

Gateshead Local Authority

# Admission to Primary School (2016)

Including general information for parents



**David Bunce**  
Strategic Director  
Care, Wellbeing and Learning

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CLOSING DATE  
15 January 2016

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The information in this booklet relates to the academic year 2016 to 2017, which begins in September 2016.

The contents of this booklet are correct at the time of printing but there may be changes before the start of or during the academic year. These changes could be the result of changes in the law or in our policy.

## Foreword

This booklet gives information about schools in Gateshead and some of our policies. We recognise that your child's education is one of the most important aspects of their life. It affects their formative years, their future and even their relationship with you. We know how important it is that you receive as much information as possible about the school admission process. This booklet aims to provide you with the information you need to know in order to obtain a place for your child in a school.

You can access more information about a school by visiting the council's website at: **[www.gateshead.gov.uk](http://www.gateshead.gov.uk)**. The council's website also has other links which may be of interest to you. You can access school performance tables via the internet at: **[www.education.gov.uk/performance-tables](http://www.education.gov.uk/performance-tables)** and school ofsted reports are available at: **[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

I would encourage you to apply using Gateshead Council's online school admissions system where you can access all the information within this booklet and other useful links about education in Gateshead. You can apply online at: **[www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)**

I hope you will find this booklet and our website helpful in making the important decisions about your child's future education.

David Bunce  
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Gateshead Council  
Civic Centre  
Regent Street  
Gateshead

## When to start school

Parents are required to send their child to school no later than the beginning of the school year (i.e. September) in which they become five. This means that all children can spend the same length of time in primary schools, irrespective of their date of birth.

Admission age ranges for admission in September 2016:

- Primary/infant school - reception class - children born between 1 September 2011 to 31 August 2012
- Junior school - year 3 class - children born between 1 September 2008 to 31 August 2009

You only need to apply for a place in year 3 if your child attends one of the following infant schools: Oakfield Infant, Ryton Infant or Birtley St Joseph's Catholic Infant School.

### Different format

**If you require a copy of this booklet in large print, Braille, audio tape or another language, please contact:**

**0191 433 2757, 433 2756 or 433 2109**

**Alternatively you can fax us on:**

**0191 433 8574**

**or email:**

**[helenwright@gateshead.gov.uk](mailto:helenwright@gateshead.gov.uk)**

## Introduction

When reading the information in this booklet, please note that:

- All Gateshead primary and secondary schools accept boys and girls.
- There are no boarding places in any of our primary or secondary schools.
- The academic year operates from 1 September 2016 to 31 August 2017; therefore the first year of entry to school begins in September each year.

If you have any queries regarding the admission process, please contact the School Admissions Team on: 0191 433 2757, 433 2756 or 433 2109.

### School transfers

If you require a transfer for your child from one school to another, please contact the Education Support Service at The Dryden Centre on: 0191 433 8589.

## School organisation in Gateshead

Gateshead has a two-tier school system, with children progressing from primary and junior schools to secondary school. There are three infant schools in Gateshead and each has a linked junior school.

Below is a breakdown of the organisation of Gateshead schools proposed for September 2016:

#### We have

- 1 nursery school for children aged 3 to 4
- 3 infant schools for children aged 4 to 7
- 3 junior schools for children aged 7 to 11
- 61 primary schools for children aged 4 to 11

#### Consisting of:

- 47 community schools
- 16 Roman Catholic schools
  - 1 Roman Catholic Academy
  - 2 Church of England schools
  - 2 Primary academies

#### There are:

- 9 secondary schools

#### Consisting of:

- 2 community schools
- 7 academies (2 of which are Roman Catholic academies)

## Special education

There are six special schools in Gateshead for children whose special educational needs cannot be met in a mainstream school. A list of these schools and all others in Gateshead can be found at the back of this booklet.

## Community primary and junior schools and academies – linked catchment areas for September 2016

<p><b>Community Secondary School or Academy</b></p>	<p>The catchment areas of the following community primary and junior schools and academies in Gateshead form the combined catchment area for the Gateshead community secondary school or academy identified.</p> <p>We recommend you find out what school catchment area you live in prior to completing your application form by contacting the School Admissions Team on: 0191 433 2757 or 433 2756.</p> <p>School catchment maps are available to view on the council's website at: <b><a href="http://www.gateshead.gov.uk">www.gateshead.gov.uk</a></b></p> <p><b>We do not operate any school 'feeder' arrangements to our community secondary schools or academies.</b> There is no guarantee of a place at a community secondary school or academy as a result of attending one of its linked community primary or junior schools or primary academies.</p>
Heworth Grange Comprehensive School	Bill Quay, Lingey House, Roman Road, The Drive Community, Wardley, White Mere Community
Joseph Swan Academy	Glynwood Community, Harlow Green Community, Kelvin Grove Community, Kells Lane, Oakfield Junior
Kingsmeadow Community Comprehensive School	Brighton Avenue, Caedmon Community, Dunston Hill Community, Lobley Hill, Riverside Primary Academy
Lord Lawson of Beamish Academy	Barley Mow, Birtley East Community, Kibblesworth Academy, Portobello, Ravensworth Terrace
Thomas Hepburn Community Academy	Bede Community, Brandling, Carr Hill Community, Colegate Community, Falla Park Community, Fell Dyke Community, Larkspur Community, South Street Community, Windy Nook
Thorp Academy	Blaydon West, Chopwell, Crookhill Community, Emmaville, Greenside, Highfield Community, High Spen, Parkhead Community, Rowlands Gill Community, Ryton Community Junior, Winlaton West Lane Community
Whickham School and Sports College (Academy Trust)	Clover Hill Community, Fellside Community, Front Street Community, Swalwell, Washingwell Community, Whickham Parochial Church of England

## Explanations of the terms used in this booklet

**Academy** – a school where the governing body set the criteria and is responsible for the school admissions.

**Acceptance form** – the form to be completed and returned by parents by 29 April 2016 to let us know if they wish to accept the school place their child has been offered.

**Admission authority** – the body responsible for setting and applying a schools admission arrangements and criteria. The local authority (council) is the admissions authority for community and voluntary controlled schools. The schools governing body is the admission authority for voluntary aided schools.

**Admission criteria** – the conditions of admissions agreed by the Local Authority (in the case of community and voluntary controlled schools) or by the governing body (in the case of voluntary aided schools and academies).

**Adoption order** – an order made under Section 46 of the Adoption and Children Act 2002.

**Appeal** – any parent whose child is refused a place at one of their preferred schools has the right to appeal to an independent appeal panel.

**Child arrangements order** – an order to decide where the child lives and when the child spends time with each parent.

**Community school** – a school where the council is responsible for the admissions and setting the criteria.

**DfE** – The Department for Education (central government for education).

**Home local authority** – A child's home local authority is the authority in which they reside.

**Infant class size limit** – Section 1 of the SSFA 1998 limits the size of an infant class to 30 pupils per school teacher.

**Looked after children** – Children who are in the care of a local authority and as defined by Section 22 of the Children Act 1989 (see also previously looked after children).

**Oversubscribed** – where there are more requests for admission to a year group in a school, than there are places available.

**Parent/guardian/carer** – a person who can exercise legal parental responsibility as defined under the 1989 Children's Act.

**Planned admission number (PAN)** – the maximum number of pupils to be admitted into a particular year group at a school.

**Preference** – the legal right of parents to state the school they would prefer their child to attend.

**Previously looked after children** – Previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

**Sibling link** – an older brother/sister or step brother/sister that shares the same parent/guardian and lives at the same address as the child applying and will be attending the preferred school at the time of admission, or adopted brothers and sisters living at the same address and to children who are fostered and have other children from the host family attending the school in question.

**Single offer of a school place** – The one offer for a place at a school which is made to a parent on 18 April 2016.

**Special guardianship order** – an order appointing one or more individuals to be a child's special guardian or guardians as described under Section 14A of the Children Act 1989.

**Voluntary aided school (VA)** – a school where the governing body set the criteria and is responsible for the school admissions.

**Voluntary controlled school** – a school where the council set the criteria and is responsible for admissions

# Timeline for admission to primary, infant and junior schools

## September 2016

### Important

The closing date for returning applications is 15 January 2016. Any paper application form received by the School Admissions Team after this date will be classed as late.

Parents that apply online will have until midnight on 15 January 2016 to submit their application.



## How we offer places at Gateshead schools - Equal Preference System

All community, voluntary aided schools and academies in Gateshead operate an equal preference system when offering places.

This means that all applications received will be considered together against the school's admission criteria with no regard to the preference ranking the school was given on the application form. Therefore, the priority your child is placed in under the school's admission criteria is the most important factor when deciding whether a place is available at a school when applications are considered.

However, the council must look at the preference ranking a school has been given on the application form when we determine the single offer of a school place for each child.

If your child is eligible for an offer at more than one school, your child will be offered a place at the highest ranked preference and any lower ranked offer will be disregarded.

Sometimes there are not enough places at one school to offer every parent that applies for a place, this is what is meant when a school is "oversubscribed". **We cannot guarantee that you will gain a place for your child at any of your preferred schools** as this will depend on the admission criteria for the school and the number of applications that are received for each school.

If you live in Gateshead and we cannot offer your child a place at any of your preferred schools, then we will offer your child a place at your community catchment school or academy if it still has places available. If there are no places available at this school, we will then offer the next nearest community school or academy in Gateshead with places available, measured as the crow flies from the main entrance of the school to your home address.

The equal preference system does not mean that you stand a better chance of gaining a place at a school simply by naming it as a preference nor does it mean that all of your preferred schools will stand an equal chance of success. Voluntary aided schools, community schools and academies have different admission criteria that must be applied to each application to determine the priority for admission and decide if they can offer your child a place at the school.

### No Application Received

If you live in Gateshead and you do not submit an application form, a place will still be offered to your child on 18 April 2016 at your community catchment school or academy, or if places are not available at this school after all other applications have been considered, your child will be offered a place at the next nearest community school or academy in Gateshead with places available, measured as the crow flies from the main entrance of the school to your home address.

# Gateshead Council Community and Voluntary Controlled Primary Schools including Kibblesworth Academy and Riverside Primary Academy

## Admission Policy 2016/17

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

The policy is as follows:

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

In addition you may request that your child be admitted to school later in the school year following September 2016, 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.

### 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 2012 to 31 August 2012).

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

Such requests must be made on the Common Application Form which is available from 11th September 2015. You must detail the circumstances of your case and include any supporting information from relevant professionals.

The LA will consider each case individually and you will be notified of the outcome of your request on 18 April 2016.

**Please refer to page 36 of this booklet for further information regarding deferred entry and admission of children outside their normal age group.**

### Oversubscription Criteria

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

1. Children in Public Care (as defined under Section 22 of the Children Act 1989) including a child who was previously "looked after" but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order (see definition\*).
2. Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year. (see definition\*)
3. Other children who live in the school's catchment area.
4. Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year.
5. Other children who have exceptional medical or social grounds see point 1 below
6. All other children.

(\*see definitions of our criteria in priority 1, 2 and 4 above in our parent's information booklet and at [www.gateshead.gov.uk](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 assessed by the LA Admission Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

## Whickham Parochial Church of England Controlled Primary School

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

### Address

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

### Tie breaker

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

### Waiting list

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

## Important Dates

From Friday 11 September 2015 you can apply for a place in a reception or junior class for admission in September 2016 by applying on-line at [www.gateshead.gov.uk](http://www.gateshead.gov.uk). You must submit your application by no later than **Friday 15 January 2016**. Alternatively parents wishing to submit a paper application form must ensure that they request a copy in sufficient time and return it by no later than **Friday 15 January 2016** to The School Admissions Team, Dryden Centre, Low Fell, Gateshead, NE9 5UR.

If you live outside of Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Primary School" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at [www.gateshead.gov.uk](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

The offer day is Monday 18 April 2016, a letter will be sent to parents who are Gateshead residents by 2nd class post informing them of the school they have been offered for their child. Gateshead residents who apply on-line will also receive an email on Monday 18 April 2016.

### 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 2016 available at [www.gateshead.gov.uk](http://www.gateshead.gov.uk). The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at The Dryden Centre, Evistones Road, Gateshead, NE9 5UR and on the website above.

# Voluntary Aided School

## Admission Policies 2016/2017

The following voluntary aided schools operate the same oversubscription criteria, please note that the below policy applies to all schools listed in the table below:

School	PAN Parish(es) Served
Sacred Heart Catholic Primary School	15 Sacred Heart, Byermoor
St. Alban's Catholic Primary School	30 St. Alban's, Pelaw & St Patrick's, Felling
St Augustine's Catholic Primary School	45 St Augustine's, Felling
St. Joseph's RC Primary School, Blaydon	30 St. Anne's, Winlaton & St. Joseph's, Blaydon
St. Joseph's RC VA Primary School, Highfield	17 St. Joseph's, Highfield & Our Lady of Lourdes, Chopwell
St. Mary's RC Primary School	30 St. Mary's, Whickham & Immaculate Heart, Lobley Hill
St Mary & St Thomas Aquinas RCVA Primary School	30 St Mary & St Thomas Aquinas, Stella
St. Philip Neri RC Primary School	30 St. Philip Neri, Dunston & The Immaculate Heart, Lobley Hill
St Wilfrid's RC Primary School	17 St Wilfrid's

**This Admissions policy has been formally adopted by the Governing Bodies of the above Catholic Primary schools in Gateshead. In each school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.**

**The Planned Admission Number (PAN) for each school is given in the above table.**

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

### How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the Local Authority – **Friday 15th January 2016.**

### Late Applications

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

### Oversubscription Criteria

Children who have an **Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need**

where the school is named as the most appropriate educational setting for the child will be admitted.

For the schools listed above that have a nursery unit, please note that admission to the nursery unit is no guarantee of entry into the main school.

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

*(First priority in each category will be given to children who will have older siblings attending the school in September 2016).*

1. Looked after Catholic Children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Looked after children in the care of a Local Authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).

5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
6. Children of other Faith traditions.
7. Other children.

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

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

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

### **2. Definition of children in the care of a local authority**

A looked after child is a child who is in the care of a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time application for admission to the school is made and whom the Local Authority can confirm, will still be looked after at the date of admission.

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

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

### **3. Definition of Sibling**

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

### **4. Churches Together in England**

(See [www.churches-together.net](http://www.churches-together.net) for further details on membership)

## **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by a straight line from the centre of the home residence (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

## **Right of Appeal**

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

## **Home Address**

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

A Parish Boundary map is available for inspection at the Diocese, St. Cuthbert's House, West Road, Newcastle Upon Tyne NE15 7PY.

## **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria. The waiting list will be maintained for the full academic year.

## **Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

# Corpus Christi Catholic Primary School

## Admission policy 2016/2017

**This Admissions policy has been formally adopted by the Governing Body of Corpus Christi Catholic School Gateshead. The Governing Body is the Admissions Authority and is responsible for determining the school's admission arrangements.**

**The Published Admission Number (PAN) for the school is 29.**

**Corpus Christi School serves the parishes of Corpus Christi and Holy Rosary Gateshead**

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

### How and When to apply

Applications must be made on the Gateshead Council's common application form (CAF). All forms must be returned by **15 January 2016**.

### Late Applications

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

### Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Oversubscription Criteria

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

*(First priority in each category will be given to children who have older sibling attending the school in 2016.)*

1. Looked after Catholic children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic children whose home address is within the parishes of Corpus Christi and Holy Rosary.
3. Catholic children whose home address is outside of the parishes of Corpus Christi and Holy Rosary.
4. Looked after children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).

5. Children who are baptised or dedicated members of other Christian Churches.
6. Children of other Faith traditions.
7. Other children.

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

### ADDITIONAL NOTES

#### 1. Definition of Catholic

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

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

#### 2. Definition of a Looked After Child

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

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

#### 4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

## 5. Children of Other Faiths

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

## 6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

## Right of Appeal

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

## Home Address

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

## Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained for the **full academic year**.

## Catchment Area

The catchment area for the school is the parish boundaries of Corpus Christi and Holy Rosary.

## Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on **18 April 2016**.

**Please note:** This policy should be read in conjunction with Gateshead Council's School Admission Guide for Parents which can be found at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or by telephoning 0191 433 2757/2109/2756.

# St Agnes RC Primary School

## Admission policy 2016/2017

**The governing body of St Agnes Catholic Primary School is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis. The governing body intends to admit up to 30 pupils to the Reception year group in September 2016. This number will apply to the Reception Year and to every other year in the school.**

### How and When to apply

Voluntary Aided Catholic school should also complete the supplementary information form if required. All forms must be returned by 15 January 2016.

### Late Applications

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

### Oversubscription Criteria

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

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

*(First priority in each category will be given to children who will have older siblings attending the school in September 2016)*

1. Looked after Catholic children in care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Looked after children in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
5. Non catholic children who have an older sibling in school in September 2016
6. Children, who are baptised or dedicated members of other Christian Churches.
7. Children, who are members of other Faith traditions.

8. Other children.

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

### ADDITIONAL NOTES

#### 1. Definition of Catholic

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

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

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

An adoption order made under section 46 of the Adoption and children Act 2002.

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

## **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Details of the appeals process are available from the Local Authority.

## **Home Address**

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

## **Waiting Lists**

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

## **Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

# St. Aidan's Church Of England Primary School

## Admission policy 2016/2017

**The Governing Body of St Aidan's Church of England Primary School is the Admissions Authority for the school and they intend to admit up to 30 pupils to the Reception year group in September 2016. This arrangement follows consultation between the Governing Body, the LA, all other schools in the area and all other Admission Authorities in the area.**

**In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.**

### Oversubscription Criteria

1. Looked After Children (in the care of a Local Authority) and adopted children who have previously been in the care of the Local Authority. This includes children who leave care under a special guardianship or residence order.
2. Children with at least one parent who worships in a Church of England congregation in the Parish of Bensham and Teams who will have a brother or sister at the school at the time of admission (see note 1 below)
3. Other Children with a brother or sister at the school at the time of admission
4. Children with at least one parent who worships in a Church of England congregation in the Parish of Bensham and Teams (see note 1 below)
5. Children with at least one parent who worships in another faith community in the Parish of Bensham and Teams (see note 1 below)
6. Children who have exceptional medical or social needs (see note 2 below)
7. Children of parents living within the Parish of Bensham and Teams.
8. Other children

### Tie Breaker

Where there are places available for some but not all applicants within a particular priority, distance from the home to school will be the deciding factor, with preference given to those applicants who live nearest the school when measured in a straight line (i.e. as the crow flies) from the centre of the home residence to the school's main entrance. Gateshead Local Authority support the school in the use of their computerised measuring system if necessary.

### Waiting List

A waiting list will be maintained if the school is oversubscribed. If places subsequently become available

after the closing date places will be allocated from those applicants on the waiting list. The waiting list will be maintained according to the admission criteria above up to the end of the Autumn Term in the relevant academic year.

### Notes

1. If applicants are seeking admission under criteria 2, 4 and 5 above they will be asked to provide evidence that they worship. **To qualify under this priority parents must have worshipped at least once in every calendar month since 1st September 2014 to 30 Sept 2015.** A letter from the incumbent or minister must be provided to substantiate this.
2. If applicants are seeking admission under criterion 6 above they will be asked to provide appropriate evidence from a relevant professional, e.g. a letter from a doctor or social worker. It should set out the particular reasons why our school is the most suitable school and the difficulties that would be caused if your child had to attend another school. We will not consider such applications if the relevant professional evidence is not provided. We will also seek an independent opinion of the evidence provided from the Gateshead LA admission officer.

### Other Information

We reserve the right to seek proof of address where relevant.

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

A map showing the parish boundaries can be inspected in the school office and on the school website – **[www.staidansprimary.co.uk](http://www.staidansprimary.co.uk)**

Nursery admissions are entirely separate and parents are asked to note that attendance at the school's Nursery does not guarantee a place in the Reception Class.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available from the school. An appeals timetable is available on the school website **[www.staidansprimary.co.uk](http://www.staidansprimary.co.uk)**

The Admissions Policy Criteria will be applied on an Equal Preference basis. This means that the Admission Policy Criteria will be applied to every child who makes an application to attend our school.

If relevant where an application was originally considered on the basis of false information provided by the parent (e.g. fraudulent information about address or church attendance) then the Governing Body reserves the right

to place the child in a much lower category based on the established facts. Where a parent fails to provide evidence requested by the Governing Body then the application will be considered and placed in the relevant criteria based only on the information provided. An offer of a place provided on the basis of fraudulent evidence may be subsequently withdrawn if found to have denied a place to a child who was more eligible for the place under the admission criteria.

Parents will be notified as to whether or not their child has been allocated a place by 18 April 2016.

## Definitions

- **'Looked After Child'** is a child who is in the care of the local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be 'looked after' at the date of admission.
- An **'adoption order'** is an order made under section 46 of the Adoption and Children Act 2002.
- A **'residence order'** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A **'special guardianship order'** is an order appointing one or more individuals to be a child's special guardian or guardians.
- If applicants are seeking admission under the criterion of worshipping regularly at a Parish Church or other Christian church, they will be asked to provide evidence that they worship regularly, eg a letter from the incumbent. (Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for one parent/carer to attend).
- If applicants are seeking admission under the criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, eg a letter from a doctor or specialist. The evidence must clearly demonstrate why the school is the only school that can meet the child's needs. It should explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted with the application on or before the closing date. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- **Multiple Births** – Where there are more applications than places, children from multiple births will be given priority within each criterion. If a further tie break is necessary, distance between home and school will be used to prioritise applications.

# St Anne's Catholic Primary School, Gateshead

## Admission policy 2016/2017

**This admissions policy has been formally adopted by the governing body of St Anne's Catholic Primary School, Gateshead. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.**

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

**St Anne's Catholic Primary School serves the parish of St Anne, Gateshead.**

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

### How and When to apply

Applications must be made on the Gateshead Council's common application form (CAF). All forms must be returned by 15 January 2016.

### Late Applications

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

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Oversubscription Criteria

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

*(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2016).*

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Children who will have an older sibling attending the school in September 2016.
5. Children, who are baptised or dedicated members of other Christian Churches.

6. Children of other faith traditions.
7. Other children.

### ADDITIONAL NOTES

#### 1. Definition of Catholic

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

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

#### 2. Definition of a Looked After Child

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

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

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

#### 4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

#### 5. Children of Other Faiths

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

#### 6. Tie-breaker

Where there are places available for some, but not

all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

### Right of Appeal

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

### Home Address

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

### Waiting Lists

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

### Catchment Area

The catchment area for the school is the parish boundaries of St Anne's Catholic Church

### Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

**Please note:** This policy should be read in conjunction with Gateshead Council's School Admission Guide for Parents which can be found at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or by telephoning 0191 433 2757/2109/2756.

# St. Joseph's Catholic Infant School, Birtley

## Admission policy 2016/2017

**This Admissions policy has been formally adopted by the Governing Body of St Joseph's Catholic Infant School, Birtley. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.**

**The Planned Admission Number (PAN) for St Joseph's Infant School, Birtley is 30.**

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

### How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete part B of the application form, if required. All forms must be returned by 15 January 2016.

#### Late Applications

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

### Oversubscription Criteria

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

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

*(First priority in each category will be given to children who will have older siblings attending Birtley St Joseph's Infant or Junior school in September 2016)*

1. Looked after Catholic children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic Children whose home address is within the parish served by St Joseph's Infant school.
3. Catholic Children whose home address is outside of the parish served by the St Joseph's Infant School.
4. Looked after children in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
5. Children, who are baptised or dedicated members of other Christian Churches.

6. Children, who are members of other Faith traditions.
7. Other children.

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

### ADDITIONAL NOTES

#### 1. Definition of Catholic

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

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

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

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

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's

computerised measuring system], with those living closer to the school receiving the higher priority.

### **Right of Appeal**

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

### **Home Address**

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

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the oversubscription criteria. The waiting list will be open until the last day of the Autumn term.

### **Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

# St Joseph's Catholic Junior School, Birtley

## Admission policy 2016/2017

The governing body of St Joseph's Catholic Junior School is the Admissions Authority for this school and is responsible for determining the school's admissions policy. This Admissions policy has been adopted by the Governing Body of St. Joseph's Catholic Junior School, Birtley, Gateshead.

Details of parish boundaries are available from Diocese of Hexham & Newcastle Education Service, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY tel 0191 2433313

The Admissions Policy Criteria will be applied on an Equal Preference basis. The governing body intends to admit up to 30 pupils (PAN) to Year 3 in September 2016.

### Oversubscription Criteria

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

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

*(First priority in each category will be given to children who will have older siblings attending the school in September 2016)*

1. Looked after children in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Children who have completed their education at St. Joseph's Catholic Infant School, Birtley
3. Catholic children whose home address is within the parish boundaries of St Joseph's Parish.
4. Catholic children whose home address is outside of the parish boundaries of St Joseph's Parish.
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other Faith traditions.
7. Other children.

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

### ADDITIONAL NOTES

#### 1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 3 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

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

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

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

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

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

The Planned Admission Number (PAN) for the school is given above.

### How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form, if required. All forms must be returned by the closing date set by the Local Authority.

## **Late Applications**

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

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to school will be the deciding factor, with preference being given to those whose home address is nearest to the school, measured as the crow flies from home to the schools Main Entrance.

Parents who are refused a place have a statutory right of appeal.

## **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

## **Right of Appeal**

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

## **Home Address**

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

## **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the schools waiting list. If places become available we will consider all relevant applications based on the waiting list which will be maintained for the full academic year. All applicants on the waiting list are placed according to the admission criteria set out above.

## **Application Information**

Formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria. Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

# St Joseph's Roman Catholic Voluntary Aided Primary School Gateshead

## Admission policy 2016/2017

**This admissions policy has been formally adopted by the governing body of St Joseph's RC VA Primary School, Gateshead. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.**

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

**St Joseph's RC VA Primary School serves the parish of St Joseph's RC Church, Gateshead.**

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

### How and When to apply

Applications must be made on the Gateshead Council's common application form (CAF). All forms must be returned by 15 January 2016.

### Late Applications

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

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Oversubscription Criteria

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

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2016).

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Catholic Children whose home address is within the parish of St Joseph's RC Church, Gateshead.
3. Catholic Children whose home address is outside of the parish of St Joseph's RC Church, Gateshead.
4. Children who will have an older sibling attending the school in September 2016.

5. Children who are baptised or dedicated members of other Christian Churches.
6. Children of other faith traditions.
7. Other children.

### ADDITIONAL NOTES

#### 1. Definition of Catholic

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

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

#### 2. Definition of a Looked After Child

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

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

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

#### 4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

#### 5. Children of Other Faiths

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

## 6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

## Right of Appeal

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

## Home Address

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

## Waiting Lists

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

## Catchment Area

The catchment area for the school is the parish boundaries of St Joseph's RC Church, Gateshead.

## Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

**Please note:** This policy should be read in conjunction with Gateshead Council's School Admission Guide for Parents which can be found at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or by telephoning 0191 433 2757/2109/2756.

# St Oswald's RC Primary School, Gateshead

## Admission policy 2016/2017

**This admissions policy has been formally adopted by the governing body of St Oswald's RC Primary School, Gateshead. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.**

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

**St Oswald's RC Primary School, Gateshead serves the parish(es) of St Oswald's RC Church, Gateshead**

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

### How and When to apply

Applications must be made on the Gateshead Council's common application form (CAF). All forms must be returned by 15 January 2016.

### Late Applications

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

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Oversubscription Criteria

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

(First priority in categories 2 and 3 will be given to children who will have older siblings attending the school in September 2016).

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Children who will have an older sibling attending the school in September 2016.
5. Children, who are baptised or dedicated members of other Christian Churches.

6. Children of other faith traditions.
7. Other children.

### ADDITIONAL NOTES

#### 1. Definition of Catholic

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

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

#### 2. Definition of a Looked After Child

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

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

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

#### 4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

#### 5. Children of Other Faiths

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

#### 6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance

from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

### **Right of Appeal**

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

### **Home Address**

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

### **Waiting Lists**

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

### **Catchment Area**

The catchment area for the school is the parish boundaries of St Oswald's RC Church, Gateshead.

### **Application Information**

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

**Please note:** This policy should be read in conjunction with Gateshead Council's School Admission Guide for Parents which can be found at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or by telephoning 0191 433 2757/2109/2756.

# St Peter's RC Primary School Admission Policy Gateshead

## Admission policy 2016/2017

**This admissions policy has been formally adopted by the governing body of St Peter's RC Primary School Low Fell, Gateshead. The governing body is the Admissions Authority and is responsible for determining the school's admissions arrangements.**

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

**St Peter's RC Primary School serves the parish of St Peter's Low Fell, Gateshead.**

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

### How and When to apply

Applications must be made on the Gateshead Council's common application form (CAF). All forms must be returned by 15 January 2016.

### Late Applications

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

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Oversubscription Criteria

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

*(First priority in each category will be given to children who will have older siblings attending the school in September 2016).*

1. Looked after Catholic children or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Catholic Children whose home address is within the parish served by the school.
3. Catholic Children whose home address is outside of the parish served by the school.
4. Looked after children in the care of a local authority or children that were looked after by a local authority and

immediately after that became subject to an adoption, child arrangements or special guardianship order.

5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other faith traditions.
7. Other children

### ADDITIONAL NOTES

#### 1. Definition of Catholic

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

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

#### 2. Definition of a Looked After Child

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

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

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014.

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

#### 3. Definition of Sibling

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

#### 4. Other Christian Churches

If applicants are seeking admission under criteria 5, they must provide a baptismal certificate or a letter confirming their church membership from their minister or faith leader.

## 5. Children of Other Faiths

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

## 6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

## Right of Appeal

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

## Home Address

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

## Waiting Lists

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

## Catchment Area

The catchment area for the school is the parish boundaries of St Peter's Low Fell, Gateshead.

## Application Information

Places will be allocated by strict application of the above criteria, with no reference to the date of application (but please see earlier, "Late Applications"). Parents will be notified as to whether or not their child has been allocated a place on 18 April 2016.

Where a child fulfils the admission criteria of more than one school listed on the Local Authority's Parental Preference Form, the governing body of St Peter's School recognises the Local Authority's responsibility to apply the process contained within the "School Admission Code of Practice". Therefore, the Local Authority, acting on behalf of the school's governing body, will allocate a place at the "Offering School" listed highest on the Parental Preference Sheet.

Please note: This policy should be read in conjunction with Gateshead Council's School Admission Guide for Parents which can be found at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) or by telephoning 0191 433 2757/2109/2756.

## False Information

1. Where the Governing Body has made an offer of a place at the School on the basis of fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the School, the offer of a place will be withdrawn.
2. Where a child starts attending the School on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time the child has been at the School.
3. Where a place or an offer has been withdrawn, the application will be re-considered by the Governing Body and a right of independent appeal offered if the place is refused.

## Frequently Asked Questions

### Where can I access more information about a particular school?

Information relating to a particular school can be accessed on the individual schools website.

Annual school performance tables and Ofsted school inspection reports are available at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and [www.dfes.gov.uk/performance/tables](http://www.dfes.gov.uk/performance/tables).

### I do not live in Gateshead but want my child to go to a Gateshead school. How do I apply?

You must apply direct to your home LA. Your home LA will forward a copy of your application form to us. If you are not offered a Gateshead School for which you have expressed a preference your home LA must ensure your child is allocated a school place in your area.

### My preferred school is very popular. How can I assess the likelihood of there being a place for my child?

You will be able to identify from the information in the schools admission policy, how high up the admission criteria your child will be. You can then look at the statistical information for the school in section 3 of this booklet. This information will give you an idea of the trend of applications, offers and appeals received for the last 2 academic years. However, this must be treated with some caution as these figures can change significantly from year to year.

### Why should I apply to more than one school?

If you only list one school on your application form you cannot be certain that your child will be offered a place there. If you do not let us know about any other schools on your application form that you might have considered as a second or third preference then you may run the risk of leaving it too late to obtain a place at these schools if your application for a first preference school is unsuccessful. We strongly recommend you use all three preferences, doing so does not reduce your chance of gaining a place at your first preference school. Please remember we cannot guarantee that your child will be offered a place at one of your chosen schools, even if you live in the catchment area or already have another child attending the school, as this will depend on the number of applications the school receives.

### There are two schools that I want to apply to and I would be happy with either of them. How will equal preference affect my application?

You must rank the schools on your application form and decide which one you would most like as your first preference and which one as your second or third preference. When your application is considered, the ranking you gave the school on your application form will not initially matter when the schools admission criteria is applied to your application. The priority your child is placed in under the schools admission criteria is the most important factor when deciding whether a place is available at a school when applications are considered.

The Local Authority must look at the ranking a school has been given on the application form when we determine the single offer of a school place for each child. If a child is eligible for an offer at more than one school ranked on the application form then we must determine the single offer of a place to each child resident in Gateshead. We decide this by offering a place at the school for which the child is eligible for an offer that was ranked highest on the application form, therefore the ranking you give each school on your application form is considered by the LA and is important if your child is eligible for more than one offer.

If none of the schools ranked on your application form can offer your child a place, we will try to offer your child a place at your community catchment school, or if this is not available, the next nearest school to your home address, with places available, measured as the crow flies.

### I share custody of my child with my ex-partner, what address should I use on the application form?

You should contact The School Admissions Team on 0191 433 2756 or 433 2757 before completing your application form and you will be given individual advice on this issue. It is expected that where there is shared parental responsibility for a child, that parents will agree which parent has the main responsibility before completing their application form. Documentary evidence will be requested. If you are unable to provide evidence of shared responsibility the Local Authority will use the address of the parent/carer who receives the child benefit.

## My child has Special Educational Needs. Should I still complete an application form?

If your child is being assessed for an Education, Health and Care Plan (EHCP), you should still complete an application form. However, if your child already has an EHCP, there is no need to complete an application form as the EHCP will name the school that your child will attend and your child will automatically be offered a place at that school.

## What happens if I miss the closing date of 15 January 2016 and submit a late application?

The majority of parents that apply late are refused a place and you will severely reduce your chances of gaining a place at your chosen schools. You must give a reason as to why your application was submitted late. For applications received after 15 January 2016 but on or before 19 February 2016, we may be able to consider your application for exceptional reasons. For example, you may have just moved into the area. In such circumstances proof of ownership or tenancy of your address will be required.

Each late application will be decided on its own merits. You need to be aware that if we agree to consider a late application as on-time for exceptional reasons this does not in itself mean that we can offer your child a place. It simply means that your application will be considered in accordance with the admission criteria along with all other applications that were received on time.

**Late applications received after 19 February 2016 will not be processed until after 18 April 2016** however an offer will be made for your community catchment school or academy in Gateshead or if this is not available at the next nearest community school or academy in Gateshead with places available measured as the crow flies from the main entrance of the school to your home address.

If you submit a late application, you must explain the reasons on your form as to why it is late.

## What happens if I change my preferences after the closing date of 15 January 2016?

Change of preferences will only be considered if you can demonstrate that there are exceptional circumstances relating to the reasons for the change. You need to think carefully about the initial preferences you rank on your application form as the majority of change of preference requests for oversubscribed schools are not considered to be exceptional and are classed as late applications.

If we cannot consider your change of preference we will still proceed with the preferences you gave on your original application form for determining the offer of places on 18 April 2016. Any change of preference request received after 19 February 2016 will not be processed until after 18 April 2016.

## What happens if I move house after the closing date of 15 January 2016?

Please refer to pages 39/40 of this booklet for information on how your application will be considered if you move house after the closing date.

## What happens if I do not complete an application form?

If you are a Gateshead resident a place will still be allocated to your child on 18 April 2016 at your community catchment school or academy, or if a place is not available at this school after all other applicants have been considered your child will be offered a place at the next nearest community school or academy in Gateshead with places available measured as the crow flies from the main entrance of the school to your home address.

## What happens if my child is not offered a place at any of my preferred schools?

We will write to you on or around 18 April 2016 informing you what to do if you are refused a place. If we cannot offer you any of your preferred schools and you live in Gateshead, your child will be offered a place at your community catchment school if places are still available. If there are no places available at this school, we will then offer the next nearest community school or academy in Gateshead with places available measured "as the crow flies" from the main entrance of the school to your home address.

Any parent that is refused a place has the right to appeal to an independent appeal panel and may also request that their child's name is placed on the schools waiting list. If places become available after the allocation date of 18 April 2016 then eligible pupils will be allocated places from the waiting list on 6 May 2016. Waiting lists are maintained according to the schools admission criteria with no regard to the ranking the school was given on the application form. Please note that a child's position on a waiting list may change on a weekly basis due to additions or deletions of children on the list.

In general fewer than half of appeals are decided in the parents favour for years 3,4,5 and 6. In respect of infant class sizes, reception and years 1 and 2 very few appeals are successful due to the legislation relating to statutory class size limitations in key stage 1. Further information regarding statutory class size legislation is available on page 37 of this booklet.

## Important points to note before you apply

- Read the information in this booklet very carefully before completing your application form.
- You should not assume that you live in a particular schools catchment area as some streets are split; therefore it's always best to check. You can check your catchment school by contacting the school admission team on 0191 433 2757/2756 or visit [www.gateshead.gov.uk](http://www.gateshead.gov.uk)
- There is no automatic guarantee that your child will be offered a place at your catchment school.
- Sometimes living near to a school or having a sibling already at the school you apply to is not enough to guarantee admission.
- It is possible that your child will not be offered a place at any of your preferred schools especially if you apply for very popular schools and don't have a high priority under the oversubscription criteria.
- Academies and Voluntary Aided Schools have different admission policies to community schools in Gateshead. You must think carefully about the admission criteria for each school you apply to in order to assess which school you have the best chance of being offered a place for your child.
- Look at the statistics for previous years in Section 3 of this booklet. This will show you which schools were oversubscribed and the number of appeals that were heard. However you must be aware that these figures can change significantly from year to year.
- We strongly recommend you use all three preferences on your application form – doing so does not reduce your chance of gaining a place at your first preference school.
- There is no need to repeat the name of a school more than once on your application, as this does not increase your chance of being offered a place.
- If your child is eligible for an offer at more than one school, your highest ranked preference will be offered and any lower ranked offers will be disregarded.
- Your child's attendance at a school nursery does not guarantee your child a place in the reception class of this school. Your application form will be considered against the schools admissions criteria with no regard to the nursery your child attends.
- Your child will not automatically be given a place at your catchment school, it is essential that you apply.
- You must inform us immediately if you change address after the submission of your application form.
- Remember it is your responsibility to ensure your application is submitted by the closing date.

## Section 1

### Primary, infant and junior schools co-ordinated admission arrangements and general admissions information – September 2016

Primary school admissions in Gateshead are co-ordinated with our neighbouring Local Authorities. We will check the applications we receive in Gateshead against those submitted to our neighbouring authorities to ensure only one application form for each child has been submitted.

Our neighbouring authorities and their contact details are:

- Durham 03000 265 894
- Newcastle 0191 277 7411
- Northumberland 01670 623 561
- South Tyneside 0191 424 7767
- Sunderland 0191 561 1447

All schools you apply to must be ranked on your application form, these may be for any community school, voluntary aided school or academy in Gateshead or for schools in our neighbouring authorities. Preferences for voluntary aided schools in Gateshead or for schools in our neighbouring local authorities will be forwarded by us to the relevant school or local authority so they can consider your application.

If you live in Gateshead and rank a school outside Gateshead as one or more of your preferences on your application form, it is important that you read the admission policy for the school, in order to understand the admission criteria and how it will apply to your application.

We co-ordinate the single offer of a place for all children resident in Gateshead and can only offer one school place for each child. For example, if your child is eligible to be offered a place at more than one school ranked on your application form we will ensure only one offer is made for the highest ranked school for which your child is eligible. Parents must think carefully about the schools they apply to and how they rank them on their application form.

The co-ordination procedures may mean that a minority of parents receive the offer of a place at a school they did not choose. This is partly due to the oversubscription of places at some schools chosen by parents, demand for which can vary significantly from year to year.

#### Children living in Gateshead – how to apply

You can apply online from Friday 11 September 2015 at: [www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)

Applying online is quick and easy and you will receive an email on or around 18 April 2016 informing you which school your child has been offered.

If you are unable to apply online you can request a paper application form from the School Admissions Team on 0191 433 2757 or 433 2756.

Applications must be submitted by 15 January 2016. If you do not submit your form by the closing date of 15 January 2016 you will seriously jeopardise your chances of gaining a place at the school you want.

#### Children living outside Gateshead – how to apply

You must apply direct to your home local authority. They will forward a copy of your application to us. If you are not offered a Gateshead school for which you have expressed a preference, your home local authority must ensure your child is offered a place in your area.

However, if you are applying to a Gateshead school it is important that you read the information contained in this booklet including the school's admission policy in order to fully understand the admission criteria for the school you apply to.

#### Late applications and late change of preferences

If you return your form after 15 January 2016 you will severely reduce your chances of gaining a place at your chosen schools. In exceptional circumstances we may be able to consider late applications if they are received by 19 February 2016. This might happen if you have just moved into the area. In such circumstances proof of ownership or tenancy will be required. Each late application will be decided on its own merits. You need to be aware that if we agree to consider a late application for exceptional reasons this does not in itself mean that we can offer your child a place. It simply means that your application will be considered in accordance with the admission criteria along with all other applications that were received on time.

Change of preferences received after 15 January 2016 must be submitted in writing and will be considered as late applications unless exceptional circumstances apply.

**Late applications and late change of preferences received after 19 February 2016 will not be processed until after 18 April 2016**, however an offer will be made for your community catchment school or academy in Gateshead or, if this is not available, at the next nearest community school or academy in Gateshead with places available measured as the crow flies from the main entrance of the school to your home address.

The majority of late applications are refused a place at their chosen school. We do not keep places back for late applicants who live in the catchment area of the school or who have an older brother or sister attending the preferred school.

## **Waiting lists**

We will maintain waiting lists for all oversubscribed schools in Gateshead from 6 May 2016. If you are refused a place at a Gateshead school you can request that your child's name be placed on the school's waiting list. To do this you must complete and return the waiting list request form, which you will receive with your refusal letter. The allocation of places from the waiting list will start on 6 May 2016 and places will be offered on a weekly basis thereafter, providing vacancies arise. Waiting lists are maintained according to the admission criteria of the school without reference to the preference ranking given on the application form or the length of time a child has been on the list.

A child's position on a waiting list may change on a regular basis due to additions or deletions of children on the list.

Children who are the subject of a 'direction' by a local authority to admit or who are allocated to a school in accordance with a fair access protocol must take precedence over any child already on the waiting list.

## **Appeals**

If you are refused a school place you have the right to appeal against the decision to an independent panel. For schools in Gateshead, parents must contact the School Admission Team following receipt of their refusal letter and request an appeal form. Appeals are generally heard in June/July 2016.

Please note that in general fewer than half of appeals are decided in the parents' favour for years 3,4,5 and 6. In respect of infant classes, reception, year 1 and year 2, very few appeals are successful due to the legislation relating to statutory class size limitations in these early years classes. Further information regarding statutory class size legislation is available on page 37 of this booklet.

## **Admission of children below compulsory school age and deferred entry to primary school**

Children are entitled to start school full time the September after their fourth birthday. However, 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 (five years old).

In addition you may request that your child be admitted to school later in the school year following September 2016, 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.

If you wish to make a request for your child to attend school part time or start school later in the school year, you must inform the local authority following receipt of your offer letter on 18 April 2016.

## **Admission of children outside their normal age group including keeping summer born children back a full year**

Parents may request a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of summer born children (those born between 1 April 2012 to 31 August 2012) may request not to send their child to school until the September following their fifth birthday (which will be year 1) and may also request that they are admitted out of their normal age group, i.e. start reception class a year later (in September 2017).

Such requests must be made on the common application form used for the child's normal year of entry, which is available from 11th September 2015 and returned to the local authority by no later than 15 January 2016. You must include with your application the reasons for your request and include any supporting information from relevant professions.

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

Your application will be considered by the Local Authority Fair Access Panel and you will be notified of the outcome of your request on or around 18 April 2016. In reaching a decision, the panel will consider the parents views, information about the child's academic, social and emotional development, where relevant medical history and views of medical professionals and they will also consider whether the child may naturally have fallen into a lower age group if they were not born prematurely. The panel will also take into account the views of the head teacher of the school for which the request is being made.

Any parent who successfully requests that their summer born child starts reception class a year later than their normal age group i.e. into the reception class September 2017, must reapply for admission when the application forms are available in September 2016 and their application will be considered against the relevant schools admission policy along with all other applications received on time for this year group.

Any parent that successfully requests that their child is admitted the term after their fifth birthday (including admission into year 1); their application will be considered as part of the main admissions round using the schools admissions policy along with all other on time requests for this year group.

Any parent that is refused a place has the right of appeal, however the right of appeal does not apply if a place at the school is offered but it is not the preferred age group.

## **Looked after children and previously looked after children**

Looked after children are children who are in the care of a local authority, as defined under section 22 of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Looked after children and previously looked after children have top priority in our community school admission policy for September 2016.

## **Special educational needs**

If your child is being assessed for an Education, Health and Care Plan (EHCP), you should still complete an application form. However, if your child already has an EHCP, there is no need to complete an application form as the EHCP will name the school that your child will attend and your child will automatically be offered a place at that school.

If your child has special educational needs but not an EHCP, your application for a school place will be considered on the basis of the school's published admission criteria. All schools in Gateshead can provide for pupils with special educational needs.

## **Reserving places**

We cannot reserve places in our primary, infant or junior schools in the expectation of further applications from families moving into the area.

## **Exceptions to the duty to offer a community primary school place**

If there are more places available at a school than there are applicants, the admissions authority must accept all the applications except in the circumstances described below.

## **Twice excluded pupils**

Unless a child has been permanently excluded on two or more occasions, applications for places must be considered on the same basis as all other applications and in line with the school admissions code. In the case of twice excluded children, the admission authority (the council in the case of community and voluntary controlled schools and the governing body in the case of voluntary aided and foundation schools) is not under a duty to comply with the preference of parents. However this does not affect a child's right to education.

## **Class size restrictions in Key Stage 1 (infant years)**

Key stage 1 refers to reception, year 1 and year 2 in infant and primary schools. All schools must follow class size legislation in Key Stage 1 (ages 4 to 7). Schools are not allowed to have more than 30 children to one qualified teacher in any Key Stage 1 class, including reception.

You should be aware that once the limit of 30 children to one teacher is reached and your child is refused admission then there are only very restricted reasons for appeal. You do have the right of appeal but an appeal panel can only uphold your appeal if they are satisfied that either:

- The decision to refuse admission was not one which a reasonable admission authority would make in the circumstances of the case;
- The child would have been offered a place if the admission arrangements had been properly implemented.
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998

The appeal panel members must consider whether or not the council has satisfied them that their decision to refuse admission was reasonable in accordance with admission legislation and that the admission procedures were properly implemented. If this is shown to be the case, the panel are obliged to dismiss the appeal.

Your child may be refused a place at a school on the grounds that the admission would cause class size prejudice. Class size prejudice means that a school would not be able to keep the 30 pupils to one teacher class size limit unless extra measures were taken, such as the need to provide an extra teacher or classroom or even a reorganisation of classes. Factors relevant to the admission authority's decision could be:

- Where the introduction of an extra pupil would lead to the introduction of mixed aged teaching in a school previously operating in single year groups
- Whether the admission of the child would lead to a breach of the limit further up the system – some schools decide to have a small reception class with larger year 1 and year 2 classes (e.g. admission number of 45 with two reception classes of 22 and 23 and three mixed year 1 and year 2 classes of 30). Admitting extra pupils to the reception class would not breach the limit in that year but could do so in future years.

## **Exception to Key Stage 1 class size legislation**

Exception to class size legislation is only possible in very limited circumstances. Additional children may be admitted under limited circumstances. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;

- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **Other admission authorities**

Additional information about Church of England Schools in the Diocese of Newcastle can be obtained from:

#### **Diocesan Education Board**

Church House, St John's Terrace, Percy Main, North Shields  
NE29 6HS. Tel: 0191 270 4100

#### **Durham Diocesan Board of Education**

Carter House, Pelaw Leazes Lane, Durham DH1 1TB. Tel:  
0191 374 6017

## Section 2

### Community, academy and voluntary aided primary, infant and junior school admissions September 2016

#### Community, academy and voluntary aided school admission policies

Gateshead Council is responsible for determining the admission policy and admission arrangements for community schools in Gateshead. Gateshead's community school admission policy is set out on page 10 of this booklet. This is also the policy used for Kibblesworth Academy and Riverside Primary Academy.

The governing body of voluntary aided schools in Gateshead is responsible for determining the admission policy and admission arrangements to their school. The admission policies for all voluntary aided schools in Gateshead are set out on page 12 of this booklet.

#### How places are offered at Gateshead schools

Places are offered at all Gateshead schools using an equal preference system. If there are not enough places available in a school to meet all parental requests, priority will be given according to the schools admission criteria set out within their admission policy. Please refer to page 9 of this booklet for further information on the equal preference system.

If you would like to know which school catchment area you live in please contact the School Admissions Team on: 0191 433 2756 before you submit your application. Copies of all school catchment maps are available to view online at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

If you would like to know if your address falls within the parish boundary for a particular voluntary aided (church) school, please contact the school direct.

#### Address and fraudulent address claims

When deciding whether a child lives within a catchment area for a Gateshead school only the address of the parent/legal guardian will be taken into account. Addresses of childminders, relatives or friends who may help look after your child must not be used on the application form. We reserve the right to seek proof of address and to withdraw an offer of a place in the event of an inaccurate address being provided on the application form. Unfortunately places are withdrawn every year because some parents use a false address on their application form. This includes cases where parents take out a short term lease, temporarily move in with relatives or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. We do all we can to make sure this does not happen and in fairness to all parents Gateshead Council will investigate all allegations of

fraudulent practice brought to their attention and this may lead to a place being withdrawn.

Children must be resident in the country before we consider an application form for a school place, however there are exceptions for children of UK service personnel and other Crown Servants, if the request for admission is accompanied by an official government letter declaring a relocation date and intended address.

#### Temporary address

We cannot accept your residence at a temporary address, unless exceptional circumstances apply, for example you are moving into the area or have been housed in emergency accommodation by the council. If you are currently living at a temporary address you must contact The School Admissions Team on 0191 433 2756 for advice prior to completing your application form.

#### Shared responsibility for a child

Parents of children who reside at two different addresses due to parental responsibility, are advised to seek advice about the completion of their application form before its submission from the School Admissions Team on: 0191 433 2756.

It is expected that where there is shared parental responsibility for a child, that parents will agree who is the parent with the main responsibility before completing the application form.

Documentary evidence will be requested. If you are unable to provide evidence of shared responsibility, the Local Authority will use the address of the parent/carer who receives the child benefit.

#### Change of address after the closing date (moving into a particular school's catchment area the school you applied to)

It is your responsibility to notify us immediately of any change of address after submitting your application form. We cannot reserve places for families expecting to move into a particular school's catchment area. If you have not exchanged contracts or have not signed a tenancy agreement to support your new address we will be unable to use this address for the purpose of allocating places on 18 April 2016. If you can provide us with the above evidence by 19 February 2016, we will be able use your new address for the purpose of allocating places on 18 April 2016.

However, please note that if you move into a particular schools catchment area after the submission of your

application form and do not provide us with proof of your new address by 19 February 2016, your new address will not be taken into consideration when allocating places.

### **Change of address after the closing date (moving out of a particular school's catchment area or further away from the school you applied to)**

It is your responsibility to notify us immediately of any change of address or change in circumstance after submitting your application form that may affect how your application is considered. For example, If you move out of the catchment area for the school you applied to after the submission of your application form, this may affect the category in which your child was considered. If it is determined that your child would not have been eligible for a place at the school offered based on your new address, your child's school place could be withdrawn.

If necessary, we will withdraw places for change of addresses that take place up to and including 18 April 2016. However we will still continue to investigate any change of addresses following this date up until 31 August 2016 and will withdraw places if a school place has been obtained at any stage using a temporary address, relatives address or if we feel a property has been purchased or leased solely to use its address to obtain a place at a particular school, without any intention of ever taking up permanent residence there.

You can find out what school catchment area you live in by contacting the School Admissions Team on telephone 0191 433 2757. Alternatively School catchment maps are available to view on the Council's website at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk).

**Gateshead Council will investigate all allegations of fraudulent practice brought to their attention and this may lead to a place being withdrawn.**

**You must notify us immediately if you change your address after the submission of your application form up to and including 31 August 2016.**

### **Sibling links**

We consider the sibling link to apply when an older brother/sister or step brother/sister who shares the same parent/guardian and lives at the same address as the child applying and will be attending the preferred school or linked junior school at the time of admission. This also applies to adopted brothers and sisters living at the same address and to children who are fostered and have other children from the host family attending the school in question.

### **Special circumstances – social/medical reasons**

We can consider exceptional individual applications particularly in cases involving social or medical needs. If you wish to apply on social or medical grounds your

application must be supported in writing by relevant registered health professionals i.e. a doctor or social worker. Please send your application and supporting information to The School Admissions Team, Dryden Centre, Evistones Road, Gateshead NE9 5UR by 15 January 2016.

The evidence must demonstrate why the child's needs require placement at the particular school chosen and what difficulties would be caused if the child had to travel to and attend an alternative school. We will not consider such applications if the relevant professional evidence is not provided.

Usually common childhood ailments such as asthma, giving a child's nervousness at starting school or difficulties with childminding arrangements would not be sufficient to allocate a place. Appropriate examples may involve applications for children for whom there are exceptional medical factors directly related to the school placement. However, no assumption should be made that the submission of the relevant evidence will, in itself guarantee the offer of a place at your chosen school.

### **Additional information - voluntary aided schools**

Governing bodies of Roman Catholic and Church of England voluntary aided schools determine the eligibility of applicants to their schools using their own admission policies. The governors of each school are required under the co-ordinated admission arrangements to use Gateshead's application form to collect the names of applicants applying to their school for admission in September 2016. You are advised to read section 1 of this booklet which explains the main points of the co-ordinated scheme, admission process and allocation process for Gateshead schools.

When the school governors consider your application form, they will apply their admission criteria equally to all applications received on time, irrespective of whether it was a first, second or third preference. This does not mean that you stand a better chance of gaining a place at a particular school simply by naming it as a preference nor does it mean that all three of your preferred schools on your application form will stand an equal chance of success.

It is important that you read the admission policy for any school you apply for as voluntary aided policies differ from one to another, and are different from the community school admission policy.

Voluntary Aided schools use section B of the council's application form as their supplementary information form, therefore it is particularly important that you complete this section of the application form in full. Gateshead Council will continue to co-ordinate admissions to voluntary aided schools up to and including the start of term September 2016. If you are refused a place at a voluntary aided school you may ask to be placed on the school's waiting list. To do this you must complete and return the waiting list request

form which you will receive with your refusal letter. In addition, you will also have the right to appeal to an independent panel.

### **Verification of information provided on the application form**

If a voluntary aided school receives more applications than the number of places available, then the governors of the school may ask you, after the closing date for applications, to provide further documentation to consider your application in accordance with their admission criteria. This could occur for any voluntary aided school you have applied for and if you have ranked more than one voluntary aided school as a preference then you may receive more than one request for information. You must provide all the evidence requested by the school, by the date they indicate. If you do not your application may be placed in a much lower priority for admission than it may actually be and this may reduce your chances of receiving an offer of a place at the school you applied for.

### **Further information**

Additional information about Roman Catholic Schools in the Diocese of Hexham and Newcastle can be obtained from:

Roman Catholic Diocese of Hexham and Newcastle, St. Vincent's Diocesan Offices, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.

Tel: 0191 228 0111

## **Section 3**

# **Admission Statistics**

In this section you will find statistics for the academic years 2014 and 2015.

The information includes:

- the schools planned admission number (PAN)
- the number of applications received
- the number of places offered
- the number of offers made within each category according to the school's admission policy
- the number of appeals heard for oversubscribed schools and the number of appeals that were successful.

The information also highlights which schools were oversubscribed for the 2015 intake.

**Community School Admissions - September 2015 & 2014 - Admission Criteria Breakdown**

Community School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals Heard	Number of Successful Appeals
Barley Mow	2015	30	37	2	5	30	0	15	12	3	0	0	2	0
	2014	30	29	8	13	28	0	12	11	0	0	5	0	0
Bede	2015	30	27	13	4	30	0	2	15	5	0	8	0	0
	2014	30	18	4	2	20	1	2	9	3	0	5	0	0
Bill Quay	2015	30	32	22	8	30	0	3	14	4	0	9	0	0
	2014	30	29	18	16	30	0	1	14	7	0	8	0	0
Birtley East	2015	30	34	9	12	44	0	17	14	3	0	10	0	0
	2014	30	23	9	9	28	1	5	18	2	0	2	0	0
Blaydon West	2015	30	18	6	15	22	0	6	11	1	0	4	0	0
	2014	30	19	7	12	30	0	4	20	2	0	4	0	0
Brandling	2015	27	17	3	4	25	0	4	11	0	0	10	0	0
	2014	27	12	10	2	15	0	3	7	2	0	3	0	0
Brighton Avenue	2015	45	34	20	18	36	2	10	7	11	0	6	0	0
	2014	45	42	21	14	45	0	8	18	6	0	13	0	0
Caedmon	2015	30	27	10	12	30	1	5	6	3	0	15	0	0
	2014	30	33	22	13	30	1	4	12	9	0	4	3	0
Carr Hill	2015	45	60	16	11	53	3	18	21	6	0	5	4	0
	2014	45	39	8	9	45	1	15	18	4	0	7	0	0
Chopwell	2015	45	32	1	1	36	0	14	16	2	0	4	0	0
	2014	45	32	3	1	35	0	13	20	0	0	2	0	0
Clover Hill	2015	30	36	29	41	30	1	11	15	3	0	0	2	0
	2014	30	26	27	30	30	1	6	13	3	0	7	0	0

The schools highlighted in the above table were oversubscribed for the September 2015 intake.

## Community School Admissions - September 2015 &amp; 2014 - Admission Criteria Breakdown continued

Community School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals Heard	Number of Successful Appeals
Colegate	2015	45	34	27	18	38	0	9	8	4	0	17	0	0
	2014	45	33	19	13	32	1	5	10	14	0	2	0	0
Crookhill	2015	30	24	14	11	26	0	12	11	1	0	2	0	0
	2014	30	27	7	14	30	0	7	14	0	0	9	0	0
Dunston Hill	2015	60	45	28	10	47	0	10	8	14	0	15	0	0
	2014	60	52	31	6	57	0	11	10	13	0	23	0	0
Emmaville	2015	45	55	37	10	58	2	9	21	7	0	19	0	0
	2014	45	31	26	16	39	0	13	16	2	0	8	0	0
Falla Park	2015	30	30	16	13	30	0	8	8	6	0	8	0	0
	2014	30	24	11	13	28	1	6	5	8	0	8	0	0
Fell Dyke	2015	45	41	13	7	45	0	17	19	3	0	6	0	0
	2014	45	30	10	8	34	0	15	15	1	0	3	0	0
Fellside	2015	30	54	51	41	30	2	13	15	0	0	0	2	0
	2014	30	33	55	21	30	0	6	11	0	0	13	0	0
Front Street	2015	60	48	23	42	60	2	7	11	14	0	26	0	0
	2014	60	45	31	28	50	0	3	9	11	0	27	0	0
Glynwood	2015	45	48	22	31	50	0	7	9	10	0	24	0	0
	2014	45	37	14	29	45	0	8	11	6	0	20	0	0
Greenside	2015	30	29	10	22	30	0	14	9	3	0	4	0	0
	2014	30	29	5	14	30	0	9	13	2	0	6	0	0

 The schools highlighted in the above table were oversubscribed for the September 2015 intake.

**Community School Admissions - September 2015 & 2014 - Admission Criteria Breakdown continued**

Community School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals Heard	Number of Successful Appeals
Harlow Green	2015	60	52	26	32	60	3	14	27	6	0	10	0	0
	2014	60	40	25	33	57	2	8	17	12	0	18	0	0
Highfield	2015	17	20	15	6	17	0	5	9	3	0	0	0	0
	2014	17	14	8	3	17	0	6	6	2	0	3	1	0
High Spen	2015	29	19	15	12	23	0	2	8	5	0	8	0	0
	2014	29	21	14	9	22	0	7	8	2	0	5	0	0
Kells Lane	2015	60	72	73	36	60	0	25	33	2	0	0	1	0
	2014	60	83	65	22	60	0	26	34	0	0	0	5	0
Kelvin Grove	2015	60	37	18	8	50	0	12	14	6	0	18	0	0
	2014	60	39	20	12	60	2	11	25	6	0	16	0	0
Kibblesworth	2015	29	18	2	1	20	0	6	7	2	0	5	0	0
	2014	29	20	1	2	23	0	3	13	3	0	4	0	0
Larkspur	2015	29	12	6	5	23	0	9	8	0	0	6	0	0
	2014	29	21	6	3	26	0	9	11	0	0	6	0	0
Lingey House	2015	60	69	35	14	60	0	10	22	12	0	16	0	0
	2014	60	57	36	13	60	0	8	16	7	0	29	0	0
Lobley Hill	2015	60	52	6	13	56	0	16	29	5	0	6	0	0
	2014	60	62	11	11	60	2	16	26	9	0	7	1	0
Oakfield Infant	2015	60	52	84	46	60	3	7	19	6	0	25	0	0
	2014	60	65	74	36	60	0	10	12	16	0	22	1	0

The schools highlighted in the above table were oversubscribed for the September 2015 intake.

## Community School Admissions - September 2015 &amp; 2014 - Admission Criteria Breakdown continued

Community School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals Heard	Number of Successful Appeals
Oakfield Junior	2015	60	60	0	0	60	0	3	19	20	0	18	0	0
	2014	60	60	0	0	60	2	7	15	15	0	21	0	0
Parkhead	2015	58	36	11	16	44	1	8	15	6	0	14	0	0
	2014	58	38	18	10	51	1	10	10	9	0	21	0	0
Portobello	2015	30	14	36	14	30	0	3	8	1	0	18	0	0
	2014	30	23	26	14	30	0	1	9	5	0	15	0	0
Ravensworth Terrace	2015	30	55	37	13	30	1	8	18	3	0	0	0	0
	2014	30	48	33	15	30	0	7	15	8	0	0	6	0
Riverside	2015	60	39	14	3	40	0	9	17	2	0	12	0	0
	2014	30	40	8	8	39	2	5	20	6	0	6	0	0
Roman Road	2015	30	11	10	11	16	0	2	7	6	0	1	0	0
	2014	30	14	8	7	16	0	3	6	1	0	6	0	0
Rowlands Gill	2015	60	39	25	11	54	2	7	25	3	0	17	0	0
	2014	60	33	9	14	40	0	9	16	7	0	8	0	0
Ryton Infant	2015	60	43	26	17	45	1	14	11	8	0	11	0	0
	2014	60	38	23	20	44	0	14	13	7	0	10	0	0
Ryton Junior	2015	60	39	0	0	39	2	5	15	4	0	13	0	0
	2014	60	52	0	0	52	0	9	12	12	0	19	0	0
South Street	2015	44	39	13	9	45	0	8	8	12	0	17	0	0
	2014	44	24	14	11	35	0	4	10	10	0	11	0	0

The schools highlighted in the above table were oversubscribed for the September 2015 intake.

**Community School Admissions - September 2015 & 2014 - Admission Criteria Breakdown continued**

Community School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Appeals Heard	Number of Successful Appeals
Swalwell	2015	30	30	5	2	30	1	15	10	2	0	2	0	0
	2014	30	23	5	1	26	1	9	10	1	0	5	0	0
The Drive	2015	29	28	11	9	29	0	5	10	5	0	9	0	0
	2014	29	27	7	11	27	0	6	12	3	0	6	0	0
Wardley	2015	45	33	17	18	35	0	11	15	3	0	6	0	0
	2014	45	38	11	12	39	0	12	18	2	0	7	0	0
Washingwell	2015	30	20	15	12	28	1	7	3	7	0	10	0	0
	2014	30	15	6	17	15	0	3	2	5	0	5	0	0
Whickham Parochial	2015	30	25	63	23	30	0	5	4	13	0	8	1	0
	2014	30	32	44	23	30	1	4	5	8	0	12	0	0
White Mere	2015	30	19	7	14	19	0	2	5	3	0	9	0	0
	2014	30	13	16	9	11	1	2	4	1	0	3	0	0
Windy Nook	2015	45	43	45	10	45	1	4	12	6	0	22	0	0
	2014	45	40	16	18	45	1	6	10	6	0	22	0	0
Winlaton West Lane	2015	60	61	27	15	60	0	10	12	17	0	21	0	0
	2014	60	65	34	9	60	0	6	15	14	0	25	2	0

The schools highlighted in the above table were oversubscribed for the September 2015 intake.

## Applications for Voluntary Aided Schools September 2015 and 2014 - Admission Criteria Breakdown continued

School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Statement	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Appeals Heard	Number of Successful Appeals
Corpus Christi	2015	29	33	20	5	30	0	0	18	3	1	4	3	1	-	-	-	-	0	0
	2014	29	32	24	10	30	0	0	11	7	0	8	0	4	-	-	-	-	1	0
Sacred Heart	2015	15	24	6	1	26	0	0	5	5	0	5	0	11	-	-	-	-	0	0
	2014	15	22	3	4	22	0	0	10	3	1	3	1	4	-	-	-	-	0	0
St Agnes	2015	30	33	38	14	30	0	0	8	7	0	8	7	0	0	-	-	-	2	0
	2014	30	35	34	8	30	0	0	8	2	1	6	13	0	0	-	-	-	1	0
St Aidan's	2015	30	29	9	8	30	0	1	0	13	0	0	0	16	0	-	-	-	0	0
	2014	30	32	9	6	30	0	1	0	12	0	1	0	16	0	-	-	-	0	0
St Alban's	2015	30	30	16	12	30	0	0	20	2	1	4	0	3	-	-	-	-	0	0
	2014	30	41	12	7	30	0	0	25	3	0	2	0	0	-	-	-	-	0	0
St Anne's	2015	30	18	9	7	20	0	1	3	3	7	2	0	4	-	-	-	-	0	0
	2014	30	15	7	6	16	0	0	0	2	3	0	3	0	3	4	0	1	0	0
St Augustine's	2015	45	41	26	7	44	0	0	9	12	0	7	0	16	-	-	-	-	0	0
	2014	45	36	19	8	38	0	0	9	5	14	3	1	6	-	-	-	-	0	0
Birtley, St Joseph's Infants	2015	30	25	15	14	30	0	0	17	1	0	4	0	8	-	-	-	-	0	0
	2014	30	20	12	13	26	0	0	16	1	0	1	1	1	7	-	-	-	0	0
Birtley, St Joseph's Juniors	2015	30	28	0	0	28	0	0	27	0	0	0	0	1	-	-	-	-	0	0
	2014	30	24	3	0	26	0	0	25	0	1	0	0	0	-	-	-	-	0	0
Blaydon, St Joseph's	2015	30	43	50	24	30	0	0	24	1	0	5	0	0	-	-	-	-	2	0
	2014	30	45	35	15	30	1	0	28	1	0	0	0	0	-	-	-	-	3	0

The schools highlighted in the above table were oversubscribed for the September 2015 intake.

**Applications for Voluntary Aided Schools September 2015 and 2014 - Admission Criteria Breakdown continued**

School	Year	PAN	1st Preference Applications	2nd Preference Applications	3rd Preference Applications	Number of Places Offered on Allocation Date	Statement	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Appeals Heard	Number of Successful Appeals
Gateshead, St Joseph's	2015	30	24	17	10	28	0	0	4	5	10	4	1	4	-	-	-	-	0	0
	2014	29	26	15	11	29	0	1	7	3	0	8	0	10	-	-	-	-	0	0
Highfield, St Joseph's	2015	17	27	6	8	17	0	0	6	8	0	3	0	0	-	-	-	-	1	1
	2014	17	15	7	3	16	0	0	7	3	0	4	0	2	-	-	-	-	0	0
St Mary's	2015	30	34	12	7	30	0	0	25	2	0	3	0	0	-	-	-	-	1	0
	2014	30	39	20	12	30	0	0	29	1	0	0	0	0	-	-	-	-	0	0
St Mary & St Thomas Aquinas	2015	30	34	29	19	30	0	0	13	11	0	6	0	0	-	-	-	-	1	1
	2014	30	38	24	19	30	0	1	14	14	0	1	0	0	-	-	-	-	6	0
St Oswald's	2015	30	39	12	7	30	0	2	19	4	5	0	0	0	-	-	-	-	6	0
	2014	30	28	6	3	30	0	0	7	5	2	6	0	10	-	-	-	-	0	0
St Peter's	2015	30	53	27	20	30	0	1	29	0	0	0	0	0	-	-	-	-	7	0
	2014	30	40	34	21	30	0	0	29	1	0	0	0	0	-	-	-	-	5	0
St Philip Neri	2015	16	20	10	4	22	0	0	7	4	0	1	0	10	-	-	-	-	0	0
	2014	16	22	16	7	27	0	0	10	6	0	4	1	6	-	-	-	-	0	0
St Wilfrid's	2015	17	14	3	1	16	0	0	3	1	1	5	1	5	-	-	-	-	0	0
	2014	17	15	5	4	17	0	0	6	0	0	2	0	9	-	-	-	-	0	0

The schools highlighted in the above table were oversubscribed for the September 2015 intake.

## Section 4

# Appealing Against the Refusal of a Place

### Appealing against admission decisions

If your child has been refused a place at any school for which you have expressed a preference, you have the right to appeal against this decision. Information about the appeals procedure for voluntary aided schools is available directly from the school in question. In accordance with Department for Education guidance, the appeal procedure does not apply to nursery admissions.

### Appeals for community schools

The letter informing you that a place cannot be offered to your child will advise you how to appeal, if you wish to do so. If you decide to appeal, you should contact the School Admissions Team following receipt of your refusal letter to request an appeal form. Once completed, you should send your appeal form to Development Law and Democratic Services, Legal and Corporate Services, Gateshead Council, Civic Centre, Regent Street, Gateshead NE8 1HH.

Please note that the council is required where possible to arrange and conduct all admission appeal hearings for September 2016 before the end of the current academic year (i.e. by July 2016). Accordingly, the council requests that all parents wishing to make an appeal return their completed forms on or before 13 May 2016. If parents submit appeal forms after this date it may result in appeal hearing dates having to be rearranged at short notice with inconvenience to other parents and panel members.

Before deciding whether to appeal, you should think about the admission policy for admitting pupils, your reasons for wanting your child to attend the school and how strong a case you have. You may also want to consider visiting the school where you have been offered a place or alternative schools that still have places available. Please contact the School Admissions Team on: 0191 433 2757 if you would like information on the availability of places at other schools you may consider.

If you decide to appeal, your appeal will be heard by a panel that is independent of the school and Gateshead Council.

You may want to attend an appeal for more than one school at which you have been refused a place. The outcome of one appeal does not prevent you from attending another.

You will be informed of the date and place of the appeal hearing. You should be given at least 10 days notice. Ten days before the hearing, you will be sent copies of the statement of case that will be put before the appeal panel in support of the council's decision not to offer your child a place.

You are advised to attend the appeal hearing, where you will be given the opportunity to put your case forward and ask questions. You can take a friend if you wish. If you are unable to attend, the case made by you in writing will be considered in your absence. In making your case, you will probably want to refer back to your original reasons for choosing the school. If you want the panel to take any additional information into account, you should, if possible, submit any supporting documents with your appeal form or provide these to the clerk in good time for the members of the panel and council to be able to consider them properly. There will be a representative from the council and the school at the hearing to explain to the panel why it was not possible to offer your child a place.

At the end of the hearing, the clerk should be able to give you an idea of how soon you can expect to receive the panel's written decision. **The panel's decision is final.**

You can only appeal once for admission of your child to a particular school for any given academic year. The council will only determine a second application for any given academic year where it accepts there has been a significant and material change in your circumstances relevant to the question of admission.

## Section 5

# Casual Admissions and In-Year Transfers

### Applying for an in-year transfer to a primary school

Parents with children of statutory school age who move into Gateshead and require a school, or who are resident and wish to change school, should apply for a school place using the printable online application form or contact the Education Support Service for an in-year application form 8589. Parents will need to complete the application form and submit any additional supplementary papers/evidence that may be required before their application can be considered.

Should either the local authority, current or receiving school feel that a child's needs could be best met by not moving school, an intervention meeting will be arranged to try to resolve any issues and ensure that the best advice is given before a move of school is made.

School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/Forces personnel are exempt).

Year groups in some schools may be full and therefore may not have places available when you move house or decide to transfer your child from one school to another. Unfortunately, Gateshead Council and schools that are their own admission authorities cannot hold places back for parents who decide in the future to move into the catchment area or parish of their preferred school.

We apply the same admission policy for casual admissions as for the normal admission round. Admission to Gateshead schools is therefore dependent on the availability of places in the appropriate year group at the time of application and will have due regard for statutory class size legislation.

Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a rental agreement may be required. Gateshead local authority reserves the right to seek further documentary evidence to support a claim to residence.

### Application forms

Parents applying to a Gateshead school, must apply direct to Gateshead local authority. The application form allows parents to apply for any school in Gateshead (excluding independent schools), and to give reasons for their preferences.

The application will ask the parent for the following information:

- express up to three preferences in rank order;

- details of siblings who currently attend the preferred school;
- details of the child for whom the application is being made;
- If the child has an Education, Health and Care Plan (EHCP);
- any reasons for their preferences;
- name the child's current school; and
- details about the person completing the application (name, address, relationship to the child, contact details).

If additional information is required by the governing body of a foundation or voluntary aided school or academy in order to apply its oversubscription criteria, parents will need to complete a supplementary form which is available directly from the school.

### Children with an Education, Health and Care Plan (Single Plan)

Children with a current Single Plan will be referred to their local Special Educational Needs (SEN) Team. The SEN Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

### Refusal of a school place

If we refuse you a place at your preferred school we will let you know where there are places available at alternative schools and we will also offer you the right of appeal. For Community Schools, appeal forms are available from the Education Support Service on: 0191 433 8589.

A completed appeal form should be returned to Legal and Corporate Services, Democratic Services, Civic Centre, Gateshead, NE8 1HH who will acknowledge receipt. Your appeal will be heard within 30 school days following the date of receipt. Vacant places sometimes arise before the date of the appeal hearing. Where this happens, the school will allocate vacant places to the pupils on the waiting list using the admission criteria. Appeal forms in respect of applications to Voluntary Aided Primary Schools are available directly from the respective school.

Where year groups in schools are oversubscribed, then each school will maintain a waiting list for the relevant year group and any future vacancies may be allocated using the school waiting list. To have your child's name placed on the waiting list you must write to the Head Teacher of your chosen school directly and ask for your child to be placed on the waiting list for the appropriate year group. School staff will inform you directly if a place becomes available to which your child is entitled. If after

your initial enquiries to the school you are offered a place by school staff and you have not already done so then you must complete a transfer form even though you have been told a place is available.

Parents are required to notify the Education Support Service if they do not propose to accept a school place offered who will inform schools directly.

### **Fair Access Protocol**

Fair Access Protocols exist to ensure that access to education is secured for children who have no school place and where a placement in a mainstream school or alternative provision is appropriate and ensures that all schools admit their fair share of students. Our approach reflects a commitment by all schools to work in partnership with each other and the local authority in the interests of securing the best outcomes for children and young people.

### **Further information on the council's Fair Access**

Protocols are available from the Education support Team on telephone 0191 433 8591.

## Section 6

# Special Educational Needs (SEN)

We recognise that some children need special education help that cannot be provided in primary and secondary schools. For this reason we currently maintain six special schools and other schools are designated as additionally resourced mainstream schools (ARMS). You can find details of the facilities at these schools from the school's website or by calling the Special Educational Needs and Disabilities Service on telephone number 0191 433 3626. All enquiries are dealt with in complete privacy and confidence.

From September 2014, the new Children and Families Act came into force. As a result of this the categories of School Action and School Action Plus have been replaced by a single category of SEN Support and Statements of Special Educational Need will be replaced by an Education, Health and Care Plan (EHCP). Schools must meet a child's special educational needs from their own resources and if they are not able to do that, they can apply to the Local Authority (LA) for an EHCP. Children who currently have a statement of special educational needs will be transferred to an EHCP before September 2018.

Details of the assessment process and school's information can be found in Gateshead's Local Offer ([www.gateshead.gov.uk/localoffer](http://www.gateshead.gov.uk/localoffer))

### A graduated approach

Children can have different kinds or levels of SEN and learn in different ways so a step-by-step or graduated approach is taken by the school to help with your child's difficulties. Your child may need help for a short time or for the whole time they are at school depending on their difficulties.

The school must tell you that they are giving your child extra help because of their difficulties and keep you informed of their progress.

#### Step 1

Your child will be given extra help by staff at school; for example, they may work in a small group or be given work that is different from the other children in their class.

#### Step 2

If your child does not make progress with this additional support, the school will seek advice from outside professionals, for example, a specialist teacher or educational psychologist.

#### Step 3

If your child is still not making enough progress and the school cannot provide the help that your child needs, the Local Authority may decide to carry out a formal needs assessment.

### Initial Assessment

When a request for Needs Assessment has been received a letter will be sent to you and other relevant parties letting them know that an assessment may take place.

A decision about whether to assess your child's needs will be made within 3 weeks.

### Assessment

If the assessment is agreed, the SEN team will request information and reports from you, your child's school, any outside professional who has been involved with your child, the health authority and social services.

A request will also be sent to your child's school at this stage to ask them to organise an Action Planning Meeting to take place later in the process.

An outline version of the EHCP will then be considered by the SEN panel to decide whether it will go ahead. If the EHCP is agreed it will include a summary of your child's special educational needs and the support we think is required to meet these needs.

You will receive a copy of this draft EHCP, as will those people who provided reports. If you have any immediate concerns about the content of this draft you can contact the SEN team to discuss further. If the EHCP is refused, you can appeal to an independent SEN Tribunal.

### Planning

You will be given the opportunity to discuss the outline EHCP at your child's Action Planning Meeting, as well as contribute to the writing of your child's Outcomes for their next academic year. At this stage you will also be able to discuss which school you would like your child to attend. This could be your child's current school, an additionally resourced mainstream school or in exceptional circumstances, a special school.

The notes from this meeting will be sent to the SEN team who will update the EHCP and consult (ask for a placement) with the appropriate educational setting. You will be contacted with the results of the discussions and given the opportunity to meet with an SEN Officer if you disagree with the EHCP before it is finalised.

We try to work with parents to come to an agreement about the EHCP but there are times when parents do not agree with our decision not to assess the child or with the contents of an EHCP. If this happens, you have the right to appeal to the special educational needs tribunal.

### **Finding a school for your child**

Sometimes we cannot offer your child a place at a suitable school in Gateshead. When this happens, we do all we can to find a suitable place in a school maintained by another authority or an independent organisation. We will make arrangements for you and your child to visit the school before you make a final decision.

### **Special Educational Needs Disability Information and Advice Service (SENDIAS)**

SENDIAS is run by Barnardo's on behalf of Gateshead Council. It offers free independent support and information for parents/carers of children with special educational needs. You can contact SENDIAS on: 0191 478 4667.

### **Absence from school for medical reasons**

If your child is ill or has had an accident, they may be at home or in hospital for some time. There is a teaching unit at the Queen Elizabeth Hospital, which aims to provide some continuity of education during a hospital stay. If your child is at home, home tuition may be suitable.

## Section 7

# Special Needs Pupils

## Policy for home to school transport for children with additional needs

### Introduction

This policy statement supports the Council's vision for children and young people as set out in Towards 2010: "Children and young people who develop to their full potential and have the life skills and opportunities to play an active part in society". This includes promoting easy access to the council's services.

The policy statement is in addition to the LA's general policy for transport to school. It applies to:

- children normally resident in Gateshead
- all children of statutory school age and to pre-school children

A separate policy exists for post 16 students attending colleges or school sixth forms.

### Policy statement

It is the duty of parents/carers to ensure that their child attends school, to be responsible for their safety on the journey between home and school and to meet any travel costs. It is the responsibility of every parent/carer to help their child to develop the skills and confidence for independent and safe travel to and from school. Most school pupils do not require any help from the local authority (LA).

The LA provides help with home to school transport in cases where we consider it necessary to help a child or young person to attend school.

Some school pupils will be entitled to help simply because they live more than the "statutory walking distance" from their nearest suitable school – in these cases the LA's general policy for transport to school applies.

In a small number of cases, school pupils need help because they have additional needs. These may include school pupils:

- with special educational needs (with or without an Education, Health and Care Plan (EHCP))
- with a physical disability (temporary or permanent)
- with a medical/psychological condition (temporary or permanent)
- with other special needs, including family circumstances

In assessing whether a school pupil needs LA help with home to school transport, the LA takes account of the following factors:

- the statutory walking distance from home to school
- the nature of the route
- the age of the child
- whether the child is capable of independent travel
- the child's special educational needs (if any)
- the child's physical disabilities (if any)
- the child's medical condition
- the family circumstances
- any other factors the LA considers relevant

The assessment will be carried out following the receipt of a request from the parent/carer, which can be made at any time during the school year. The parent/carer will apply for help using a form supplied by the LA. The LA will consider such additional information about the child as it considers necessary to make an assessment, including the advice of:

- the child's school
- LA educational psychologist or other specialist staff
- the child's GP, consultant or other health staff
- any social worker involved with the child or family
- any other agency providing support for the child or family
- the local transport authority
- any other person/agency suggested by the parent/carer

Where the LA does not already have such information, it is the responsibility of the parent to obtain such advice and submit it to the LA with their application.

The LA will normally process applications within 10 working days, subject to the necessary information and advice from other agencies being available. We will inform applicants if we are unable to meet this target.

If the LA agrees to provide help, the LA may review the provision at any time, but changes to the provision will normally take effect at the start of a new school year (1 September). There will always be a review of provision when a child:

- moves from primary to secondary education
- completes secondary education
- changes school
- moves house
- has a change in their physical/medical or other condition.

It is the duty of the parent to inform the LA of any change in the child's or the family's circumstances. The provision may also be reviewed/removed if the parent or child refuses to co-operate with reasonable requests from the LA or transport provider.

If the LA does not agree to provide help, the parent/ carer will be informed by letter and advised that they may appeal against that decision, provided they do so in writing within 15 working days.

The parent/carer should submit in writing the reasons for the appeal and their case in full to Special Educational Needs and Disabilities Service, Gateshead Civic Centre marked for the attention of the Service Director - Children's Commissioner, together with any other supporting information. There is no entitlement to a hearing in person. The Director will normally consider appeals within 10 working days of receipt and will give her/his decision in writing. If an application/appeal is unsuccessful, a parent may only apply for a further assessment after twelve months has elapsed or if there is a significant change in circumstances in the meantime.

If the LA agrees to provide help with home to school transport, this shall be free of charge and by whatever means the LA considers appropriate, including:

- taxi, bus or ambulance service contracted by the LA
- a permit to travel on public transport
- escort provided by the LA
- meeting the costs of a parent/carer who makes their own transport or escort arrangements.

### Other provisions

Transport for a child with special educational needs will not normally be recorded in their statement but will be considered separately in accordance with this policy.

Where a child is temporarily attending provision other than their usual school, their need for assistance will be assessed in the same way as described above.

Where a child is temporarily residing at a different address (including respite care), their provision will only be maintained if this can be achieved at no additional cost.

Where the parent/carer has chosen to send their child to a school other than the nearest suitable school, the LA will only provide help with transport if the cost of the provision is no greater than that required to attend the nearest suitable school.

We do not pay travelling expenses for pupils attending schools that we do not maintain. We may provide help with transport or travel expenses outside of our normal scheme in special cases.

If we give a child a free travel permit and they need a replacement permit, we will charge you £5.83.

**Further information can be found on the Gateshead Council website at: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)**

## Section 8

# Gateshead Council General Home to School Transport Policy 2016-17

This policy explains how Gateshead Council will make decisions on applications made for assistance with travel to its general home to school transport scheme during 2016-17. Separate policies exist for home to school transport for pupils with special educational needs and for post-16 home to school/college transport for pupils with additional needs. These policies are available on request from the council's SEN Team on 0191 433 3626.

The general home to school transport policy supports our Sustainable Modes of Travel Strategy in promoting sustainable travel to and from school and removing barriers to education.

### Legal Context

The legal responsibility for ensuring a child's attendance at school rests with parents. This includes accompanying the child on the school journey where necessary.

Under Section 508B of the Education and Inspections Act 2006, Gateshead Council has a duty to make suitable travel arrangements free of charge for eligible children as we consider necessary to facilitate their attendance at school.

Parents have a right to express a preference for the school they wish their child to attend and the relevant admission authority is required to offer a place in accordance with that preference if a place is available. Local authorities are not required to provide free travel if the parent makes a choice to send their child to a school that is not the nearest suitable school.

### Eligibility for assistance

Assistance for general home to school transport is only provided in certain circumstances as set out below.

**Following a consultation exercise carried out from October to December 2013, the Council decided that from 2015-16, pupils would only be entitled to free home to school transport on the grounds of religion or belief where the pupil receives free school meals or the household receives the maximum amount of working tax credit.**

### Primary School Pupils

We provide free travel for:

- Any primary school pupil who lives **more than two miles** from the nearest suitable school (based on the shortest available route). This travel will be by whatever means we consider most suitable.

We will not normally provide any help if you choose to send your child to a school that is outside your catchment area or a school which is not the nearest suitable school.

### Secondary School Pupils

We provide free travel for:

- Any pupil in years 7 to 11 age group at a secondary school who lives **more than three miles** from the nearest suitable school (based upon the shortest available route). This travel will be by whatever means we consider most suitable.

We will not normally provide any help if you choose to send your child to a school outside your catchment area or a school which is not their nearest suitable school.

- Any pupil who is in receipt of free school meals or whose household qualifies for the **maximum** level of working tax credit on the 1st March 2016 and where:
- They live more than 2 miles but not more than 6 miles from one of their three nearest qualifying schools; or
- Where they live more than two miles, but not more than fifteen miles from their nearest suitable school preferred on grounds of religion or belief.

Please note qualification for free travel in future subsequent years is dependent on continued eligibility for free school meals or maximum working tax credit.

### Other Provisions

We may provide help with transport or travel expenses outside of our normal scheme in special or exceptional cases.

### Notes

If we give a child a free travel permit and they need a replacement permit, we will charge you £5.83.

### Contact Details

Please contact Gateshead Council's Benefit Section on 0191 433 4848 for further information.

## **Sustainable Travel To School**

Gateshead Council has developed a Sustainable Modes of Travel Strategy which aims to improve accessibility to schools, promote sustainable travel and increase the numbers of pupils walking, cycling or using public transport on their journeys to and from school. The full strategy document and a parents' summary may be accessed on the council's website.

Gateshead Council participates in a Tyne and Wear-wide programme called Schools Go Smarter, consisting of many projects aimed at promoting and facilitating sustainable travel for the school journey. Further information can be found at [www.gosmarter.co.uk](http://www.gosmarter.co.uk)

If you require any information on sustainable modes of travel to school for your child's school journey please contact Gateshead Council Transport Planners on: 0191 433 3161 or 433 3109.

## **NEXUS**

NEXUS also provides the following help with school/college travel:

### **If your child is under 16:**

#### **UNDER 16 POP CARD**

- With an Under 16 POP card, children aged 5 to 15 on the 31 August before the start of the current academic year can travel at the concessionary child fare on public transport in Tyne & Wear.
- Children aged 5 – 15 years old must have an Under 16 POP card to take advantage of concessionary fares. If you are not in possession of this card you will have to pay the operators commercial child fare.
- Get an Under 16 Pop Card application form from [nexus.org.uk](http://nexus.org.uk) or a Nexus Travelshop.

### **If your child is 16 – 19:**

#### **16-18 METROSAVER**

- 16 - 18 year olds purchase an all zone pass valid on the Metro, Shields Ferry and Northern Rail trains between Newcastle and Sunderland. They are available for either one or four weeks.
- This pass can be bought at a Nexus Travel shop subject to student identification and proof of age.
- 16-18 year olds will need to get a Pop card first as this is what the 16-18 MetroSaver will be loaded onto. Apply for a Pop Card at [nexus.org.uk](http://nexus.org.uk)

**For information on Network One Student tickets, please visit [www.networkonetickets.co.uk/tickets/tickets-for-students-and-young-people](http://www.networkonetickets.co.uk/tickets/tickets-for-students-and-young-people)**

## Section 9

# General Information

### Providing school milk

We provide free school milk for:

- Primary age children who need it for health reasons (decided by a clinical medical officer from the District Health Authority); and
- Children in nursery units (thanks to the EC School Milk Subsidy Scheme and the Department of Health's Welfare Food Scheme)

### School Catering

School meals are available for all children, however you can apply for Means Tested Free School Meals if you are receiving one of the following:-

- Income Support/Guarantee Pension Credit
- Income Based Job Seekers Allowance (JSA-IB)
- Employment and Support Allowance (IR)
- Child Tax Credit (**but NOT Working Tax Credit**) and your income for Tax credit purposes must be less than £16,190.00 (details are shown on your Tax Credit award notice)
- Support under Part IV of the Immigration & Asylum Act 1999

You can obtain an application form for Free School Meals from The Gateshead Council Website, by contacting Gateshead Council on 0191 4334646 or by calling in person at The Benefits reception on the ground floor of the civic centre or your local housing office.

All children in reception, year 1 and year 2 in state funded schools will be eligible for free school meals regardless of your income. This new scheme is called Universal Infant Free School Meals (UIFSM). You do not have to apply to be eligible for this scheme; however, it is still important to apply for the means tested free school meals if you meet the relevant criteria shown above as this might provide extra funding for your child's school.

If you would like more information about free school meals please ring Gateshead Council on 433 3729 or 433 4848.

School lunches in Gateshead's Primary Schools are provided by Gateshead School Catering, the Council's award winning in-house service provider. A two-course, nutritionally balanced school lunch in a primary school costs £2.00. The price is reviewed each year in April.

Our fully trained catering staff encourage children to eat healthily in school and make good choices. Our menus are fully compliant with the National Nutritional Standards for school lunches. Many of the foods we use have been reduced in fat, sugar and salt and many of the ingredients we use are sourced locally.

Most of our menu is home made and meals are freshly cooked every day. New menus are introduced in September and we supply copies for pupils to take home. A non-meat meal is available every day.

The menus can also be seen on the council's website along with other information about Gateshead school catering.

Please ask your Head Teacher if your child needs a special diet for medical or ethnic reasons. For medical diets, the unit catering manager will require a letter from your child's doctor, consultant or dietician to provide for your child's specific needs.

If you require further information about school catering or would like to discuss any aspect of the service, please ring Gateshead Council's school catering manager on: 0191 433 5513, or contact the unit catering manager at the school. Alternatively, there is a free phone helpline: 0800 169 2780 or our website: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

### School clothing

Most schools operate a school uniform code however schools must not act as sole suppliers of school uniform. Details of the uniform are usually contained in the school's prospectus that can be obtained from the school. We do not have any general arrangements for providing help with buying school uniform or PE kit and Gateshead Council does not provide a uniform grant. However, some schools provide their own help and support for parents in particular for those children who are eligible for free school meals or are entitled to the maximum level of working tax credit. Parents wishing to ask about such assistance should contact the Head Teacher at the school.

### School crossing patrols

We do not have to provide a school crossing patrol service, but we see it as an important contribution to the safety of children in Gateshead.

However, from time to time, for reasons beyond our control, a school crossing patrol may not be available to help your children. As children may have difficulty crossing roads on their own, please remember that your child's safety is your responsibility at all times.

## Section 10

# Charging for School Activities

Under the Education Act 1996 the council and each school's governing body must draw up and review policies for charging arrangements. The 1996 Act aims to:

- Maintain your child's right to free education;
- Make sure that activities offered completely or mainly during normal teaching time are available to all pupils, whether or not their parents can or want to help meet the costs;
- Emphasise that there is no legal requirement to charge for any form of education or related activity, but to give local authorities and governing bodies the power to charge for optional activities they provide completely or mainly out of school hours;
- Confirm the right of local authorities and governing bodies to ask for voluntary contributions for the benefit of the school, or to support any activity organised in, or outside, school hours.

We have agreed on the policies set out below and have informed school governing bodies of the local authority policy to assist schools to draw up their own charging policy. The policies determined by individual governing bodies may differ from the generic council policy but there is a statutory duty on all governing bodies in accordance with the 1996 Education Act and all policies must adhere to legal requirements. Please contact the school's head teacher for details of the school's policies.

### Education during school hours

Education must be free of charge if it takes place completely or mainly during school hours. If the number of places available for a particular activity is limited, the school must decide which pupils should be given the chance to take part. This should not have anything to do with parents wanting or being able to contribute to the cost.

Schools must not charge for materials, books, instruments or other equipment, but they can invite parents to provide or pay for materials for practical lessons. Schools should only make a charge if parents have said in advance that they want to keep the finished product.

If an organisation other than the local authority or the school's governing body arranges an activity during school hours and parents ask the school to allow their child time off to join in the activity, the other organisation may charge the parents. The governing body and head teacher must consider whether allowing the child time off is justified. They must also remember that a pupil must not normally be off school for more than two weeks in any one academic year.

### Education outside school hours

Schools must not charge for activities they provide completely or mainly outside school hours if they have arranged these activities to meet the requirements of:

- Public exams;
- The National Curriculum; or
- Statutory duties relating to religious education.

In these cases the school can charge parents only for the cost of board and lodgings on residential visits,

For other activities schools can charge for 'optional extras'.

### Board and lodging

Your child's school should pay the first £56 a year for your child's board and lodging on GCSE field trips, which are an essential part of the course.

### Music Tuition, Ensembles and Musical Instruments

Gateshead Music Service is part of the Gateshead South Tyneside Music Education Hub which has a range of partners across the region offering access to music to all ages in a variety of styles and genres. We employ over twenty qualified, specialist and experienced teachers who work with children of all ages in partnership with Gateshead schools. The service offer includes support for the music curriculum in schools, the opportunity to learn how to play a musical instrument or to sing, and then the chance to play and perform in a wide range of ensembles or choirs.

### Music in Gateshead schools

Much music tuition takes place during the school day and is available to all Gateshead schools. Schools normally determine the cost per lesson, but this cost almost always includes the loan of a suitable instrument. Please contact your child's school or the Service for further information.

### Tuition outside the school day

A Saturday Academy meets at the St George's Clubhouse, at the corner of Durham Road and Inskip Terrace between 9am and 1pm during term time. The offer includes tuition in keyboard/piano, singing, guitar, violin, drums, brass instruments etc. There is also the opportunity for young people to study for music theory grades. The Music Service can also offer instrumental tuition at the Dryden Centre in Low Fell on Tuesday or Thursday evenings. The fees for tuition will be determined at the start of the new academic year.

## Ensembles and choirs

The Music Service manages a wide range of ensembles for pupils who have reached the appropriate level of ability. Advanced ensembles generally meet on a Tuesday evening and include Gateshead Youth Orchestra and Wind Band (4.30-6.00pm), and our prize-winning swing band Paraffernalia. (6.30-8.00pm). We offer beginner/intermediate string and wind bands which meet at the Dryden Centre on a Thursday evening, 4.15-5.30pm. We work closely with primary and secondary schools to prepare joint events.

## Prices

All prices are reviewed annually.

**For 2015/16 we are able to offer free ensemble membership to any young person with the relevant grades and willing to attend regularly.**

## Instrument Purchase

Parents of young people in Gateshead Schools, wishing to purchase their child's own instrument and take advantage of the Assisted Instrument Purchase Scheme (AIPS). This allows parents to purchase instruments at a substantially discounted price. VAT is not charged and an educational discount applies.

## For further details please contact:

### **Barbara Murray: Music Service Administrator**

T: 0191 433 8685

E: [barbaramurray@gateshead.gov.uk](mailto:barbaramurray@gateshead.gov.uk)

### **Henry Edwards: Music Service and Hub Lead**

T: 0191 433 8690

E: [henryedwards@gateshead.gov.uk](mailto:henryedwards@gateshead.gov.uk)

[www.gatesheadandsouthtynesidemusicclub.co.uk/site/contact-us/](http://www.gatesheadandsouthtynesidemusicclub.co.uk/site/contact-us/)

## Public exams

We actively encourage pupils to enter for public exams. You will not have to pay fees for GCSEs, GCE 'A' and AS levels and other relevant public exams such as RSA, City and Guilds and GNVQs.

Your child's school will pay the fees if your child is entered for these exams on the head teacher's advice. However, if your child has been entered for an exam and does not take it without a good reason, we will ask you to repay the exam fee.

## School admissions

Schools must not accept or turn away pupils based on whether parents are willing or able to make financial contributions to school activities.

**COMMUNITY PRIMARY SCHOOLS**

DfE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
2226	Barley Mow Primary Mrs N Watson	Pembroke Avenue, Birtley, DH3 2DJ Tel:0191 410 2758	<a href="http://www.barleymowprimary.org">www.barleymowprimary.org</a> <a href="mailto:barleymowprimaryschool@gateshead.gov.uk">barleymowprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	193
2039	Bede Community Primary Mr N Anderson	Old fold Road, Gateshead NE10 0DJ Tel:0191 433 4135	<a href="http://www.bedecommunityprimaryschool.org">www.bedecommunityprimaryschool.org</a> <a href="mailto:bedecommunityprimaryschool@gateshead.gov.uk">bedecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	162
1000	Bensham Grove Nursery Mrs D Henry	Sidney Grove, Gateshead NE8 2XD Tel:0191 433 4090	<a href="http://www.benshamgrovenurseryschool.org">www.benshamgrovenurseryschool.org</a> <a href="mailto:benshamgrovecommunitynurseryschool@gateshead.gov.uk">benshamgrovecommunitynurseryschool@gateshead.gov.uk</a>	3-4	Yes	91	91
2197	Bill Quay Primary Mrs T Hilton	Davidson Road, Bill Quay, NE10 0UN Tel:0191 469 3013	<a href="http://www.billquayprimary.org">www.billquayprimary.org</a> <a href="mailto:billquayprimaryschool@gateshead.gov.uk">billquayprimaryschool@gateshead.gov.uk</a>	4-11	No	30	210
2163	Birtley East Community Primary Miss A Diggle	Highfield, Birtley, DH3 1QQ Tel:0191 410 2551	<a href="http://www.birtleyeastprimary.org">www.birtleyeastprimary.org</a> <a href="mailto:birtleyeastcommunityprimaryschool@gateshead.gov.uk">birtleyeastcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	203
2182	Blaydon West Primary Mr S Brown	Blaydon, Tyne and Wear NE21 4PY Tel:0191 414 3286	<a href="http://www.blaydonwestprimary.org">www.blaydonwestprimary.org</a> <a href="mailto:blaydonwestprimaryschool@gateshead.gov.uk">blaydonwestprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	129
2200	Branding Primary Mrs K Carr	Mulberry Street, Gateshead NE10 0JB Tel:0191 433 4079	<a href="http://www.brandingprimaryschool.org.uk">www.brandingprimaryschool.org.uk</a> <a href="mailto:brandling@gateshead.gov.uk">brandling@gateshead.gov.uk</a>	3-11	Yes	27	104
2221	Brighton Avenue Primary Mrs J Allan	Brighton Road, Gateshead NE8 1XS Tel:0191 421 8080	<a href="http://www.brightonavenueprimaryschool.org">www.brightonavenueprimaryschool.org</a> <a href="mailto:enquiries@brightonavenueprimaryschool.org.uk">enquiries@brightonavenueprimaryschool.org.uk</a>	3-11	Yes	45	263
2233	Caedmon Community Primary Mr C Wisby	Whitehall Road, Gateshead NE8 4LH Tel:0191 433 4095	<a href="http://www.caedmonprimary.org">www.caedmonprimary.org</a> <a href="mailto:info@caedmonprimary.org">info@caedmonprimary.org</a>	3-11	Yes	30	195
2008	Carr Hill Community Primary Mr C Kidd	Carr Hill Road, Gateshead NE9 5NB Tel:0191 477 1203	<a href="http://www.carrhillprimary.org">www.carrhillprimary.org</a> <a href="mailto:carrhill@gatedu.org">carrhill@gatedu.org</a>	3-11	Yes	45	308
2235	Chopwell Primary Mrs B Fellowes-Pryne	Derwent Street, Chopwell NE17 7HS Tel:01207 561 322	<a href="http://www.chopwellprimary.org">www.chopwellprimary.org</a> <a href="mailto:school@chopwellprimary.co.uk">school@chopwellprimary.co.uk</a>	3-11	Yes	45	212
2216	Clover Hill Community Primary Mrs L Easton	Glenhurst Drive, Whichham NE16 5SJ Tel:0191 433 4056	<a href="http://www.cloverhill.primary.org">www.cloverhill.primary.org</a> <a href="mailto:cloverhillprimary@gateshead.gov.uk">cloverhillprimary@gateshead.gov.uk</a>	4-11	No	30	211
2228	Colegate Community Primary Mr M Younger	Colegate West, Felling NE10 9AH Tel:0191 420 6626	<a href="http://www.colegateprimary.org">www.colegateprimary.org</a> <a href="mailto:colegatecommunityprimaryschool@gateshead.gov.uk">colegatecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	215
2219	Crookhill Community Primary Miss K McCormack	Hexham Old Road, Crookhill NE40 3ES Tel:0191 433 4066	<a href="http://www.crookhillprimary.org">www.crookhillprimary.org</a> <a href="mailto:crookhillprimary@gateshead.gov.uk">crookhillprimary@gateshead.gov.uk</a>	4-11	No	30	171

**COMMUNITY PRIMARY SCHOOLS** *continued*

DfE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
2164	Dunston Hill Community Primary Mr W Foreman	Market Lane, Dunston NE11 9NX Tel: 0191 433 4021	<a href="http://www.dunstonhillcps.co.uk">www.dunstonhillcps.co.uk</a> <a href="mailto:dunstonhillcommunityprimaryschool@gateshead.gov.uk">dunstonhillcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	60	389
2167	Emmaville Primary Miss A Armstrong	Main Street, Crawcrook, Ryton NE40 4ND Tel: 0191 413 2460	<a href="http://www.emmavilleprimary.org.uk">www.emmavilleprimary.org.uk</a> <a href="mailto:emmavilleprimaryschool@gateshead.gov.uk">emmavilleprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	286
2198	Falla Park Community Primary Ms D Thompson	Falla Park Road, Felling NE10 9HP Tel: 0191 433 4011	<a href="http://www.fallapark.gateshead.sch.uk">www.fallapark.gateshead.sch.uk</a> <a href="mailto:fallaparkcommunityprimaryschool@gateshead.gov.uk">fallaparkcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	224
2232	Fell Dyke Community Primary Ms K Savage	Springwell Road, Gateshead NE9 7AA Tel: 0191 433 4111	<a href="http://www.felldykeprimary.org">www.felldykeprimary.org</a> <a href="mailto:felldykecommunityprimaryschool@gateshead.gov.uk">felldykecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	281
2231	Fellside Community Primary Mrs K Hood	Fellside Road, Whickham NE16 5AY Tel: 0191 488 7486	<a href="http://www.fellsideprimary.co.uk">www.fellsideprimary.co.uk</a> <a href="mailto:fellsidecommunityprimaryschool@gateshead.gov.uk">fellsidecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	210
2184	Front Street Community Primary Mrs H Gladstone	Front Street, Whickham NE16 4AD Tel: 0191 433 5677	<a href="http://www.frontstreetprimary.co.uk">www.frontstreetprimary.co.uk</a> <a href="mailto:office@frontstreetprimary.co.uk">office@frontstreetprimary.co.uk</a>	3-11	Yes	60	375
2225	Glynwood Community Primary Mrs D Ryan	Glynwood Gardens, Gateshead NE9 5SY Tel: 0191 433 4117	<a href="http://www.glynwoodcommunityprimaryschool.org">www.glynwoodcommunityprimaryschool.org</a> <a href="mailto:glynwoodcommunityprimaryschool@gateshead.gov.uk">glynwoodcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	45	281
2181	Greenside Primary Miss D Foster	Rockwood Hill Road, Greenside NE40 4AX Tel: 0191 413 2186	<a href="http://www.greensideprimary.org">www.greensideprimary.org</a> <a href="mailto:greensideprimaryschool@gateshead.gov.uk">greensideprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	177
2238	Harlow Green Community Primary Mrs A Stephenson	Harlow Green Lane, Gateshead NE9 7TB Tel: 0191 487 6703	<a href="http://www.harlowgreen.org">www.harlowgreen.org</a> <a href="mailto:harlowgreen@gateshead.gov.uk">harlowgreen@gateshead.gov.uk</a>	3-11	Yes	60	376
2186	Highfield Community Primary Mr S Thompson	Whinfield Way, Highfield, Rowlands Gill NE39 2JE Tel: 01207 549 882	<a href="http://www.highfieldprimarygateshead.co.uk">www.highfieldprimarygateshead.co.uk</a> <a href="mailto:highfieldcommunityprimaryschool@gateshead.gov.uk">highfieldcommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	17	114
2168	High Spen Primary Mr A Firth	Hugar Road, High Spen, Rowlands Gill NE39 2BQ Tel: 01207 542 373	<a href="http://www.highspenprimary.org">www.highspenprimary.org</a> <a href="mailto:highspenprimaryschool@gateshead.gov.uk">highspenprimaryschool@gateshead.gov.uk</a>	3-11	Yes	29	153
2234	Kells Lane Primary Mrs A Whistler	Kells Lane, Gateshead NE9 5HX Tel: 0191 433 4140	<a href="http://www.kellslaneschool.org">www.kellslaneschool.org</a> <a href="mailto:kellslane@kips.org.uk">kellslane@kips.org.uk</a>	4-11	No	60	418
2012	Kelvin Grove Community Primary Mr A Jones	Kelvin Grove, Gateshead NE8 4UN Tel: 0191 477 4186	<a href="http://www.kelvingroveprimaryschool.org">www.kelvingroveprimaryschool.org</a> <a href="mailto:kelvingrovecommunityprimaryschool@gateshead.gov.uk">kelvingrovecommunityprimaryschool@gateshead.gov.uk</a>	3-11	Yes	60	303
2058	Kibblesworth Academy Mr K Dodd	Kibblesworth, Gateshead NE11 0XP Tel: 0191 410 2975	<a href="http://www.kibblesworthacademy.org.uk">www.kibblesworthacademy.org.uk</a> <a href="mailto:admin@kibblesworthacademy.org.uk">admin@kibblesworthacademy.org.uk</a>	3-11	Yes	29	152

**COMMUNITY PRIMARY SCHOOLS** *continued*

DFE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
2051	Larkspur Community Primary Mrs M Liddle	Beacon Lough East, Gateshead NE9 6SS Tel: 0191 487 5628	www.larkspurprimary.org larkspurcommunityprimaryschool@gateshead.gov.uk	3-11	Yes	29	164
2205	Lingey House Primary Mrs C Ritchie Acting Head Teacher	Millford, Leam Lane Estate, Felling NE10 8DN Tel: 0191 433 4061	www.LingeyHousePrimary.org lingeyhouseprimary@gateshead.gov.uk	3-11	Yes	60	383
2222	Lobley Hill Primary Mrs S McElrue	Rothbury Gardens, Gateshead NE11 0AT Tel: 0191 433 4080	www.lobleyhillprimaryschool.net lobleyhillprimaryschool@gateshead.gov.uk	3-11	Yes	60	385
2049	Oakfield Junior Mrs J Jacques	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 433 4086	www.oakfieldschoolsfederation.org oakfieldjuniorschool@gateshead.gov.uk	7-11	No	60	240
2055	Oakfield Infant Mrs J Jacques	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 487 0354	www.oakfieldschoolsfederation.org oakfieldinfantschool@gateshead.gov.uk	4-7	No	60	182
2236	Parkhead Community Primary Mrs P Bailey	Park Lane, Wimlaton NE21 6LT Tel: 0191 433 5618	www.parkheadcommunityprimary.org parkheadcommunityprimaryschool@gateshead.gov.uk	3-11	Yes	58	284
2162	Portobello Primary Mrs J Lees	Tantallon, Birtley DH3 2LY Tel: 0191 410 4571	www.portobelloprimary.eschools.co.uk portobelloprimaryschool@gateshead.gov.uk	4-11	No	30	201
2056	Ravensworth Terrace Primary Mr B Johnson	Birtley Lane, Birtley DH3 2PP Tel: 0191 410 2166	www.ravensworthterrace.com ravensworthterraceprimaryschool.gov.uk	4-11	No	60*	223
2220	Riverside Primary Academy Mrs J Goodfellow	Colliery Road, Dunston NE11 9DX Tel: 0191 4601918	info@riversideprimaryacademy.org.uk	3-11	Yes	60*	213
2229	Roman Road Primary Mrs C McKeown	Leam Lane Estate, Gateshead NE10 8SA Tel: 0191 433 4006	www.romanroadprimary.org romanroadprimaryschool@gateshead.gov.uk	3-11	Yes	30	149
2239	Rowlands Gill Community Primary Miss H Martin	Dominies Close, Rowlands Gill NE39 2PP Tel: 01207 549 359	rowlandsgillprimaryschool@gateshead.gov.uk	3-11	Yes	60	304
2193	Ryton Community Junior Acting Head Teacher - Mrs S Chapman Consultant Head Teacher - Mrs A Stephenson	Ryton NE40 3AF Tel: 0191 413 3573	rytoncommunityjunior.school@gateshead.gov.uk	7-11	No	60	193
2188	Ryton Community Infant Mrs J Porter	Ryton NE40 3AF Tel: 0191 413 2776	rytoncommunityinfantschool@gateshead.gov.uk rytoninfantschool.org	3-7	Yes	60	139
2036	South Street Community Primary Mrs J McGrow	Cramer Street, Gateshead NE8 4BB Tel: 0191 477 3993	southstreetcommunityprimaryschool@gateshead.gov.uk	3-11	Yes	44	273

**COMMUNITY PRIMARY SCHOOLS** *continued*

DfE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
2172	Swalwell Primary Mrs J Lancaster-Smith	South View Terrace, Swalwell NE16 3HZ Tel: 433 4000	www.swalwellprimary.org swalwellprimarieschool@gateshead.gov.uk	3-11	Yes	30	180
2213	The Drive Community Primary Ms H Goffton	The Drive, Felling, Gateshead NE10 0PY Tel: 0191 421 0390	www.thedriveprimary.co.uk thedriveprimary@gateshead.gov.uk	3-11	Yes	29	184
2224	Wardley Primary Mr M Malik	Keir Hardie Avenue, Wardley NE10 8TX Tel: 0191 469 3012	www.wardleyprimary.org wardleyprimarieschool@gateshead.gov.uk	3-11	Yes	45	250
2194	Washingwell Community Primary Mrs A Hall	Broom Lane, Whickham NE16 4RB Tel: 0191 488 4400	www.washingwell.gateshead.sch.uk admin@washingwell.org.uk	4-11	No	30	164
3001	Whickham Parochial C of E Primary Mr P Armstrong	Broadway, Whickham NE16 5QW Tel: 0191 488 7867	whickhamparochialprimarieschool@gateshead.gov.uk	4-11	No	30	212
2214	White Mere Community Primary Acting Head Teacher Mr C Kidd	Sherburn Way, Gateshead NE10 8BA Tel: 0191 438 5008	www.whitemereprimary.org admin@whitemereprimary.org	4-11	No	30	151
2227	Windy Nook Primary Mrs L Forrest	Albion Street, Gateshead NE10 9BD Tel: 0191 469 4954	www.windynookprimary.org windynookprimarieschool@gateshead.gov.uk	3-11	Yes	45	297
2177	Winlaton West Lane Community Primary Mrs A Exley	West Lane, Winlaton NE21 6PH Tel: 0191 414 2557	school@winlatonwestlane.org.uk	3-11	Yes	60	371

\* The Planned Admission Number will increase from 30 to 60 from September 2016 (Reception Class only). It is proposed to retain the current Planned Admission Number of 30 from September 2016 in years 1 to 6 until these year groups feed out of the school in subsequent years.

**COMMUNITY SECONDARY SCHOOLS**

DfE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
4036	Heworth Grange Comprehensive School  Mr C Richardson	High Lanes, Heworth NE10 0PT Tel: 0191 421 2244	<a href="http://www.heworthgrange.org.uk">www.heworthgrange.org.uk</a> <a href="mailto:enquiries@heworthgrange.org.uk">enquiries@heworthgrange.org.uk</a>	11-18	Yes	210	995
4043	Joseph Swan Academy Miss H E Scott	Saltwell Road South, Gateshead NE9 6LE Tel: 0191 442 2000	<a href="http://www.josephswan.org.uk">www.josephswan.org.uk</a> <a href="mailto:enquiries@josephswan.org.uk">enquiries@josephswan.org.uk</a>	11-18	Yes	210	874
4041	Kingsmeadow Community Comprehensive School - Mr D Pettitt	Market Lane, Dunston NE11 9NX Tel: 0191 460 6004	<a href="http://www.kingsmeadow.org.uk">www.kingsmeadow.org.uk</a> <a href="mailto:enquiries@kingsmeadow.org.uk">enquiries@kingsmeadow.org.uk</a>	11-16	No	180	587
4027	Lord Lawson of Beamish Academy Principal – Mr M Lovatt	Birtley Lane, Birtley DH3 2LP Tel: 0191 433 4026	<a href="http://www.lordlawson.org.uk">www.lordlawson.org.uk</a> <a href="mailto:lordlawson@lordlawson.org.uk">lordlawson@lordlawson.org.uk</a>	11-18	Yes	254	1265
4042	Thomas Hepburn Community Academy Mrs L Craig	Swards Road, Felling NE10 9UZ Tel: 0191 420 4555	<a href="http://www.thomashepburn.org.uk">www.thomashepburn.org.uk</a> <a href="mailto:enquiries@thomashepburn.org.uk">enquiries@thomashepburn.org.uk</a>	11-16	No	150	545
4001	Thorp Academy Mr J Morrison	Main Road, Ryton, NE40 3AH Tel: 0191 413 2113	<a href="http://www.thoracademy.org">www.thoracademy.org</a> <a href="mailto:enquiries@thoracademy.org">enquiries@thoracademy.org</a>	11-18	Yes	240	902
4029	Whickham School & Sports College (Academy Trust) - Mr S Haigh	Burnthouse Lane, Whickham NE16 5AR Tel: 0191 496 0026	<a href="http://www.whickhamschool.org">www.whickhamschool.org</a> <a href="mailto:info@whickhamschool.org">info@whickhamschool.org</a>	11-18	Yes	266	1281

**COMMUNITY TECHNOLOGY COLLEGE**

DfE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
6900	Emmanuel College Mr Winch	Conssett Road, Lobley Hill, NE11 0AN Tel: 0191 460 2099	<a href="http://www.emmanuelctc.org.uk">www.emmanuelctc.org.uk</a> <a href="mailto:enquiries@emmanuel.org.uk">enquiries@emmanuel.org.uk</a>	11-18	Yes	216	1250

**VOLUNTARY AIDED PRIMARY SCHOOLS**

<b>DfE Number</b>	<b>School / Head Teacher</b>	<b>Address and Phone Number</b>	<b>Website and Email Address</b>	<b>Age range</b>	<b>Nursery</b>	<b>PAN 2016</b>	<b>Estimated Number on Roll in Sept 2015</b>
3313	Corpus Christi Catholic Primary Mrs C Ingle	Dunsmuir Grove, Gateshead NE8 4QL Tel: 0191 477 2175	<a href="http://www.corpuschristi-gateshead.org.uk">www.corpuschristi-gateshead.org.uk</a> <a href="mailto:corpuschristiatholicprimaryschool@gateshead.gov.uk">corpuschristiatholicprimaryschool@gateshead.gov.uk</a>	3-11	Yes	29	198
3329	Sacred Heart RC VA Primary Mr P Naughton	Byermoor, Burnopfield NE16 6NU Tel: 01207 270 396	<a href="http://www.sacredheartgateshead.org">www.sacredheartgateshead.org</a> <a href="mailto:sacredheartprimary@gateshead.gov.uk">sacredheartprimary@gateshead.gov.uk</a>	4-11	No	15	140
3326	St Agnes Catholic Primary Mr G Laidler	Rosedale Road, Ryton NE40 4UN Tel: 0191 413 2184	<a href="http://www.stagnesgateshead.org">www.stagnesgateshead.org</a> <a href="mailto:junegrady@gateshead.gov.uk">junegrady@gateshead.gov.uk</a>	4-11	No	30	210
2237	St Aidan's C of E Primary Mrs L Steele	Derwentwater Road, Gateshead NE8 1QY Tel: 0191 477 2690	<a href="http://www.staidansprimary.co.uk">www.staidansprimary.co.uk</a> <a href="mailto:staidansprimary@gateshead.gov.uk">staidansprimary@gateshead.gov.uk</a>	3-11	Yes	30	207
3335	St Alban's Catholic Primary Mrs E Bridon	Rothbury Avenue, Pelaw NE10 0QY Tel: 0191 469 3251	<a href="http://www.stalbansgateshead.org">www.stalbansgateshead.org</a> <a href="mailto:stalbanscatholicprimaryschool@gateshead.gov.uk">stalbanscatholicprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	217
3322	St Anne's Catholic Primary Miss K Leonard	Off Pickering Green, Harlow Green, Gateshead NE9 7HX - Tel: 0191 433 4053	<a href="http://www.stannesprimary.org">www.stannesprimary.org</a> <a href="mailto:stannes@gateshead.gov.uk">stannes@gateshead.gov.uk</a>	4-11	No	30	141
3336	St Augustine's Catholic Primary Miss C Duffy	Colegate, Leam Lane Estate, Gateshead NE10 8PP Tel: 0191 469 2949	<a href="http://www.staugustinesprimary.org">www.staugustinesprimary.org</a> <a href="mailto:info@staugustinesprimary.org">info@staugustinesprimary.org</a>	3-11	Yes	45	310
3325	St Joseph's Catholic Infant, Birtley Mrs V Gibson	Mitchell Street, Birtley DH3 1LU Tel: 0191 410 2324	<a href="http://www.stjosephsinfantschool.org">www.stjosephsinfantschool.org</a> <a href="mailto:birtleystjosephscatholicinfantschool@gateshead.gov.uk">birtleystjosephscatholicinfantschool@gateshead.gov.uk</a>	4-7	No	30	87
3324	St Joseph's Catholic Junior, Birtley Mrs C McDermott	School Street, Birtley DH3 2PN Tel: 0191 410 2231	<a href="http://www.birtleystjosephsjuniors.org">www.birtleystjosephsjuniors.org</a> <a href="mailto:stjosephscatholicjuniorsschoolbirtley@gateshead.gov.uk">stjosephscatholicjuniorsschoolbirtley@gateshead.gov.uk</a>	7-11	No	30	108
3331	St Joseph's Catholic Primary, Blaydon Mr A Ramanandi	Croftdale Road, Blaydon NE21 4BG Tel: 0191 414 3108	<a href="http://www.stjosephscatholicprimary.com">www.stjosephscatholicprimary.com</a> <a href="mailto:blaydonstjosephscatholicprimaryschool@gateshead.gov.uk">blaydonstjosephscatholicprimaryschool@gateshead.gov.uk</a>	4-11	No	30	210
3317	St Joseph's RC VA Primary, Gateshead Mr J Hattam	Prince Consort Road, Gateshead NE8 1LR Tel: 0191 490 1517	<a href="http://www.stjosephsrcvprimary.org">www.stjosephsrcvprimary.org</a> <a href="mailto:stjosephsrcprimaryschool@gateshead.gov.uk">stjosephsrcprimaryschool@gateshead.gov.uk</a>	4-11	No	30	205
3327	St Joseph's RC VA Primary, Highfield Mrs J Bircham	Whinfield Way, Highfield, Rowlands Gill NE39 2JE Tel: 01207 545 972	<a href="http://www.stjosephshighfield.org">www.stjosephshighfield.org</a> <a href="mailto:highfieldstjosephs@gateshead.gov.uk">highfieldstjosephs@gateshead.gov.uk</a>	4-11	No	17	131
3328	St Mary & St Thomas Aquinas Catholic Primary - Miss E White	Stella Lane, Blaydon NE21 4NE Tel: 0191 414 3116	<a href="http://www.stmaryandthomasaquinas.co.uk">www.stmaryandthomasaquinas.co.uk</a> <a href="mailto:stmaryandstthomascatholicprimaryschool@gateshead.gov.uk">stmaryandstthomascatholicprimaryschool@gateshead.gov.uk</a>	3-11	Yes	30	211
3333	St Mary's RC Primary Mr J Wheatley	Duckpool Lane, Whichham NE16 4HB Tel: 0191 420 5828	<a href="http://www.whichhamstmarys.org.uk">www.whichhamstmarys.org.uk</a> <a href="mailto:stmarysrcprimaryschool@gateshead.gov.uk">stmarysrcprimaryschool@gateshead.gov.uk</a>	4-11	No	30	209

**VOLUNTARY AIDED PRIMARY SCHOOLS continued**

DFE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
3318	St Oswald's RC VA Primary Mrs T Musgrove	Wrekenton, Gateshead NE9 7LH Tel: 0191 487 8641	www.stoswaldsprimary.org stoswaldsprimary@gateshead.gov.uk	3-11	Yes	30	193
3319	St Peter's RC VA Primary Mrs L Stokoe	Dryden Road, Gateshead NE9 5TU Tel: 0191 487 8233	www.stpetersprimary.org stpetersprimaryschool@gateshead.gov.uk	4-11	No	30	211
3330	St Philip Neri RC Primary Mrs V Douglass	Ellison Road, Gateshead NE8 2QU Tel: 0191 460 4378	www.stphilipneriprimary.org stphilipneriprimaryschool@gateshead.gov.uk	4-11	No	30	155
3339	St Wilfrid's RC VA Primary Mrs E Wright	Old Fold Road, Gateshead NE10 0DJ Tel: 0191 477 1909	www.stwilfridsprimary.org stwilfridsprimaryschool@gateshead.gov.uk	3-11	Yes	17	104

**VOLUNTARY AIDED SECONDARY SCHOOLS**

DFE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age range	Nursery	PAN 2016	Estimated Number on Roll in Sept 2015
4605	Cardinal Hume Catholic School Mr N Hurn	Old Durham Road, Gateshead NE9 6RZ Tel: 0191 487 7638	info@cardinalhume.com	11-18	Yes	225	1109
4606	St Thomas More Catholic School Mr J Parkinson	Croftdale Road, Blaydon NE21 4BQ Tel: 0191 499 0111	www.stthomasmore.org.uk info@stthomasmore.org.uk	11-18	Yes	235	1192

**SPECIALIST SCHOOLS**

DFE Number	School / Head Teacher	Address and Phone Number	Website and Email Address	Age Range
7009	Dryden School (SLD/PMLD) Executive Head - Jane Bryant Head of School - Mrs D Winter	Shotley Gardens, Low Fell, Gateshead NE9 5UR Tel: 0191 420 3811 / 0191 420 3812	<a href="http://www.drydenschool.co.uk">www.drydenschool.co.uk</a> <a href="mailto:drydenschool@gateshead.gov.uk">drydenschool@gateshead.gov.uk</a>	11 – 19
7010	Eslington Primary School (SEBD) Executive Head Teacher - Mrs M Richards Head of School - Mrs H Stokes	Hazel Road, Gateshead NE8 2EP Tel: 0191 433 4131	<a href="http://www.eslingtonprimaryschool.co.uk">www.eslingtonprimaryschool.co.uk</a> <a href="mailto:eslingtonprimaryschool@gateshead.gov.uk">eslingtonprimaryschool@gateshead.gov.uk</a>	4 – 11
7006	Furrowfield School (SEBD) Executive Head Teacher - Mrs M Richards Head of School - Mrs S Murphy	Whitehill Drive, Felling, Gateshead NE10 9RZ Tel: 0191 495 4700	<a href="http://www.furrowfieldschool.org.uk">www.furrowfieldschool.org.uk</a>	11 – 16
7007	Gibside School (LD) Mrs J Donovan	Burnthouse Lane, Whickham NE16 5AT Tel: 0191 441 0123	<a href="http://www.gibside.school.org">www.gibside.school.org</a> <a href="mailto:gibside.school@gateshead.gov.uk">gibside.school@gateshead.gov.uk</a>	3 – 11
7008	Hill Top School (MLD/ASD) Executive Head - Jane Bryant Head of School - Ms S Cooper	Wealcroft, Leam Lane Estate, Gateshead NE10 8LT Tel: 0191 469 2462	<a href="http://www.hilltopschool.org">www.hilltopschool.org</a> <a href="mailto:hilltopschool@gateshead.gov.uk">hilltopschool@gateshead.gov.uk</a>	11 – 19
7002	The Cedars Academy (PD/ASD) Mr M Flowers	Ivy Lane, Low Fell, Gateshead NE9 6QD Tel: 0191 487 4595	<a href="http://www.cedarsacademy.org.uk">www.cedarsacademy.org.uk</a> <a href="mailto:enquiries@cedarsacademy.org.uk">enquiries@cedarsacademy.org.uk</a>	5 – 16

KEY	Schools Catering for Children with
<b>SEBD</b>	Social, Emotional and Behavioural Difficulties
<b>MLD</b>	Moderate Learning Difficulties
<b>PD</b>	Physical Difficulties
<b>LD</b>	Learning Difficulties
<b>SLD</b>	Severe Learning Difficulties
<b>PMLD</b>	Profound and Multiple Learning Difficulties
<b>ASD</b>	Autistic Spectrum Disorder

# Notes



