIONS SCHEME – MIDDLE AND HIGH SCHOOLS****Admission Authorities in the Area of North Tyneside to which the scheme applies****The Scheme applies to the Governing Body as the Admission Authority for the following Roman Catholic Academy:**

St Thomas More RC Academy	Lynn Road North Shields NE29 8LF
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**The Scheme applies to the Governing Body as the Admission Authority for the following Learning Trust Schools:**

Marden Bridge Middle School	Lovaine Avenue Whitley Bay NE25 8RW
Monkseaton Middle School	Vernon Drive, Monkseaton Whitley Bay NE25 8JN
Wellfield Middle School	Kielder Road, South Wellfield Whitley Bay NE25 9WQ
Burnside Business Enterprise College	St Peter's Road Wallsend NE28 7LQ
Churchill Community College	Churchill Street Wallsend NE28 7TN
George Stephenson High School	Southgate Killingworth NE12 6SA
John Spence Community High School	Preston North Road North Shields NE29 9PU
Longbenton Community College	Hailsham Avenue Longbenton NE12 8ER
Marden High School	Hartington Road North Shields NE30 3RZ
Norham High School	Alnwick Avenue North Shields NE29 7BU
Seaton Burn Community College	Dudley Lane

	Seaton Burn NE13 6EJ
Whitley Bay High School	Deneholm Whitley Bay NE25 9AS

**The Scheme applies to the Governing Body as the Admission Authority for the following Trust School:**

Monkseaton High School	Seatonville Road Whitley Bay NE25 9EQ
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**Community Schools where the Local Authority is the Admission Authority**

Valley Gardens Middle School	Valley Gardens Whitley Bay NE25 9AQ
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