



Burnside College Admission Policy 2026-27

The Governing Body of Burnside College ("the School") is the Admissions Authority and is responsible for determining the School's admissions policy.

Applications for school places are co-ordinated by North Tyneside Council in accordance with the published timescales in the co-ordinated admission scheme. Key dates and further information can be found here <https://my.northtyneside.gov.uk/category/129/school-admissions> and <https://my.northtyneside.gov.uk/category/222/key-dates>.

In this policy, reference to parent shall be defined as set out in section 576 of the Education Act 1996, to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young Person.

The published admission number (PAN) for the School is 208 pupils. The School operate an equal preference system for processing parental preferences.

Parents wishing to apply for a place at the School should complete the common application form provided by the local authority and return it by the required deadline date of 31 October 2025. The common application form and further information can be found here <https://my.northtyneside.gov.uk/category/219/online-school-applications>.

Parents living within the boundaries of a different local authority (outside of North Tyneside Council) may still choose the School as a preferred school, but must complete the common application form provided by their home local authority, which will subsequently be passed onto North Tyneside Council for processing.

In accordance with the Education Act 1996, a child with an Education, Health and Care Plan (EHCP) which specifically names the School will be offered a place. Any child admitted on this basis will be counted against the School's published admission number.

Oversubscription Criteria

If there are more places at the School than applicants, every child who wants a place will be offered a place.

Where the School receives more applications than places available at the School (i.e. more places than the PAN), the admission criteria set out below will be used to decide on admission in strict order of priority.

1. Priority 1 - Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See explanatory note 1 below.
2. Priority 2 - Up to 10% of the intake who most clearly demonstrate an aptitude for competitive football. See explanatory note 2 below.

3. Priority 3 - Children or step-children of members of staff employed directly by the School, who work at the School on a part or full time basis where either or both of the following circumstances apply; (1) the member of staff has been employed for two or more years at the time at which the application for admission to the School is made; and / or (2) the member of staff has been recruited to fill a vacant post at the School, for which there is a demonstrable skill shortage. See Explanatory Note 3 below.
4. Priority 4 - Pupils who live within the catchment area of the school at the time of the application being made. Within this category, pupils within the catchment area and a sibling link (an older brother or sister) who will be attending the school in September 2025 will be given priority. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (sixth form). See explanatory note 4 below.
5. Priority 5 - Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who are attending the school in September 2025. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (sixth form). See explanatory note 5 below.
6. Priority 6 - Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the School using the Local Land and Property Gazetteer and North Tyneside Council's Geographical Information System (GIS) system. See explanatory note 6 below

Tiebreaker - Priority 6 (distance) will be used as a 'tiebreaker' within each of the above criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used. (See explanatory note 7 below).

General points

Closing Date - In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date **31 October 2025**. Applications received after this date will be considered to be late applications (see below).

Late Applications - If you return your application after the closing date your application will be classed as late unless exceptional circumstances exist. The Local Authority will consider your reasons, provided they are received before 23 November 2025 and if they are exceptional, consider your application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required) or medical reasons supported by medical evidence. If your reasons are not exceptional then your application will not be processed until after **1 March 2026**. You should be aware that this will reduce your chance at gaining a place at the school you want.

Offer Date - On **1 March 2026** parents will be notified of the outcome to their application. If you applied online, you will be sent an email on this day if you requested an email response. If you completed a paper application then a letter will be sent out by 2nd class post on this day.

Equal Preference System - The Governing Body of the School operates an equal preference system for processing applications. This means at the first stage there will be no distinction between first, second or third preference applications. Therefore, all applications will be considered equally against the admission criteria. If a pupil qualifies for a place at more than one school the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

Waiting lists - If you have been refused admission to the School, you will have the opportunity to place your child's name on a waiting list. You may wish to place your child's name on a waiting list for more than one school. Children are placed on the waiting list according to the oversubscription criteria (as set out in this policy) regardless of when their application was received.

If pupil numbers fall below the PAN, the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria (as set out in this policy).

Waiting lists for schools will be held for one term in the academic year i.e. 31 December 2026; no formal list will be held by the School or the Local Authority after this date.

Explanatory Note 1

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. This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

Explanatory Note 2 – Aptitude for boys and girls football

For the purposes of Priority 2, 10% of places will be offered to applicants as prioritised by a test for aptitude, not ability, to boys and girls competitive football.

Offers shall be based on a test for aptitude administered by the School. Applicants scoring highest will be prioritised and offered places at the School. Information sessions and trials will take place throughout the academic year and the test for aptitude shall take place in the Summer term (June or July), in advance of the October application deadline. The School will assess applicants in respect of their football aptitude through a test covering technical, tactical, physical and psychological skills.

It is our aim to advise parents of the outcome of their child's sporting aptitude application before the admission closing date / deadline of 31st October.

Parents wishing to apply for admission based on this criteria should complete the football application available by contacting the School directly via office@burnsidecollege.org.uk by no later than 31st May immediately preceding the admission closing date / deadline of 31st October.

Explanatory Note 3 – Staff employed at the School

This forms part of the School's commitment to maintaining and improving high standards of teaching and learning within the School. This applies to staff (both teaching and non-teaching support staff) who are employed by and work at the School.

A "demonstrable skill shortage"; relates to difficulties filling vacancies in job roles at the School, evidenced where (1) there are fewer than four applicants for any advertised position, or (2) there is only one suitable applicant following the recruitment process, or (3) where the job role and advertisement has needed to be re-advertised on one or more occasion as part of the recruitment process.

Staff may contact the School directly via the Director of Support Services, to enquire if they meet the requirements of this criteria.

Explanatory Note 4 – Catchment

The School has a defined geographic area called a catchment area. To find out if you live within the catchment area for the school, log onto www.northtyneside.gov.uk or contact the Access Team on telephone number 0191 643 8724.

Explanatory Note 5 – Sibling link

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, long term fostered children) attending the School in September 2025, the Governing Body will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the School is oversubscribed. The sibling link does not apply to pupils proposing to return to years 12 and 13 of a school (sixth form).

Explanatory Note 6 – Distance and home address

To calculate the distance from home to the School, we use a straight line distance system calculated and provided by the North Tyneside Council admission team. The program measures the straight line distance from a defined LLPG point on the main permanent site of the School building to a defined point on your home address. The measurement points are set using the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home (physical building).

In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place.

If the School must move to a temporary site for any reason, such as the building being damaged by a fire or structural issues or during any building or construction work which requires relocation, we will base our distance measurements on the School's permanent site rather than any temporary site.

In relation to your home address, only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of

shared care, both parents should agree which address will be used on the application. For applications made in the normal admissions round for a September entry, if there is no agreement, the address used for the application will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, the local authority will use the address where the child is registered with their doctor / GP. For the purposes of the application, this address will be used as the home address.

Explanatory Note 7 – tiebreaker within distance criteria

Where random allocation is used as a tie-breaker, this process will be undertaken and supervised by the Local Authority (a body and staff independent of the School).

The Local Authority will place all of the relevant applicants into a software tool, or a manual random selection method, which will produce a list of randomly allocated pupils. Priority will be determined based on the descending rank order of this randomly allocated list.