

Information for Parents

School Education in September 2024



Admission to Primary Infant and Junior Schools Closing Date – 15th January 2024 at 4.30pm

Q | www.southtyneside.gov.uk/schooladmissions



South Tyneside Council

Spread the word!

**THIS IS
SOUTH
TYNESIDE**

Foreword

Dear Parent

This booklet is to help you as a parent or carer of a child about to transfer from Nursery to Reception in September 2024 or transferring from Infant to Junior School. It contains information about all of our schools and we hope you will find it easy to read and understand and helpful in its content.

The Council is committed to working in partnership with yourselves, teachers, governors and other partners to provide the best educational and learning opportunities for South Tyneside children. This includes providing you with accurate and up to date information to help you decide which school is right for your child. Please read this booklet carefully and make sure you understand how your application will be processed.

We have made the process of applying for a school place even more convenient for parents/carers by introducing online admissions. Applying for a school place online is quick, safe and an efficient way of making your application. The process offers many benefits, which are outlined in this booklet. Whilst we recommend that you apply online, we appreciate you may alternatively prefer to complete a paper application.

The Council is keen to improve the quality of the information we provide to parents. If there is anything else you would like to see in this booklet or have any other comments about the service you have received from the Council please let us know by contacting the School Admissions Team on telephone numbers (0191) 424 7767 or (0191) 424 7706

The Council believes that school attendance is the best opportunity for your child to learn and develop friendships; we seek your support in this area. We wish your child every success in their future.



Councillor Adam Ellison
Lead Member for Children,
Adults and Health



Beverley Scanlon
Head of Learning and Early Help

Contact Information

The School Admissions Team - Tel: 0191 424 7767/7706

- Admission to Community and Voluntary Controlled Schools
- Admission to Trust and Academies
- Your Catchment Area
- In Year Transfers

Email - school.admissions@southtyneside.gov.uk

Early Years Provision

Early Years Development and Childcare Project Tel: 0800 783 4645

Admission to Nursery Classes (attached to a school)

The school direct

Exclusions from School

Services for Young People Tel: 0191 424 6306

School Attendance

Services for Young People Tel: 0191 424 6333

Parent Partnership Officer

Tel: 0191 424 6345

Elective Home Education

Tel: 0191 454 6254

Alternative Education Behaviour Support Service

Tel: 0191 454 6254

School Transport (Travel Passes)

Tel: 0191 424 7755

Bullying in Schools

The school direct

Gateshead Admissions Team

Tel: 0191 433 2757 / 433 2756

Newcastle Admissions Team

Tel: 0191 278 7878

North Tyneside Admissions Team

Tel: 0191 643 8724

Sunderland Admissions Team

Tel: 0191 561 1447 / 561 1425

Apna Ghar

Tel: 0191 456 4147

Other Enquiries

Tel: 0191 427 1717

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This information can be made available in large print, Braille, audio and other languages. Please contact the School Admissions Team on 0191 424 7767/7706 or email school.admissions@southtyneside.gov.uk

How do I apply

How do I get an application?

From 8th September 2023 you can apply online at www.southtyneside.gov.uk/schooladmissions this is a quick and easy process and will provide immediate notification of receipt of your application, please ensure you apply by the closing date. Alternatively you may complete a paper application (available to download from the website or by contacting the Admissions Team).

****You can submit only one application therefore there is no need to submit both an online and paper application.**

Returning your application

If you have applied online you will have received notification that we have received your application. However, if you have chosen to complete a paper application you must return it to The School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL by the **closing date of 15th January 2024 at 4.30pm.**

****You should not include Private/Independent schools on your application.**

From 8th September 2023 you can apply for your child's school place online.

Advantages of applying on-line:

- Applying online is quicker, as well as safe and secure
- There are clear simple prompts to guide you through making your application
- You will get an email confirmation that we have received your application
- By making a note of your reference number you can change the details on your application up until our deadline date. **Please note that changes to your address in your e-services account does not transfer to your application. It is your responsibility to notify the School Admissions Team of any change of address.**
- Available 24 hours a day 7 days a week up until the deadline date of 15th January 2024 at 4.30pm.
- **IF YOU APPLY FOR YOUR SCHOOL PLACE ONLINE YOU WILL BE NOTIFIED ON OUR 'OFFER DAY' WHICH SCHOOL YOUR CHILD HAS BEEN OFFERED VIA YOUR EMAIL ACCOUNT. PLEASE NOTE THAT YOU MUST MAKE A NOTE OF THE EMAIL ADDRESS THAT YOU USE WHEN APPLYING AS THIS WILL BE THE EMAIL ADDRESS THAT WILL BE USED TO SEND NOTIFICATION OF YOUR SCHOOL OFFER.**
- Please note, we are unable to provide the outcome of your child's application over the telephone.

If you want to change anything on your form prior to the closing date you can do so by accessing your form by typing in the website address: www.southtyneside.gov.uk and click 'online admissions' as before, and making the changes.

You must then click 'submit application'. You will get a message to say that your application has been re-submitted successfully.

**If you have any questions about the online admissions process please contact:
The School Admissions Team on telephone number 0191 424 7767/7706**

Alternatively you can complete your paper copy to apply for a school place

You will not be able to apply on-line after the closing date of: Monday 15th January 2024 at 4.30pm

Completing your online application

Before you complete an application, you must register for an e-services account. Log on to www.southtyneside.gov.uk and click register in the right hand corner.

Access the internet on your computer and type in

1. www.southtyneside.gov.uk/schooladmissions
2. Click on 'On-Line admissions' and follow the instructions for completing the form.
3. Please check that you have clicked on the correct school(s)
4. Press the 'submit application' button. **IF YOU DO NOT PRESS THE 'SUBMIT APPLICATION' BUTTON THEN WE WILL NOT RECEIVE YOUR APPLICATION AND IT WILL NOT BE PROCESSED.**
5. **IMPORTANT NOTICE.** You will then receive an e-mail with a reference number confirming receipt. If you do not receive an e-mail, please contact the School Admissions Team immediately.

Returning your Application

If you have applied online you will have received notification that we have received your application. However, if you have chosen to complete a paper application you must return it to

The School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL by the closing date of Monday 15th January 2024 at 4.30pm.

****Do not return your application form to your child's current school.**

****Please ensure you put the correct postage on your envelope, as your application may not reach us. You may want to return your application by recorded delivery to ensure you have receipt of postage. If you are handing into the Town Hall by hand, please request a receipt as proof.**

****Do not include Private/Independent Schools on your application form.**

Admissions Timetable

Friday 8th September 2023	Applications and information booklet available via Infant and Primary Schools, we recommend that you apply online at www.southtyneside.gov.uk/schooladmissions
Monday 15th January 2024 at 4.30pm	Deadline date for applications to be received. Any applications received after this date will be considered as 'Late' applications. Online system is not available after the deadline date.
By the end of February 2024	All parents who have completed and returned their application will be sent an acknowledgement to confirm that we have received and are processing your application. Parents who have applied online will receive an acknowledgement to their individual email accounts. Parents who have completed a paper application will be sent an acknowledgement letter through the post.
Tuesday 16th April 2024	'Offer Day' The day letters are sent out informing parent's which school their child has been offered (sent out by 2nd class post) If you applied for your place online you will be notified on offer day via your email account
Tuesday 23rd April 2024	Deadline for parents to accept the school place offered (for oversubscribed schools only).
Tuesday 23rd April 2024	Deadline for parents to request to place their child's name on a waiting list.
Wednesday 24th April 2024	Appeal forms sent out where requested
Friday 26th April 2024	Any places that have become available after the 26 April 2024 will be allocated from the waiting list in criteria order.
Thursday 2nd May 2024	Where parents have not returned their acceptance slip for oversubscribed schools the Authority will withdraw the offer of a school place (Community Schools only)
From June 2024	Appeals to be heard.
31st December 2024	No waiting list available after this date.

Remember it is your responsibility to return your application form to:

The School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, NE33 2RL by the deadline of Monday 15th January 2024 at 4.30pm.

We recommend you complete your form via the Internet: Log onto www.southtyneside.gov.uk/schooladmissions

Introduction

South Tyneside Council is responsible for all admissions to all Community and Voluntary Controlled schools. As a parent or carer you have the right to express a preference for the school you would like your child to attend. Parental preference will be followed as far as possible but this clearly depends on the number of places available. We will admit pupils up to the published admission number shown in this booklet. If a school is not oversubscribed all parents who apply will be normally given a place.

School Organisation

South Tyneside has a two-tier school system with children progressing from Primary and Junior Schools to Secondary Schools.

There are: -

45 Primary Schools

Below is a breakdown of the organisation of our schools

There are: -

4 Infant Schools for children aged 3 to 7

4 Junior Schools for children aged 7 to 11

37 Primary Schools for children aged 3 to 11

Consisting of -

27 Community Schools

1 Voluntary Controlled (Church of England) School

1 Voluntary Aided (Church of England) School

16 Academy Schools

There are: -

9 Secondary Schools

Consisting of -

3 Community Schools

1 Trust School

4 Academy Schools

Community and Voluntary Controlled Schools

Places are allocated at Voluntary Controlled Schools using the Council's Admission Criteria published in this booklet. We consult with Governing Bodies each year about our Admission Criteria and arrangements.

Academy

An academy is a school that is directly funded by central government (the Department for Education) and is independent of local government control. An academy may receive additional support from personal or corporate sponsors, either financially or in kind. They must meet the National Curriculum core subject requirements and are subject to inspection by Ofsted. Academies are self-governing and most are constituted as registered charities or operated by other educational charities. Most are secondary schools but some cater for children from nursery age upwards.

Trust School

A Trust School is a state-funded foundation school supported by a charity, referred to as a Trust. The Trust is made up of partners working together for the benefit of the school. The Governing Body decide their own admissions using their own admission policy, which may be different to Voluntary Controlled and Community Schools in South Tyneside.

Voluntary Aided Schools (VA)

Governing Bodies of Roman Catholic and Church of England Schools decide their own admissions using their own Policies and Admission Criteria, which will be different to Voluntary Controlled and Community schools in South Tyneside. Their respective Admission Policies can be found in this booklet or in the individual school prospectuses.

Other Admission Authorities

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

Diocesan Education Service
St Vincent's Diocesan Offices
St Cuthbert's House
West Road
Newcastle Upon Tyne
NE15 7PY

Tel: 0191 243 3313

Additional information about Church of England schools in the Diocese of Durham can be obtained from:

Durham Board of Education
Carter House
Pelaw Leazes Lane
Durham
DH1 1TB

Tel: 0191 374 6018

Free Early Education Provision for 3 and 4 year olds

South Tyneside is committed to ensuring that there are enough free part-time education places for 3 and 4 year olds. Places are available in Nursery Schools, Infant and Primary Schools with a Nursery Unit attached, some Children's Centres day-care settings and in several private, voluntary and independent day-care settings (PVI's).

The free early education entitlement is for 570 hours across the three terms following a child's third birthday. In schools this is delivered as 15 hours per week for 38 weeks (three school terms). Usually this is delivered in 5 x 3 hour blocks, but in some settings this can be provided with greater flexibility to suit parents' and children's needs. In Children's Centres day-care settings and in PVI's, the entitlement can also be delivered across school holiday periods, as long as the maximum number of hours is not exceeded in the three-term period. (An example would be 12 hours per week over 46 weeks).

A child's entitlement begins in the term following their third birthday. This means that children with a birthday in the Autumn term (September to December) become entitled in the following January; children with a birthday in the Spring term (January to March) become entitled after the Easter holiday and children born in the Summer term (April to August) become entitled in the following September.

Whilst each child is guaranteed a free early education place, there may not be one available at your first-choice nursery. You should contact the head teacher or the manager of your preferred setting who will advise you of the application process and of availability of places.

If you need more help, the Families Information Service (FIS) is available to support you with your application, with advice on how and where to find a funded place for your child and where you can find a funded place alongside or close to wrap-around paid childcare if you need this. Please telephone 0800 783 4645.

South Tyneside Council is delivering integrated education and care at the following Children's Centres:

- All Saint Children's Centre / Stanhope Primary School
- Biddick Hall & Whiteleas Children's Centre / Biddick Hall Infant School
- Boldon Children's Centre / Boldon Nursery School
- Hebburn Children's Centre / Sue Hedley Nursery School
- Horsley Hill Children's Centre / Sea View Primary School
- Marine Park Children's Centre / Marine Park Primary School
- Primrose Children's Centre / Valley View Primary School

Admission Arrangements

Community and Voluntary Controlled Nursery Schools and Classes

Where demand for places at a setting exceeds the number of places available, the following admission arrangements exist to decide on nursery school admissions, to ensure as far as possible all nursery settings are operating primarily to serve the needs of their local communities with a particular focus on providing support for children and families most in need.

Oversubscription Criteria

Nursery Schools, Nursery Units, even when attached to schools, Children's Centres and Private, Voluntary and Independent day-care settings do not have catchment areas. Units and Children's Centres attached to or co-located with schools must not use the school's catchment area as a criterion for admission to nursery. Whilst it is acceptable for schools to take names of interested parents after their child's second birthday, nursery places must not be allocated on a 'first come, first served' or a waiting list basis.

1. 'Looked after children' meaning children accommodated by the Local Authority.
2. Children with diagnosed special educational needs.
3. Other children accessing professional support for example children who have English as a second language
4. Concurrent sibling link – brother or sister only attending the nursery (but not any co-located school) when the child will be admitted (this includes adoptive siblings, half siblings, step siblings, long-term fostered children residing at the same address)
5. Shortest distance from the centre of the parental home residence (including flats) to the main nursery entrance as measured as a straight line using the Local

Authority Geographical System (GIS) with those living closer to the nursery receiving higher priority.

The distance measurement will be used as a tie-breaker within each criterion, where necessary.

There is no right of appeal against an offer of a free early years place. However, you may contact the Families Information Service, based at South Shields Town Hall (0800 783 4645), if you believe your child has not received his or her entitlement.

For admission to Nursery Units attached to Voluntary Aided Schools or to Academies you should contact the head teacher direct for their admissions arrangements and Admissions Policy. However, the basic principles of the Local Authority criteria should still apply. In particular, it is not lawful for a faith school to use faith-based criteria (such as baptism or church attendance) for admission into an attached nursery unit, as all maintained nurseries must be non-denominational.

Parents should note that attendance at a nursery or co-located Children's Centre does not guarantee admission to the school's Reception class and that the proper admissions procedures must be followed (*see page 21*). You must fill in the correct forms for admission into Reception.

Free Early Education Provision for 2 year olds

A number of children aged 2 are also entitled to 570 hours per year free early education. The eligibility criteria for this offer are: children of parents in receipt of certain benefits, Looked After Children, children accommodated under Special Guardianship Orders, children who have been adopted and disabled children whose parents are in receipt of Disability Living Allowance. To find out if your child is entitled, please contact the Families Information Service (0800 783 4645). You will be required to provide the Parent/Carer's name, date of birth and National insurance Number.

Places for 2 year olds are currently available in day-care settings attached to Children's Centres, in some private, voluntary and independent day-care settings.

Admission Arrangements

Community and Voluntary Controlled Schools

In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date on **Monday 15th January 2024 at 4.30pm**.

All Community and Voluntary Controlled Schools in South Tyneside operate an equal preference system for processing parental preferences.

Where we receive more applications than places available at a particular school, the following admission criteria are used to decide on admissions to Infant, Junior and Primary Schools.

In accordance with the Education Act (1996), children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHC) are required to be admitted to the school named in the Statement or Plan. Thereafter, the following oversubscription criteria will apply.

Oversubscription Criteria

1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order (see Note 1 below), including 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 note 2 below).
2. Parental home residence within the defined catchment area of the school
3. Concurrent sibling link – brother or sister only attending the school in September 2024 (to include adoptive siblings, half siblings, step siblings, long-term fostered children residing at the same address)
4. Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

N.B. The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary.

Note 1: Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A 'child arrangements order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.

- '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).

Note 2: A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

How will the equal preference system work?

Stage 1

All first, second, and third preference applications are considered equally against the admission criteria. At this stage there is no distinction between first, second and third preference applications. For example, if the school has 120 places and there are 300 first, second and third preference applications all applications are considered equally against the admission criteria.

Stage 2

If a pupil qualifies for a place at more than one school the parents highest ranked preference will be offered and any lower ranking offers will be disregarded. For example, parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

Explanation of Oversubscription Criteria

A 'Looked After Child'

We give a 'Looked after Child' priority in our oversubscription criteria. This means that when a place becomes available in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school. This is necessary as it is recognised that such children are a disadvantaged group who, because of frequent changes of school following their care placements, may have lower than average levels of attainment. It is also a statutory requirement that Admission Authorities give top priority to 'Looked after Children' in their oversubscription criteria.

Parental Home Residence

A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:

- Owned by the child's parent(s) or the person with parental responsibility for the child; or
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement of not less than six months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Parental Responsibility

Who is a 'parent' in relation to education legislation?

Section 576 of the Education Act 1996 defines the term parent as:

- All natural parents married or not
- Any person who has got 'parental' responsibility (we will require documentary evidence)
- Any person without being a natural parent or having 'parental responsibility' who has care of the pupil (we will require documentary evidence)

Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA may decide to put a hold on both applications reducing the chances of that child gaining a place at a school.

Where parents have a 50/50 split responsibility for their child and child spends the same amount of time with parents at both addresses then it would be the responsibility of both parents to agree on who is making the application and what address is being used but also provide documentation to confirm this.

Catchment Areas

All community and voluntary controlled schools in South Tyneside have a defined geographical area called a catchment area. You can find out which particular school's catchment area you live in by contacting the School Admissions Team on telephone number 0191 424 7767 or 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk Catchment area maps are also available on our website at www.southtyneside.gov.uk/schooladmissions

Sibling Link

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children) attending your preferred school in September 2024, we 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.

Shortest Distance from Parental Home Address

Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

'Tiebreaker' - Distance Measurement

The above distance measurement will be used as a tie breaker within each criterion, if necessary. Where 2 or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places, the tie break will be random allocation and will be by the drawing of lots to determine the rank order for each child. In order to ensure fairness the School Admissions Team will administer the random allocation system overseen by an independent adjudicator in accordance with the random allocation procedure.

In the situation that two or more applications measure the same distance to the school, random allocation will be used. The use of this is rare but the situations that random allocation would be required are:

- Same cohort siblings living at the same address. This does not include twins or multiple births who are an exception to Infant Class Size regulation but does include same cohort siblings applying for places in Year 3 and above.
- Unrelated applicants who live equidistant from the school
- House of multiple occupation (where living accommodation is shared but not bedrooms. e.g. not a block of flats).
- Forces families applying with a Forces Post Office address and for admission purposes the unit address is used as there is no allocated housing order.

Each random allocation event is only valid for the allocation of the available school place. On any waiting list the remaining applicants will remain equally ranked and any further place offered will be the result of a further random allocation.

The random allocation will be overseen by a person who is not involved in the allocation process. The roles involved with the random allocation are:

- Independent Adjudicator (IA) – this is a person who ensures the process is carried out in a fair and transparent way. The IA must be independent of the school for which the allocation is to be made and must not be a member of the Admissions Team.
- Admissions Officer (AO) – this is an officer from the Admissions Team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IA.
- Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not a member of the Admissions Team.

Advice for Parents

Deciding your Child's School

The most important decision you will make in your child's education will be to decide on the right school. Making the right choice for you and your child will involve a lot of research and planning. The most important thing you can do before deciding on a school for your child is to find as much information as possible about the school you are interested in. Please follow the advice below before completing your application for your child.

****You do not have a right to choose which school your child will go to, you only have a right to express a preference. Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.**

Visit the School

One of the best ways to assess the school is by visiting it in person. You should make an appointment with the Head Teacher. Consider the distance and accessibility of the school. When your child is older, will they be able to safely walk to the school? A visit to a school does not mean your child will be offered of a place, nor does it give priority for places. Parents should not assume that an offer of a visit by a school constitutes any obligation on the part of the school or the Council.

Obtain the school prospectus

Each year, a school may publish a brochure called a prospectus. The prospectus can tell you more about a particular school than the Council booklet. You can obtain a copy from the school direct. It is an important document, so be sure to receive the prospectuses from all the schools you are interested in.

Check the Performance Tables

Every year the Department for Education (DfE) publishes performance tables for Primary and Secondary Schools. Though they cannot give a complete picture of a school, performance tables provide a guide to how well a school is doing. You can obtain a copy of the schools performance tables from www.education.gov.uk/schools/performance/

Research OFSTED Reports

It may also be helpful to read the Office for Standards in Education (OFSTED) reports, which are produced by the Government's School Inspectors. A report is available for every school and copies of the reports are available from the schools direct or by logging onto www.ofsted.gov.uk

Consider the Admission Policy

A School admission policy lays down the method by which a school will allocate its places. Admission Authorities have a legal responsibility to publish a clear admission policy and to implement it rigorously when considering applications. This is to ensure that the process is fair and transparent. You can find the admission policy for all Primary Schools in this booklet.

Before completing your application consider the admission policy for the school(s), at which you are applying for a place and estimate your realistic chance of being offered a place at a particular school. You can assess this by working out how high up in the oversubscription criteria your child will be.

If you have special reasons for wanting a place at a particular school will they be considered?

Your views are very important to us; however, we cannot always comply with your wishes. Where a school is oversubscribed, places are allocated according to the published oversubscription criteria, which does not take into account individual reasons (for example school links, medical and social reasons). In relation to medical conditions you can contact the school direct to discuss their policy and procedures in regards to your child's needs.

Check the Published Admission Number (PAN) for a School

All schools have an admission number largely based on the size of the school buildings and their capacity to accommodate pupils. Once a published admission number has been set, the Authority must respect that number. Pupils should not normally be admitted above the published admission number unless exceptional circumstances apply. Each school's published admission number (PAN) is on *page 25 of this booklet*.

Look at the statistics from previous years

You can check which schools were oversubscribed in the last two years from the statistical information (*please see page 25*), this will tell you the number of applications which we received and the number of appeals that were heard. However, parents should note that these figures could change dramatically from year to year.

Completing your Application Form

Some parents assume that because their child is attending a particular nursery class that their child will automatically transfer into the Infant, or Primary School. We do not operate a feeder school system for any Community and Voluntary Controlled Schools and therefore you should be aware that your child will not automatically feed into a particular school you need to apply. When completing your application, you need to consider very carefully at which schools you wish to apply for a place and assess accurately at which school you have the best chance of being offered a place for your child. You can submit only one application form for consideration and can apply for up to 3 schools we strongly recommend that you name more than one school. If you have a preference for a Voluntary Aided School (VA) you must list it on your application form. There is no need to put the same school down more than once. Putting down more than one preference does not affect how your application is dealt with. If you would like your child to attend your catchment area school you must specify the school as a preference on your application form. Where your catchment area school is oversubscribed, those living in the catchment area and not identifying it as a preference will forfeit a place at the school. You may state on the form your reasons why you have chosen your preferences. You may include preferences for schools in other neighbouring Authorities.

****The Council is not in a position to guarantee a place being offered at any school including your catchment area school in response to your preferences.**

Applying for a Voluntary Aided School or Academy

If you wish to apply for a Voluntary Aided (VA) School or Academy in South Tyneside you should include it on your application. Everyone must complete the Council's application as well as any other supplementary form which may be required as part of the school's own application process. You need to be aware that Voluntary Aided schools and Academies have different Admission Policies and Oversubscription Criteria to Community and Voluntary Controlled schools in South Tyneside which decide how they will offer places; their respective Admission Policies can be found on page 7 of this booklet. You will need to consider the Admission Policy for any VA school you express a preference for, in order to determine what criteria each individual school will use to consider your application.

Requests to VA schools and Academies will be forwarded to the individual school so the Governing Board can consider your application. They will let us know the outcome of your application to their school.

Contacts in Other Authorities

You can seek advice about admission to schools in neighbouring Council's on the following telephone numbers.

Gateshead Council	0191 433 2757/ 433 2756
Newcastle City Council	0191 278 7878
North Tyneside Council	0191 643 8724
Sunderland Council	Tel: 0191 561 1447 / 561 1425

Make Sure your Application is Received on Time

It is your responsibility to ensure your application is received by **Monday 15th January 2024 at 4.30pm**. We recommend that you apply on-line at www.southtyneside.gov.uk/schooladmissions as it is quicker and easier. If you have decided to complete a paper application please ensure your application form reaches the School Admissions Team, at Town Hall Civic Offices, Westoe Road, South Shields, NE33 2RL by the closing date.

You may want to return your application form by proof of posting or recorded delivery as, in the event of non-receipt proof of posting will be required. Allegations from 'late' applicants stating that their application form has been lost in the post or lost by the school or by the Council will not be considered without proof of receipt from you. Remember it is your responsibility to ensure that the application is received on time.

***If you submit a late application you may not be offered a place at your preferred school.**

Fraudulent Address Claims

Places are withdrawn every year because parents give a false or misleading address on their application form. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, the Council will investigate all allegations of fraudulent practice brought to their attention and, where appropriate, may monitor the residency details you provide, particularly if use of a temporary or permanent address causes concern. Please note that any offers for a place which is then found to be fraudulent and where the place is not withdrawn the parents will lose any priority for applications for siblings.

Families applying from overseas

Families who currently live overseas can make an application but this will be based upon their current residence and they may be asked to provide additional information to confirm their return to the UK.

Change of Address after Closing Date (moving into a particular schools catchment area)

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 16 April 2024. If you can provide us with the above evidence by 27th February 2024, we will be able to use your new address for the purpose of allocating places on 16 April 2024.

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 27th February 2024, your new address will not be taken into consideration when allocating places.

You should note if you move into a particular schools catchment area and do not notify us by 27th February 2024 your new address will not be considered before the 'offer' day of 16th April 2024.

Change of Address after Closing Date (moving out of a particular schools catchment area)

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 16th April 2024. However we will still continue to investigate any change of addresses following this date up until 31 August 2024 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.

Children with an Education, Health and Care Plan

The admission arrangements for children with Education, Health and Care (EHC) Plans are specifically excluded from the usual arrangements, including the appeal arrangements, under Section 424(3)b of the Education Act 1996. The appeal in the case of a child with a Statement or Plan is to the Special Educational Needs & Disability Tribunal, which is different from an admissions appeal panel.

If your child has a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan you will still need to complete an application to express your preference(s). Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school are required to be admitted to the school that is named. The Admission Authority (even when it is the Governing Board) does not have a right to refuse admission. Children with Statements or EHC naming schools count toward the published admission number. If your child has special needs but not a Statement or EHC your application for a school place will be considered on the basis of the Admission Authorities published admission arrangements.

Admission to - Reception Class

At what age is my child admitted?

By law a child must attend school at the beginning of the term following his/her fifth birthday or on the fifth birthday if that is the first day of term. If your child's birthday falls between 1 September 2019 and 31 August 2020 you should complete an application for admission to Reception Class.

What happens if I do not reside in South Tyneside?

If you do not reside in South Tyneside and would like your child to be admitted to one of our Infant/Primary schools you will need to contact your 'Home' Local Authority and complete their application form. However, if you are not offered the South Tyneside School you applied for, you need to know that we will not automatically offer you an alternative school in South Tyneside if no other preferences were expressed. It is up to your 'Home' Authority to ensure your child has a school place.

****Where we receive more applications than places available at a particular Community and Voluntary Controlled Infant and Primary School the oversubscription criteria on page 13 will be applied.**

Infant Class – Size Limit

Infant classes of 5, 6 and 7 year olds may not contain more than 30 pupils with a single qualified teacher.

****Parents should not assume that admission to a particular nursery or co-located children's centre gives priority for subsequent admission to the reception class of that school.**

Deferred Entry to Reception

Where admission authorities offer places in reception class to parents before their children are of compulsory school age admission authorities must allow parents to request that their child's entry be deferred until later in the same school year. The effect is that the place is held for that child and is not available to be offered to another child. The parent would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Summer born children

Parents of summer born children (those born between 1 April 2020 to 31 August 2020) 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 2024). 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.

In reaching a decision, the local authority 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 Local authority 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 2024, must reapply for admission when the application forms are available in September 2024 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.

Pupils transferring into a separate Junior School

At what age does my child transfer?

Every parent whose child is in their last year of Infant education (year 2) whose date of birth is between **September 2016 to 31 August 2017** will need to complete an application for admission into a separate Junior or Primary School.

Please note that if your child is currently in Year 2 of a Primary School and you wish to transfer to a separate Junior school or Primary then you will need to complete an In Year Transfer application form and follow that process. We would advise that parents in this situation contact us at the earliest from June 2024.

****Do not return your application form to your child's current Infant School.**

What happens if I do not reside in South Tyneside?

If you do not reside in South Tyneside and would like your child to be admitted to one of our Junior/Primary schools you will need to contact your 'Home' Local Authority and complete one of their application forms, and return it to them by the deadline date of Monday 15th January 2024 at 4.30pm. However, if you are not offered the South Tyneside School you applied for, you need to know that we will not automatically offer you an alternative school in South Tyneside if no other preferences were expressed. It is up to your 'Home' Authority to ensure your child has a school place.

****Where we receive more applications than places available at a particular Junior School the Oversubscription Criteria on page 13 will be applied.**

****Parents should not assume that admission to a particular Infant School gives priority for subsequent admission to the Junior school.**

The Procedure

Co-ordinated Admission Scheme

South Tyneside operates a Co-ordinated Admissions Scheme for Infant, Junior and Primary Schools with our neighbouring Authorities. These Authorities are North Tyneside, Gateshead, and Sunderland. This means that we compare applications we receive against those submitted to the Authorities above to ensure we have received only one application for each child who is due to transfer to an Infant, Junior or Primary School. The procedure makes it simpler for parents to apply on one form for schools administered by different Admission Authorities. If any of your preferences are for a school other than a South Tyneside School, then we will contact the appropriate Admission Authority of that school to enable a decision to be made on your application. All parents will be sent an offer of a school place on Monday Tuesday 16th April 2024. You may obtain a full copy of our Co-ordinated Admission Scheme by contacting the School Admissions Team on telephone number 0191 424 7767 / 0191 424 7706 or alternatively you can download a copy by visiting our web site at www.southtyneside.gov.uk/schooladmissions.

Acknowledgement Letter

All parents who complete an application (either online or paper copy) will be sent an acknowledgement by the end of February 2024 to confirm that we have received and are processing your application. Parents who have applied online will receive an acknowledgement to their individual email accounts. Parents who have completed a paper application will be sent an acknowledgement letter through the post. **If you do not receive an acknowledgement please contact the School Admissions Team on telephone number 0191 424 7767 or 0191 424 7706 immediately.**

Proof of Address

If you have listed a school which is normally oversubscribed on your application form (*please see statistics on page 25*) you will be asked to provide us with proof of address to confirm that you are living within the schools catchment area. Each year Admission Authorities have to withdraw offers of places because parents have given false information about their child's true residence. If the address on your application form is not your child's normal address, you must provide a child arrangements order, issued by a court, if you wish that address to be considered.

Change of School Preference(s)

Once you have submitted your application form you **cannot** change your preferences without a genuine reason i.e. you have moved address proof of ownership or tenancy of a South Tyneside property will be required. Your original application will be cancelled and a new application must be submitted which will be considered as 'LATE'. You should be aware that this will reduce your chance of gaining a place at the school(s) you want. If you change preference(s) after the 'offer' date any place previously offered at a school in South Tyneside will be withdrawn and you will be notified in writing of the outcome.

Please contact the School Admissions Team on telephone number to obtain a new application.

Late Applications

If you return your application **after 4.30pm on Monday 15th January 2024** your application will be considered as 'LATE' unless exceptional circumstances exist. You should be aware that this will reduce your chance of gaining a place at the school you want. Parents returning their application after the deadline date must give a reason why their application is 'LATE'. The Local Authority will consider your reasons and if they are exceptional will consider your application along with those received on time.

Applications received **before 27th February 2024** for a good reason or in exceptional circumstances may be considered. Examples of what may be considered as a good reason or exceptional circumstances include a family who has just moved into the area (proof of ownership or tenancy of a South Tyneside property will be required in this case), other cases may be considered and each case will be decided on its own merits. Applications, which are not deemed to be exceptional, **will not be processed until after 16th April 2024**. However, parents will receive an offer of a school place on 16th April 2024 at their catchment area school if a vacancy exists or at the nearest appropriate school measured by shortest distance in a straight line.

All applications received by the closing date will be considered before any applications received after this closing date unless exceptional circumstances apply.

No Application Received

If you do not complete your application, on **16th April 2024** your child will be allocated a place at your catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy as measured by the shortest distance in a straight line.

****Parents should be aware this applies to South Tyneside residents only.**

16th April 2024 - 'Offer Day'

ON TUESDAY 16th APRIL 2024, PARENTS WILL BE NOTIFIED VIA THEIR INDIVIDUAL EMAIL ACCOUNTS IF THEY HAVE APPLIED ONLINE. FOR THOSE PARENTS WHO HAVE NOT APPLIED ONLINE, A LETTER WILL BE SENT TO YOU BY 2ND CLASS POST INFORMING YOU WHICH SCHOOL YOUR CHILD HAS BEEN OFFERED.

If you have applied for your place online you will be notified on offer day via your individual e-mail account (Please note this is the email address attached to your eservices account). Parents who have not been allocated a place at any of their preferred schools, will be allocated a place at their catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy as measured by the shortest distance in a straight line. If parents are dissatisfied with the response to their preferences they have the right to present their case to an Independent Appeals Panel. *(Please see page 23).*

Acceptance – Deadline date 23 April 2024

If your child has been allocated a place at a school which is oversubscribed you must ensure you accept the place by completing and returning the acceptance slip to: The School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields NE33 2RL by the deadline date 25th April 2023

We would always advise you accept an offer of a school place even if you want to appeal /go on the waiting list for other schools. Please note; having a school place does not impact an appeal outcome and / or place on a waiting list. If you still wish to decline your child's school place you must put your request in writing to: The School Admissions Team, Town Hall & Civic Offices, Westoe Road, South Shields, NE33 2RL by the deadline date 23rd April 2024.

Please be aware; if the school you decline is oversubscribed, the school place will then be offered to a child from the waiting list. There is no guarantee if you reapply at a later date a place will be available for your child.

Waiting list request – Deadline date 23rd April 2024

If your child has not been allocated a place at any school that you ranked higher on your application than the school you were offered on 16th April 2024, you may request to place your child's name on a waiting list by completing and returning the pro-forma to: The School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields NE33 2RL by the deadline date 23rd April 2024.

**** Please note your child's name will not automatically be placed on the waiting list**

Waiting Lists

The Council holds waiting lists for all Community schools and where requested for VA, Trust or Academy schools. If you have been refused any of your preferred school(s), 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. Waiting lists are established **after 23rd April 2024**. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance. If pupil numbers fall below the published admission number 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.**

However, children who have been the subject of a direction by an Authority to admit or who have been referred for admission by the In Year Fair Access Placement Panel will receive priority above children in all other criterion. If appropriate we may decide to exceed the Published Admission Number to admit a child who is referred for admission through the In Year Fair Access Protocol. Waiting lists for all schools will be kept for the first term in the academic year; no lists will be kept for any school thereafter, either by the Council or by any individual school. If the school is a Voluntary Aided School you should contact the school direct to discuss their admission policy.

Withdrawing Offers of a School Place

It should be noted that an offer of a school place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent (for example, a false claim to residence in a catchment area). We may also withdraw places if acceptance slips are not returned by the **deadline of Tuesday 23rd April 2024**.

Cancelling your School Place

If you move out of South Tyneside or your child will be attending a Private School you should notify the School Admissions Team immediately in writing, as your child may be holding a place at an oversubscribed school. This will enable the admission authority to offer a place to the next child on the waiting list.

Reserved Places

Places in South Tyneside Community Schools **will not** be held back or reserved in the expectation of further applications from families moving into the area.

Education Appeals

If parents are dissatisfied with the response to their preferences they have the right to present their case to the Independent Appeals Panel. Before deciding to appeal you will probably want to think about the Admission Policy, your reasons for wanting your child to attend the school, your child's view of what school he/she should attend and how strong a case you have. You can express a preference for up to three schools in order of priority; you may want to attend an appeal for more than one school. The outcome of one appeal does not prevent you from attending another.

Who is at the appeal?

- The Panel – who make the decision
- Clerk to Panel – who advises the Panel
- Council Officer – who presents the case
- Possibly, a staff member from the school
- You and your representative (please see below)

Who are the Panel?

The Appeal Panel will be made up of three (or possibly five) Panel members who have no connection with the people and schools involved in the appeal. At least one panel member will have experience in education and another will be a lay member (an independently appointed member of the public). The other members may be drawn from either of these categories. No member of the panel will have been involved in the decision against which you are appealing.

Date, time and place

Staff from Democratic Services will give you notice in writing no later than 10 school days of the date, time and place for your appeal hearing. This will usually be at the Town Hall, Westoe Road, South Shields, NE33 2RL.

Preparing for the appeal

You will receive a copy of the same papers that are sent to the Appeal Panel, a reasonable time before the date of the hearing. If you have any additional documents such as a letter or medical report, which you want to bring to the attention of the Appeal Panel, please send a copy to the Democratic Support Officer, Town Hall, Westoe Road, NE33 2RL as soon as possible. If new issues are raised for the first time at the hearing it may be necessary to adjourn the hearing to allow the other party to consider them. However, it may not be possible for the evidence to be considered at all.

Can I bring someone with me?

You can bring a friend, adviser, family member or representative (or interpreter) to either help you say what you want, or speak for you, or simply to give you support. The friend or adviser can be a locally elected politician or a Council employee such as an educational social worker provided that this will not lead to a conflict of interest. A member of staff

from the school in question or a member of the admission authority cannot attend. Legal representation is not necessary. It is not necessary for your child to attend. If necessary, you may also call a witness to help you put your case. If you require the services of an interpreter or signer the Council can provide one.

What happens if I do not come to the appeal?

It is better if you can attend, as you are the best person to tell the Panel why you want your child to go to the school. If you cannot attend the Panel will give the same attention to your appeal by considering your written reason

Attendance on the Day

Unless you tell us otherwise, we will assume that the date and time we have given you is convenient. If the date is not convenient, it may not be possible to change it but please ask as soon as possible. If you tell us that you will attend and fail to do so, the Panel may decide to hear the appeal in your absence. The appeal is heard in private and all papers and discussions are treated as confidential. However, a representative of the Council on Tribunals is entitled to attend as an observer.

We try to make your appeal as informal as possible, but to make sure everyone has their say there is a simple order of speaking that we follow. A copy of that procedure will be sent to you with your papers.

Infant Class Appeals – Class Size Prejudice

Unless you tell us otherwise, we will assume that the date and time we have given you is convenient. If the date is not convenient, it may not be possible to change it but please ask as soon as possible. If you tell us that you will attend and fail to do so, the Panel may decide to hear the appeal in your absence.

The appeal is heard in private and all papers and discussions are treated as confidential. However, a representative of the Council on Tribunals is entitled to attend as an observer.

We try to make your appeal as informal as possible, but to make sure everyone has their say there is a simple order of speaking that we follow. A copy of that procedure will be sent to you with your papers.

Infant classes (Reception, Year 1 and Year 2) may not contain more than 30 pupils, so there are special rules on appeals where this class size limit applies. It will be argued that to admit one more child will breach the class size limit and there are no measures the school could take to avoid this without prejudicing the provision of efficient education or the efficient use of resources. This means that the school would need to provide additional resources such as employing an additional teacher or introducing or increasing mixed age group teaching, to ensure that children are not taught in classes of more than 30 pupils.

The panel must dismiss the appeal where:

a) it finds that the admission arrangements did comply with admissions law and were correctly and impartially applied; or b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied but that, if they had complied and had been correctly and impartially applied, the child would not have been offered a place; and it finds that the decision to refuse admission was one which a reasonable admission authority could have made.

You will have the opportunity to ask questions and express your views. However, the Panel cannot take account of your personal reasons for preferring a particular school or the personal circumstances of the family.

Further Appeals

You cannot appeal again until the next academic year unless there has been a major change in the circumstances of the parent, child or school, since the original application e.g. you have changed address.

What can I do if I'm unhappy about the Panel's Decision?

Nothing, there is no further appeal. There is no right of appeal to the Secretary of State for Education, but you are entitled to write to the Secretary of State about any aspect of your child's education.

The Local Government Ombudsman can investigate written complaints about maladministration on the part of an admission appeals panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than just the person making the complaint thinks the decision is wrong. For further information please call the Advice Line 0300 061 0614 or visit the web site, www.lgo.org.uk

The Governing Body manages pupil admissions to Voluntary Aided, Trust and Academy schools and any appeals should be made directly to the Chairman of the Governors at the school address.

Statistics - 2021

Community Primary School - Admission into Reception class and Year 3

(numbers as at April 2021)

SCHOOL	Number of Preferences received								Preferences Offered 16 April 2021										
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Offered by LA	No Form Received	Places offered	Criteria and Distance of last applicant offered a place (miles)	Places Refused
Ashley Primary	60	63	2	36	2	19	0	122	58	0	2	0	0	0	0	0	60	Distance 1.176	9
Bede Burn Primary	30	30	0	28	1	11	1	71	30	0	0	0	0	0	0	0	30	Distance 3.877	0
Biddick Hall Infants	60	71	3	11	0	9	0	94	60	0	0	0	0	0	0	0	60	Catchment 0.389	12
Biddick Hall Juniors	60	55	2	0	0	0	0	57	55	2	0	0	0	0	0	0	57	Late Catchment 0.166	0
Dunn Street Primary	21	17	0	4	0	1	0	22	16	0	1	0	0	0	1	0	18	Distance 1.045	0
East Boldon Infants	60	50	0	50	0	9	1	110	50	0	8	0	0	0	0	0	58	Distance 4.245	0
East Boldon Juniors	60	55	0	2	0	0	0	57	55	0	0	0	0	0	0	0	55	Distance 1.835	0
Fellgate Primary	30	3	0	9	0	0	0	12	3	0	0	0	0	0	0	0	3	Distance 0.477	0
Forest View Primary	45	19	0	13	2	5	0	39	19	0	2	1	0	0	10	0	32	Late Distance 3.608	0
Hadrian Primary	40	24	1	8	0	1	0	34	24	1	0	0	0	0	0	0	25	Late Distance 0.755	0
Harton Primary	90	80	1	38	0	22	0	141	80	1	0	0	0	0	0	0	81	Late Distance 1.652	0
Hebburn Lakes Primary	60	47	1	25	1	19	0	93	46	1	4	0	2	0	2	0	55	Late Catchment 0.587	0
Hedworthfield Primary	30	13	0	2	0	4	0	19	13	0	0	0	0	0	2	0	15	Late Catchment 0.113	0
Hedworth Lane Primary	45	51	0	13	0	12	0	76	45	0	0	0	0	0	0	0	45	Distance 0.785	6
Jarrow Cross C of E Primary	45	42	2	11	0	5	0	60	42	2	0	0	0	0	0	0	44	Late Distance 0.411	0

SCHOOL	Number of Preferences received								Preferences Offered 16 April 2021										
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Offered by LA	No Form Received	Places offered	Criteria and Distance of last applicant offered a place (miles)	Places Refused
Laygate Community School	30	22	1	4	0	7	1	35	21	1	0	0	0	1	2	0	25	Late Distance 0.518	0
Lord Blyton Primary	30	29	0	15	0	6	0	50	29	0	0	0	0	0	0	0	29	Distance 2.403	0
Marine Park Primary	30	10	0	10	0	5	0	25	10	0	0	0	0	0	0	0	10	Sibling link 0.645	0
Marsden Primary	30	25	0	14	1	5	0	45	25	0	0	1	0	0	0	0	26	Late Distance 0.515	0
Mortimer Primary	81	78	3	58	0	28	0	167	78	0	3	0	0	0	0	0	81	Distance 2.920	3
Sea View Primary	60	51	0	17	0	10	0	78	51	0	0	0	0	0	0	0	51	Distance 2.539	0
Simonside Primary	42	27	0	11	1	6	0	45	27	0	1	0	0	0	2	0	30	Late Distance 0.605	0
Stanhope Primary	30	31	1	22	0	13	1	68	30	0	0	0	0	0	0	0	30	Distance 0.648	3
Toner Avenue Primary	90	25	0	14	0	11	0	50	25	1	0	0	0	0	1	0	27	Distance 1.298	0
Valley View Primary	30	36	0	31	0	16	1	84	30	0	0	0	0	0	0	0	30	Distance 0.588	7
West Boldon Primary	45	28	0	17	0	8	0	53	27	0	4	0	0	0	1	0	32	Distance 1.259	0
Westoe Crown Primary	90	75	0	33	0	20	1	129	74	1	0	0	0	1	0	0	76	Late Distance 1.095	0
Whitburn Village Primary	30	29	1	21	0	14	0	65	28	0	2	0	0	0	0	0	30	Distance 3.482	2

Community Primary School - Admission into Reception class and Year 3

(numbers as at July 2021)

SCHOOL	PAN	SEN	LAC	Catchment	Late Catchment	Sibling Link	Late Sibling link	Distance	Late Distance	No forms received	Total offered
Ashley Primary	60	0	0	8	2	18	1	31	0	0	60
Bede Burn Primary	30	0	1	4	0	9	1	15	0	0	30
Biddick Hall Infants	60	0	3	56	1	0	0	0	0	0	60
Biddick Hall Juniors	60	0	1	49	5	1	0	2	0	0	58
Dunn Street Primary	21	0	1	13	1	1	1	1	0	1	19
East Boldon Infants	60	0	2	23	1	5	0	23	5	0	59
East Boldon Juniors	60	0	1	34	1	6	0	14	0	0	56
Fellgate Primary	30	0	0	0	0	1	0	1	3	0	5
Forest View Primary	45	0	0	16	3	2	0	2	2	4	29

Hadrian Primary	40	1	0	15	2	3	1	5	3	0	30
Harton Primary	90	0	1	57	3	2	1	15	3	0	82
Hebburn Lakes Primary	60	0	2	36	2	5	1	8	3	2	59
Hedworthfield Primary	30	0	0	9	4	4	0	0	1	1	19
Hedworth Lane Primary	45	0	1	25	0	10	0	9	0	0	45
Jarrow Cross C of E Primary	45	0	0	19	2	12	1	10	1	0	45
Laygate Community School*	30	0	0	17	3	2	0	2	7	0	31
Lord Blyton Primary	30	0	0	25	2	0	0	3	0	0	30
Marine Park Primary	30	0	0	7	5	1	0	0	1	0	14
Marsden Primary	30	0	0	13	0	3	0	9	2	0	27
Mortimer Primary	81	0	3	29	2	20	1	24	1	0	80
Sea View Primary	60	0	0	37	1	7	2	2	1	3	53
Simonside Primary	60	0	0	15	3	7	0	4	2	2	33
Stanhope Primary	30	0	0	15	0	7	0	8	0	0	30
Toner Avenue Primary	90	0	0	8	4	11	0	5	2	2	32
Valley View Primary	30	0	2	19	0	3	0	6	0	0	30
West Boldon Primary	45	0	2	26	4	0	0	1	0	1	34
Westoe Crown Primary	90	0	1	41	1	16	0	13	5	1	78
Whitburn Village Primary	30	0	1	24	1	0	0	3	0	0	29

Education Appeals | Community Primary Schools - Admission into Reception class

(numbers as at July 2021)

SCHOOL	No of Appeals Lodged	No of Appeals heard by the Appeals panel	No of Appeals upheld	No of Appeals dismissed	Total pupils admitted
Ashley Primary	5	5	1	4	61
Biddick Hall Infants	7	7	0	7	60
Hedworth Lane Primary	1	1	0	1	45
Valley View Primary	2	2	0	2	30

Voluntary Aided Schools - Admission into Reception Class and Year 3

(numbers as at April 2021)

SCHOOL	Number of Preferences received								Preferences Offered 16 April 2021										
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	No form received	Offered by LA	Places offered	Criteria and Distance of last applicant offered a place (miles)	Places Refused
St Bede's RC Primary - Jarrow	30	25	0	7	1	4	1	38	25	0	0	1	0	0	0	0	26	Late Criteria 9 - 0.090	0
St Gregory's RC Primary	30	21	0	31	0	12	0	64	24	0	3	0	0	0	0	0	27	Criteria 8 - 1.289	0
St James RC Primary	30	18	0	35	1	16	0	70	18	0	4	0	0	0	0	0	22	Criteria 9 - 1.107	0
St Matthews RC Primary	30	25	1	31	0	11	1	69	25	1	2	0	1	0	0	0	29	Late Criteria 6 - 0.665	0
St Oswalds C of E Primary	30	26	1	22	0	10	0	59	23	0	6	0	1	0	0	0	30	Criteria 4 - 0.954	4
St Oswalds RC Primary	30	26	0	9	0	7	0	42	26	0	0	0	0	0	0	0	26	Criteria 8 - 0.775	0

Voluntary Aided Schools – Admission into Reception Class and Year 3

(numbers as at July 2021)

SCHOOL	PAN	SEN	Criteria 1	Criteria 2	Late Criteria 2	Criteria 3	Late Criteria 3	Criteria 4	Late Criteria 4	Criteria 5	Late Criteria 5	Criteria 6	Late Criteria 6	Criteria 7	Late Criteria 7	Criteria 8	Late Criteria 8	Criteria 9	Late Criteria 9	Criteria 10	Late Criteria 10	Appeals upheld	Total offered
St Bede's RC Primary - Jarrow	30	0	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	14	2	n/a	n/a	0	27
St Gregory's RC Primary	30	0	2	4	0	6	0	1	0	0	0	11	0	1	0	5	0	n/a	n/a	n/a	n/a	0	30
St James RC Primary	30	0	0	14	0	3	0	0	0	0	0	0	0	7	0	5	0	0	1	n/a	n/a	0	30
St Matthews RC Primary	30	0	0	8	0	13	0	0	0	0	0	2	0	1	0	6	0	n/a	n/a	n/a	n/a	0	30
St Oswalds C of E Primary	30	0	0	12	0	18	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	30
St Oswalds RC Primary	30	0	1	11	0	2	0	0	0	0	0	9	0	7	0	n/a	n/a	n/a	n/a	n/a	n/a	0	30

Education Appeals | Voluntary Aided Schools - Admission into Reception class

(numbers as at July 2021)

SCHOOL	No of Appeals Lodged	No of Appeals Heard by Appeals Panel	No of Appeals upheld	No of Appeals dismissed	Total pupils admitted
St Oswalds C of E Primary	2	2	0	2	30

Statistics - 2022

Community Primary School - Admission into Reception class and Year 3

(numbers as at April 2022)

SCHOOL	Number of Preferences received								Preferences Offered 19 April 2022										
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Offered by LA	No Form Received	Places offered	Criteria and Distance of last applicant offered a place (miles)	Places Refused
Ashley Primary	60	38	0	36	0	9	0	83	38	0	1	0	0	0	4	0	43	Late Distance 0.391	0
Bede Burn Primary	30	50	0	38	0	9	0	97	29	0	1	0	0	0	0	0	30	Distance 0.514	31
Biddick Hall Infants	60	56	0	5	2	6	0	69	56	0	1	1	0	0	2	0	60	Late Catchment 0.164	0
Biddick Hall Juniors	60	48	1	2	1	0	0	52	48	1	0	0	0	0	0	0	49	Late Catchment 0.383	0

Dunn Street Primary	21	19	1	0	0	0	0	20	16	1	2	0	0	0	0	0	19	Late Catchment 0.143	0
East Boldon Infants	60	61	0	43	0	21	0	125	57	0	3	0	0	0	0	0	60	Distance 0.165	5
East Boldon Juniors	60	57	0	2	0	0	0	59	57	0	2	0	0	0	0	0	59	Distance 1.339	0
Fellgate Primary	30	9	0	9	1	6	0	25	9	0	0	0	0	0	2	0	11	Distance 1.279	0
Forest View Primary	45	27	1	9	0	3	0	40	27	1	0	0	0	0	1	0	29	Distance 1.402	0
Hadrian Primary	40	34	2	10	1	4	0	51	34	2	1	0	0	0	0	0	37	Late Distance 2.093	0
Harton Primary	90	105	1	40	1	25	1	173	89	0	1	0	0	0	0	0	90	Sibling link 1.745	18
Hebburn Lakes Primary	60	63	1	23	1	23	0	111	50	0	6	0	4	0	0	0	60	Distance 1.046	3
Hedworthfield Primary	30	15	2	6	0	2	0	25	15	2	1	0	0	0	2	0	20	Late Distance 1.331	0
Hedworth Lane Primary	45	55	1	18	0	17	1	92	44	0	1	0	0	0	0	0	45	Distance 0.491	13
Jarrow Cross C of E Primary	45	39	0	19	1	14	0	73	38	0	3	0	4	0	0	0	45	Distance 1.408	2
Laygate Community School	30	25	1	4	1	2	1	34	25	1	0	1	0	1	0	0	28	Late Sibling 0.991	0
Lord Blyton Primary	30	21	0	8	0	6	0	35	21	0	0	0	0	0	0	0	21	Distance 0.619	0
Marine Park Primary	30	15	0	13	1	8	0	37	15	0	0	0	0	0	0	0	15	Distance 0.682	0
Marsden Primary	30	28	0	9	0	4	1	42	28	0	1	0	0	0	0	0	29	Distance 4.342	0
Mortimer Primary	81	83	2	48	1	25	1	160	78	0	3	0	0	0	0	0	81	Distance 1.278	7
Sea View Primary	60	38	1	24	0	8	0	71	38	1	4	0	0	0	8	0	51	Late Distance 0.701	0
Simonside Primary	42	21	2	12	0	4	0	39	21	2	0	0	0	0	3	0	26	Late Distance 1.149	0
Stanhope Primary	30	24	0	12	0	6	0	42	24	0	0	0	0	0	0	0	24	Distance 1.232	0
Toner Avenue Primary	90	37	1	8	0	9	1	56	37	1	2	0	2	0	15	0	57	Distance 1.215	0
Valley View Primary	30	34	0	37	0	12	1	84	30	0	0	0	0	0	0	0	30	Distance 0.736	10
West Boldon Primary	45	29	1	21	1	7	0	59	29	1	3	0	0	0	3	0	36	Distance 1.192	0
Westoe Crown Primary	90	78	0	33	1	24	0	136	78	0	2	0	0	0	0	0	80	Distance 3.118	0
Whitburn Village Primary	30	26	0	17	0	22	0	65	26	0	2	0	1	0	0	0	29	Distance 3.580	0

Community Primary School - Admission into Reception class and Year 3

(numbers as at July 2022)

SCHOOL	PAN	SEN	LAC	Catchment	Late Catchment	Sibling Link	Late Sibling link	Distance	Late Distance	No forms received	Total offered
Ashley Primary	60	0	0	5	1	17	0	18	4	0	45
Bede Burn Primary	30	0	0	11	0	13	0	7	0	0	31
Biddick Hall Infants	60	1	0	48	3	1	0	2	0	0	55
Biddick Hall Juniors	60	1	1	41	3	1	0	2	1	0	50
Dunn Street Primary	21	0	1	13	4	0	0	2	0	0	20
East Boldon Infants	60	0	1	33	0	2	0	24	0	0	60
East Boldon Juniors	60	0	3	33	0	5	0	18	0	0	59
Fellgate Primary	30	0	0	5	0	0	0	3	4	0	12
Forest View Primary	45	0	3	18	4	4	0	2	0	0	31
Hadrian Primary	40	0	0	20	1	6	1	4	2	0	34
Harton Primary	90	0	3	70	2	11	0	4	0	0	90
Hebburn Lakes Primary	60	0	2	43	6	2	0	6	0	0	59
Hedworthfield Primary	30	0	0	12	4	1	0	1	1	0	19
Hedworth Lane Primary	45	0	1	32	0	6	1	5	0	0	45
Jarrow Cross C of E Primary	45	0	1	18	0	12	1	11	1	0	44
Laygate Community School	30	0	0	16	6	4	1	3	0	0	30
Lord Blyton Primary	30	0	0	14	2	2	0	2	1	0	21
Marine Park Primary	30	0	0	9	3	2	0	3	0	0	17
Marsden Primary	30	0	0	9	0	5	0	15	1	0	30
Mortimer Primary	81	0	1	25	1	19	0	33	2	0	81
Sea View Primary	60	1	0	29	6	6	0	3	4	0	49
Simonside Primary	60	0	0	13	1	4	0	3	1	0	22
Stanhope Primary	30	0	1	12	2	7	1	3	2	0	28
Toner Avenue Primary	90	0	0	19	4	14	2	9	5	0	53
Valley View Primary	30	0	1	13	0	2	0	13	1	0	30
West Boldon Primary	45	0	0	28	6	0	0	1	1	0	36
Westoe Crown Primary	90	0	0	50	4	8	1	21	4	0	88
Whitburn Village Primary	30	1	1	14	1	2	0	11	0	0	30

Education Appeals | Community Primary Schools - Admission into Reception class

(numbers as at July 2022)

SCHOOL	No of Appeals Lodged	No of Appeals heard by the Appeals panel	No of Appeals upheld	No of Appeals dismissed	Total pupils admitted
Bede Burn Primary	4	2	0	2	31
East Boldon Infants	2	1	0	1	60
Harton Primary	10	6	0	6	90
Hedworth Lane Primary	2	1	0	1	45

Voluntary Aided Schools – Admission into Reception Class and Year 3

(numbers as at April 2022)

SCHOOL	Number of Preferences received								Preferences Offered 19 April 2022										
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	No form received	Offered by LA	Places offered	Criteria and Distance of last applicant offered a place (miles)	Places Refused
St Oswalds C of E Primary	30	32	0	26	1	17	0	76	28	0	2	0	0	0	0	0	30	Category 4 - 0.337	11

Voluntary Aided Schools – Admission into Reception Class and Year 3

(numbers as at July 2022)

SCHOOL	PAN	SEN	Criteria 1	Criteria 2	Late Criteria 2	Criteria 3	Late Criteria 3	Criteria 4	Late Criteria 4	Criteria 5	Late Criteria 5	Criteria 6	Late Criteria 6	Criteria 7	Late Criteria 7	Criteria 8	Late Criteria 8	Criteria 9	Late Criteria 9	Criteria 10	Late Criteria 10	Appeals upheld	Total offered
St Oswalds C of E Primary	30	0	3	0	0	9	0	18	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	See below	30

Education Appeals | Voluntary Aided Schools - Admission into Reception class

(numbers as at July 2022)

SCHOOL	No of Appeals Lodged	No of Appeals heard by the Appeals panel	No of Appeals upheld	No of Appeals dismissed	Total pupils admitted
St Oswalds C of E Primary	1	1	0	1	30

Admission Policies for Voluntary Aided schools and Academies

Ashley Academy

Academic Year 2024 - 2025

Introduction

The Trust Board of WISE Academies will be the Admission Authority for this academy. This means that a committee with delegated powers considers applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Board of Trustees, all other Admissions Authorities in the area and interested parties and parents. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admission Code 2021".

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis whereby all applications are considered at the same time, irrespective of the order of preference. Therefore all applications will be considered equally against the admission criteria. If a pupil then 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.

Reception applications must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admission arrangements.

Published Admission Number

The Published Admission Number (PAN) for this Academy is 60. The Admission criteria within this policy is applied if the number of applications exceeds the number of places.

Admission Criteria

If the academy is oversubscribed (i.e. where the number of applications for admission exceeds the number of places available) the committee of the Trust Board of WISE Academies, as the admissions authority will apply the following criteria in the order set out below:

Children with an Education, Health and Care plan

Children who have an Education, Health and Care (EHC) plan where the academy is named as the most appropriate educational setting for the child will be admitted.

1. Looked after children: This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) and children who were previously looked after, but ceased to be so, because they were adopted (or became subject to a child arrangements order, residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.
2. Siblings: Children who have a sibling attending Ashley Academy at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or foster brother or sister. The child of the parent/carer's partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling
3. Exceptional medical or psychological reasons: Parents must include a medical or psychological report, prepared by

a professional, to confirm information that parent includes in this section. This report should explain why only this academy could meet the child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. It will be for the committee of the Trust Board responsible for admissions to determine whether the evidence is acceptable under this criteria.

4. Feeder School: Children who attend the Nursery Class of Ashley Academy in the previous academic year to that of their application.
5. Neighbourhood Places: Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

If required by the Trust Board or the Local Authority after the closing date for applications, proof of residency will be sought in the form of a Council Tax Bill or alternative evidence such as tenancy agreements or benefit calculations (e.g. for Housing Benefit or the housing element of Universal Credit) and should be correct at the date of closing for applications).

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the academy determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using a Geographical Information System (GIS)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the academy.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the academy, to be deferred to later in the academic year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the academic year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the academy in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group. Any such request should be made via South Tyneside Council's School Admissions Team who will co-ordinate the admissions process in line with the statutory requirements on behalf of the academy.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the Reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the Local Authority should include this request. The Local Authority will liaise with the academy, and the committee responsible for deciding upon admissions will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, who has statutory responsibility for the internal organisation, management and control of the academy, the committee will take into account the views of the parents and of appropriate medical and education professionals. Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list via the academy office. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. If any vacancies arise, places will be offered from the waiting list. The waiting list will be in place until 31st December each year, in case any vacancies arise.

Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting South Tyneside Council's Admissions Team who will co-ordinate all in year applications on behalf of the Academy Trust.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list.

Late Applications

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date. Parents are therefore encouraged to ensure that their application is received on time as late applications will be considered after those that had been received by the published deadline.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the academy is oversubscribed and their child is refused a place.

Right of Appeal

Parents will have the right to an independent appeals panel if they are dissatisfied with the outcome of their admission application. Appeals will be carried out in accordance with the Admission Appeals Code. Any decision of the independent appeals panel will be binding on all parties. Appeals should be directed to The Secretary to the Trust, WISE Academies Head Office, Borodin Avenue, Sunderland SR5 4NX or governance@wiseacademies.co.uk

Home address

This must be the address where parents and child normally live and they must be living there on the closing date for receipt of application. Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. Confirmation of address will be required.

In-year Admissions

The academy is able to accept in-year admission applications directly from parents. An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year. Local authorities are still required to co-ordinate admission applications in the normal admissions round. In-year applications will be determined by the academy on the basis of this policy.

Nursery Class Applications

Nursery Application Forms are available from the academy office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the academy's admission criteria by order of priority. Additional forms of identity may also be required to establish eligibility.

Evidence of identity

If the parent is required to provide supplemental evidence to support the application (e.g. council tax bill), this evidence should be provided at the time of application. If not provided, evidence may be sought by the academy following the closing date for applications. This information must have been correct at the date of closing for applications.

False Evidence

The Trust Board reserves the right to withdraw the offer of a place where false evidence is received.

Incomplete applications

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Trust Board will suspend the application until parents agree. This will mean that if the closing date has passed, the child will not be considered in the admission round and if all places have been allocated then the child will not be given a place and the application may be treated as a late application.

Please note that attendance at the Academy's nursery does not guarantee admission to the reception year group and a separate application for admission to the reception year group will have to be made.

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Cleadon Church of England Academy

Academic Year 2024 - 2025

The Board of Directors of All Saints' Academies Trust is the Admissions Authority for Cleadon Church of England Academy, with responsibility for decision making and application of the policy delegated to the Local Academy Council. The Local Academy Council intends to admit up to sixty pupils to the reception year group in September 2024. This arrangement follows consultation between the Board of Directors, the Local Academy Council, the Local Authority, all other schools in the area and all other Admission Authorities in the area. The Academy participates in the Local Authority Co-ordinated Admissions Scheme. Children who have a Statement of Special Educational Needs or an Education Health Care Plan which name our academy will be admitted to the academy.

The academy is open to receive applications for admissions from the parents of all children. Parents (see Note 1) wishing to apply for the Reception Year in September must complete the common application form provided by their home local authority (the home LA). This form must be completed even if your child attends the Academy Nursery. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than the date set by the Local Authority. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

Where there are insufficient places available to meet all parental preferences the governing body operate an equal preference system which means applications will be considered according to the following criteria regardless of any indicated preference ranking.

Oversubscription Criteria

1. "Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see Note 2) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See Note 3)
2. Children who have an older sibling attending the academy at the time of their admission. 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 academy place is sought is living in the same family unit at the same address as the sibling.
3. Feeder School – children who attend the Nursery class of the same Academy in the previous academic year to that of their application.
4. Parental home residence within the defined catchment area of the academy.
5. Children living outside the catchment area of the school defined by proximity to the academy i.e. shortest distance from the centre of the parental home residence (including flats) to main school entrance measured as a straight line

using the Local Authority Geographical Information System (GIS) with those living closer receiving higher priority.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from the centre of the parental home address (including flats) to the main entrance of the academy will be the deciding factor. This will be measured in a straight line using the Local Authority Geographical Information System (GIS) with those living closer receiving higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Waiting List

Any waiting list required will, in accordance with the Co-ordinated Admission Scheme be held by the LA for one school term i.e. until end of Autumn term 2024.

Subsequently, an in-year admissions waiting list will be maintained by the academy. The waiting list held by the Local Authority for places in the Reception year group will be transferred to the academy in December. All new applications received will be added to the in-year admissions waiting list in accordance with the position determined by the admissions criteria. This position is not dependent on time; the academy has no discretion to give priority outside the criteria.

In-year admissions waiting list positions are subject to change; applicants can move up and down the waiting list as vacancies arise.

A place can only be offered from the waiting list once a child is at the top of the waiting list and a vacancy is formally declared by the academy. There is no way to predict when an offer may be made as this is dependent on current pupils in the academy leaving, which is not known in advance.

Names on the waiting list will remain live until 31st July each year when the waiting list will be cancelled. Parents who wish their child's name to be included on the waiting list for the following academic year should follow the procedure for an in-year transfer. Please contact the academy in July to confirm this.

Parental Home Residence:

When considering your application the Governing Body will use the parental home residence of the Parent/Carer who receives the child benefit for the child/ren. Documentary evidence may be requested.

If the address you state on your application form is not your child's normal home address you must provide us with a Residence Order provided by a court if you wish that address to be considered. We do not reserve academy places for pupils moving into the catchment area therefore, if you have not exchanged contracts or have not signed a tenancy agreement we cannot use your new address to allocate an academy place.

Proof of Address

Where we receive more applications than places available you will be asked to provide proof of residency within the catchment area of the academy..

Right of Appeal

If you are not successful in obtaining a place for your child at our academy, you have a statutory right of appeal

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from school.admissions@southtyneside.gov.uk or https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf

Appeal where application is made outside of age range

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Appeals Procedure

1. This note provides further information on the appeal procedures and the following paragraphs indicate the action you should take if you wish to appeal. If, at any stage, you decide not to pursue the matter, I should be grateful if you would inform the Corporate Director of Children, Adults and Families, Town Hall and Civic Offices, Westoe Rd, South Shields.
2. An Appeal Committee is empowered to consider appeals from parents who are not satisfied with the Academy's response to their expressed preferences. The Appeal Committee is independent of the Governing Body of the Academy and the decisions of the Appeal Committee are binding on the Academy. Equally, the decision of the Appeal Committee is final, subject to a review by the Secretary of State for Education and Employment or the High Court, in either case this would occur only in the most exceptional circumstances. All appeals are heard in private.
3. An appeal should be made in writing on the form attached, stating the grounds for the appeal. The Appeal Committee will have the original reasons for your preference so there is no need to repeat these on the form. You can, however, use the form to add to your original reasons, if you so wish. If you decide to use any medical reasons in support of your appeal, it is helpful if any medical certificates, a letter from your doctor, or any other document in support of your appeal can be included with your appeal form when you send it to the address shown below. Parents are encouraged to attend Appeal Committee hearings and if they do, they will have the opportunity to speak and, at the discretion of the Committee, be accompanied by a friend or be represented by an adviser. The friend or adviser can be a Choice Adviser, a locally elected politician or a Council employee such as an educational social worker provided that this will not lead to a conflict of interest. If a parent does not attend the hearing, the appeal will be decided by the committee on the basis of the information on the written statements including the appeal form. If parents, who have said they will attend, do not, and there is no reasonable explanation, the appeal will be decided on the information available to the Committee at the time fixed for the appeal.
4. If you wish your appeal to be considered by the Appeal Committee, you should complete the Appeal form and return it to the School Office within 20 days of receipt of the appeal forms, from whom further advice can be obtained on the arrangements for the hearing. If no reply is received within 20 days, it will be assumed that you do not wish to pursue the matter. If appeal papers are submitted during a school holiday, they should be returned to Corporate Director of Children, Adults and Families, Town Hall and Civic Offices, Westoe Rd., South Shields.
5. As explained earlier, the decision of the Appeal Committee is final and binding on the Academy. The decision and the grounds on which it is made will be communicated to you in writing by the Clerk to the Appeal Committee, as soon as possible after the hearing.

6. If you are unhappy about the Panel's decision there is no right of appeal to the Secretary of State for Education, but you are entitled to write to the Secretary of State about any aspect of your child's education. The Local Government Ombudsman can investigate written complaints about maladministration on the part of an Admission Appeals Panel. This is not a right of appeal and has to relate to issues such as failure to follow correct procedures or failure to act independently, rather than just the person making the complaint thinks the decision is wrong.
7. You cannot appeal again until the next academic year unless there has been a major change in circumstances of the parent, child or academy since the original application, e.g. you have changed your address.

Mr. P. Bowens

Chair of the Board of Directors Notes

Notes

Note 1: "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

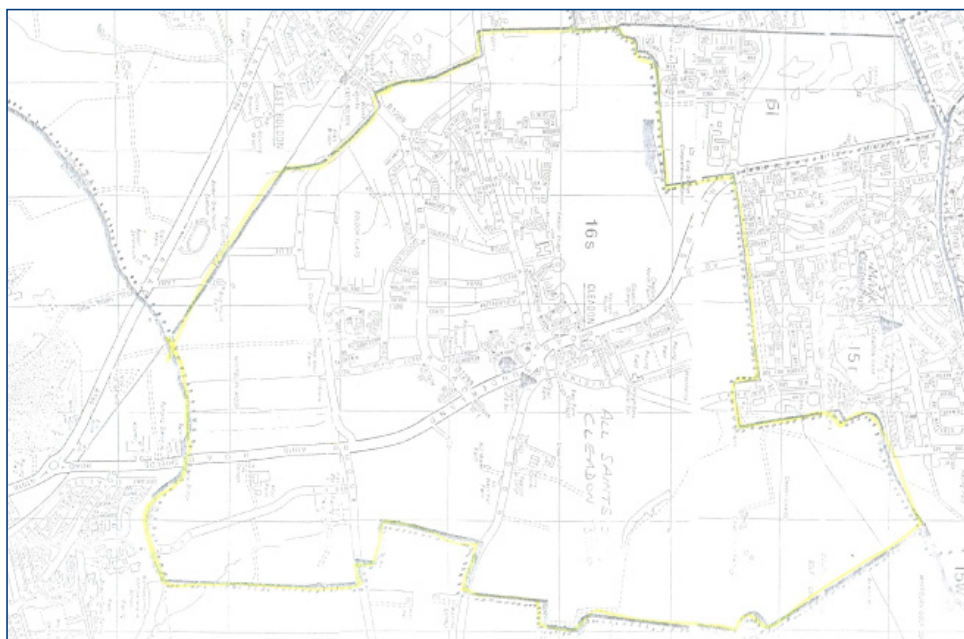
If you are in any doubt, please contact the school for advice.

Note 2: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3: Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

Cleadon Catchment Area

Map showing the catchment area for Cleadon Church of England Academy



Cleadon Catchment Area

The catchment area for Cleadon Church of England Academy includes the following streets;

- Ashleigh Gardens
- Boldon Lane (Cleadon)
- Broadland
- Burdon Close
- Burdon Crescent
- Burdon Road
- Buttermere
- Bywell Road
- Celtic Close
- Celtic Crescent
- Charlton Grove
- Cleadon Lane
- Cleadon Lea
- Cleadon Meadows
- Cleadon Old Hall
- Cottage Gardens
- Dene Lane
- East Boldon Road
- East Drive
- East Farm Cottage
- Elmsleigh Gardens
- Farm Hill Road
- Fern Drive
- Foxton Court
- Front Street (Cleadon)
- Garden Lane (Cleadon)
- Grasmere
- Grosvenor Drive (Cleadon)
- Heather Close
- High Sandgrove
- Kelvin Grove (Cleadon)
- Laburnum Grove (Cleadon)
- Lilac Gardens
- Low Meadow
- Marsden Road (Cleadon)
- Marsham Close
- Mayfield Drive
- Meadowfield Drive
- Moor Lane (Cleadon)
- Moorfield Gardens
- North Drive (Cleadon)
- North Street (Cleadon)
- Nursery Lane
- Oakleigh Gardens
- Old Course Road
- Paddock Close
- Pinfold Court (Cleadon)
- Sandgrove
- Saxon Close
- South Drive (Cleadon)
- Southend
- Sunview Terrace
- Sunderland Road (Cleadon)
- Sunnyside Lane
- Sunnyside Leigh
- Sunnyside Terrace
- The Close
- The Crescent (Cleadon)
- Thirlmere
- Thornleigh Gardens
- Trevor Grove
- Underhill Road
- West Drive
- West Farm Road
- West Meadows Drive
- West Meadows Road
- West Moor Drive
- West Park Road (Cleadon)
- Whitburn Road
- Whitburn Road East
- Windermere
- Windsor Drive
- Woodlands Drive
- Woodlands Road
- Woodlands View

Holy Trinity Church of England Academy

Academic Year 2024 – 2025

Holy Trinity CE Academy values highly its Christian ethos, its close links with local churches and the Diocese of Durham. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The Holy Trinity Church of England Academy (South Shields) Trust ('the Academy Trust') is the admissions authority for the academy and they intend to admit up to thirty pupils to the reception year group in September 2023. The Academy Trust has made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities. This arrangement follows consultation with the Local Authority, all other schools in the area and all other Admission Authorities in the area. The Local Authority administers the admission procedure on behalf of the Academy Trust, using the co-ordinated admissions scheme, and all applications from parents (see note 1) must be made on the Local Authority Common Application Form. This form must be returned to the Local Authority no later than 15th January. This form must be completed even if your child attends our Early Years Nursery Unit. Applications received after this date will normally only be considered after those received on or before the cut off date. Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Admissions criteria

Children who have a Statement of Special Educational Need/Educational Health Care Plan which names our academy will always be admitted to the academy.

Where there are insufficient places available to meet all parental preferences the Academy Trust operate an equal preference system which means that, whilst parents can include up to 3 preferences in order on the application form, the Academy Trust must treat all preferences equally. Applications will be considered according to the following criteria and allocated in the order set out below:

1. Looked-after children and children who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. (See Note 1 below) including 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 note 2 below).
2. Concurrent sibling link (an older brother or sister attending the academy at the same time and residing at the same address to include adoptive siblings, half siblings, step siblings and long term fostered children or the child of the parent/carer's partner where the child for whom the academy place is sought is living in the same family unit at the same address as the sibling).
3. Children living nearest the academy. Where there are places for some, but not all applicants meeting a particular criterion, children living nearest the academy will receive the higher priority. Distance will be measured from the centre of the parent's home address to the main entrance of the academy using the Local Authority's Geographic Information System (GIS), with those living closer to the academy receiving the higher priority. Where following a relationship breakdown parents have shared responsibility for a child and the child lives for part of the week with each parent, then the distance will be measured from the centre of the home address of the parent who lives closest to the Academy.

Note 1:

- A 'Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002 (Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002).
- A 'child arrangement order' is defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- '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).

Note 2:

- A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

If it becomes necessary to decide between applicants within the same criterion, the distance tiebreaker described above will be used.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the Academy on a form available from the school Local Authority. Admissions outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-4 above), a place will be offered. If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from South Tyneside School Admissions Team, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne and Wear. Tel. 0191 4271717 / DfE Admissions Code https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

Waiting list

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included on the waiting list which will be held until the last day of the autumn term. The order on this list will be determined by the criteria stated above. An application for a place for a child moving into the area after the closing date for applications will be placed on the waiting list in accordance with the above criteria.

Fair Access

The school participates in South Tyneside LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Right of Appeal

Parents who are refused a place for their child at our academy have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Trustees at the academy address.

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

SS Peter and Paul Catholic Primary School

Admissions Policy 2024-25

Ss Peter and Paul Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of Ss Peter and Paul, South Shields.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with an Education, Health and Care Plan or a Statement of Educational Needs is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan or a Statement of Special Educational Needs that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that

that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place. The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. First priority in each category will be given to children who will have an older sibling attending the school in September 2024. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted. (See Note 2)
2. Catholic children who are resident in the parish of Ss Peter and Paul. (see note 3)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
6. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
7. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance.

Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS). In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the case of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
7. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

1. Home address is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested..
2. Sibling includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
3. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Aloysius Catholic Infant

Academic Year 2024 – 2025

St Aloysius Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to

apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admissions policy. The local authority co-ordinates the admission process on behalf of the Trust. The administration and operation of the admissions policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parish of St Aloysius, Hebburn

Published Admission Number

The governing body has set its published admission number (PAN) at 60 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk.

Parents will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See note 1 and 2)
2. Catholic children who are resident in the parish of St Aloysius.(see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children with a sibling attending the Federation of St Aloysius in September 2024 (see note 9)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is: (a) in the case of a local authority; or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.
3. A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted,

or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

4. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

5. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.¹⁰ Sibling includes:
 - (iii) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (iv) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
11. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Aloysius Catholic Junior

Academic Year 2024 – 2025

St Aloysius Catholic Junior School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admissions policy. The local authority co-ordinates the admission process on behalf of the Trust. The administration and operation of the admissions policy is delegated by the Trust to the Local Governing Committee.

Parishes served by the school

The school serves the parish of St Aloysius, Hebburn

Published Admission Number

The governing body has set its published admission number (PAN) at 60 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school

year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk.

Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See note 1 and 2)
2. Catholic children who are resident in the parish of St Aloysius.(see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children with a sibling attending the Federation of St Aloysius in September 2023 (see note 9)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is: (a) in the case of a local authority; or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.
3. A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
4. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

5. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
10. Sibling includes:
 - (v) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (vi) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
11. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Bedes Catholic Primary, Jarrow

Academic Year 2024 – 2025

St Bede's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Bede's.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority.

If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk. [www.stbedesjarrow.co.uk]

Parents will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See note 1 and 2)
2. Catholic children who are resident in the parish of St Bede's. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made. (see note 8)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is: (a) in the case of a local authority; or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.
3. A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
4. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

5. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or

reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. A member of staff includes all school staff who are under the direct employment of the governing body of the school.
10. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
11. Sibling includes:
 - (vii) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (viii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
12. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Bedes Catholic Primary, South Shields

Academic Year 2024 – 2025

St Bede's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to

apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Bede's, South Shields

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk or by contacting <http://stbedessouthshields.co.uk> Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See note 1 and 2)
2. Catholic children who are resident in the parish of St Bede's South Shields.(see note 3)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
6. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
7. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is: (a) in the case of a local authority; or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.
3. A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

4. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. 8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. A member of staff includes all school staff who are under the direct employment of the governing body of the school.
10. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week
11. Sibling includes:
 - (ix) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (x) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
12. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents..

St Gregory's Catholic Primary, South Shields

Academic Year 2024 – 2025

St Gregory's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of Holy Rosary, South Shields and St Gregory's, South Shields.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school

year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear,

NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk. [www.st-gregorys.co.uk] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See note 1 and 2)
2. Catholic children who are resident in the parish of Holy Rosary, South Shields and St Gregorys.(see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children, including children previously in state care outside of England who have ceased to be in that state care outside of England who have ceased to be in that state care as a result of being adopted (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is: (a) in the case of a local authority; or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.
3. A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
4. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

5. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÜN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. A member of staff includes all school staff who are under the direct employment of the governing body of the school.
10. 10. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
11. Sibling includes:
 - (xi) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (xii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
12. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St James Catholic Primary

Admissions Policy 2024-25

St. James Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St. James RC Church

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 15 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with an Education, Health and Care Plan or a Statement of Educational Needs is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan or a Statement of Special Educational Needs that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk. [www.stjameshebburn.co.uk] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Catholic looked after and previously looked after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted. (see notes 2&3)
2. Catholic children who are resident in the parish of St. James RC Church (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of staff
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

10. Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. 1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Children of staff presently employed and working at the school.
7. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as

are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. Home address is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

10. Sibling includes:

(xiii) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(xiv) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

11. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Josephs Catholic Primary

Admissions Policy 2024-25

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Joseph's, Hedworth, Jarrow

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the

request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 4247706 or by email at school.admissions@southtyneside.gov.uk. [www.stjosephsjarrow.co.uk] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See note 1 and 2)
2. Catholic children who are resident in the parish of St Josephs, Jarrow.(see note 3)
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
6. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
7. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is: (a) in the case of a local authority; or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school.
3. A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
4. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is

to be produced in accordance with the law of the Church.

5. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. A member of staff includes all school staff who are under the direct employment of the governing body of the school.
10. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
11. Sibling includes:
 - (xv) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (xvi) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
12. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parent

St Mary's Catholic Primary

Admissions Policy 2024-25

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Bishop Chadwick Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school

The school serves the parish of St Mary's Jarrow

Published Admission Number

The governing body has set its published admission number 30 pupils to be admitted to the reception year in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the

point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year.

The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear,

NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk. [www.stmarysjarrow.co.uk]

Parents will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused a place.

If there are no places available, the child will be added to the waiting list. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact the school office. You may also wish to discuss in-year applications with the local authority at School Admissions, Town Hall & Civic Offices, Westoe Road,

South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Mary's Jarrow
3. Other Catholic children. (see note 3)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
6. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
7. Any other children.

Tie Breaker

South Tyneside

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.
3. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. Sibling includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

St Matthews Catholic Primary

Admissions Policy 2024-25

St Matthew's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of St Matthew's, Jarrow.

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing

body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at school.admissions@southtyneside.gov.uk. [www.stmatthewsrc.org]. Parents will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Matthew's, Jarrow. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS). In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
7. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. Sibling includes:
 - (xvii) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (xviii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

St Oswalds Catholic Primary, South Shields

Admissions Policy 2024-25

St Oswald's Roman Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parishes of St Oswald's, South Shields and Sacred Heart, Boldon

Published Admission Number

The governing body has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2024.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day. If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear, NE33 2RL on 0191 424 7706 or by email at [t.school.admissions@southtyneside.gov.uk](mailto:school.admissions@southtyneside.gov.uk). [www.st-oswaldsrcsch.co.uk] Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions)

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2024.

1. Catholic looked after and previously looked after children including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted. (see notes 2&3)
2. Catholic children who are resident in the parishes of St Oswald's and Sacred Heart (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS).

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

Notes and definitions

1. 1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A looked after child has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A previously looked after child is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. Catechumen means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Children of other Christian denominations means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÜN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. Sibling includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person)

This policy should be read in conjunction with the local authority's admission guidance for parents

St Oswalds C of E Primary, Hebburn

Admissions Policy 2024-25

Background

Our Ethos and Values Statement is an easy to understand model of religious education in St Oswald's. Children in our school know that love is the most important value of all, in line with the new command that Jesus gave us to love one another, which is why this is placed above all in our statement.

Mission Statement

Sitting below love lies our school's mission statement: Aspire, Believe, Connect. As easy as A, B, C, this statement is easy to remember and most importantly represents what we want our children to do in every aspect of their education and lives.

Core Christian Values

The mission statement is underpinned by six core Christian values that each link to one aspect of Aspire, Believe, Connect. As children aspire to be the best they can be in every way, they will grow in wisdom. In order to believe in themselves and develop their own beliefs about the world around them, our children are taught about the importance of trust and strength on their journey. We also believe in the values of peace and friendship in helping us to connect with those around us.

Introduction

We intend to admit up to 30 pupils to the Reception year group each academic year. The governing body are the admissions authority for the school. Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities. This arrangement follows consultation with the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Admission arrangements to the Reception Year in September 2024

Parents (see Note 1) wishing to apply for the Reception Year in September must complete the common application form provided by their home local authority. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15th January 2024. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Oswald's CE VA Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
2. Children previously in state care outside of England. This refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. (see Note 3)
3. Children with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address (see Note 4) in [catchment area description]

Tie breaker

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 4 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the local authority school admissions department. Admissions outside the normal age group will be dealt with as indicated below. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-4 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

Fair Access

The school participates in South Tyneside's LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group."

Further information and advice on the admission of summer born children is available from school.admissions@southtyneside.gov.uk

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Secretary at the school.

Notes

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

General Information

In Year Transfers

In Year admissions are those that occur other than at the normal time of entry to school. You can submit only one application form for consideration, you may express up to three preferences, we strongly advise that you name more than one school. **If any of your preferences are for a school other than a South Tyneside School, then you must contact the chosen local authority and complete their own in year transfer form. They will contact you in regards to the outcome of your application.**

If there are places available the start date may not be immediate and would normally be at the **beginning of a half term**. If the year group is full, the admission authority will write to you and inform you of your right to appeal to the Independent Appeals Panel.

Before submitting your request to the Local Authority you must discuss the transfer with the Head teacher of your Child's current school. If this is a school within South Tyneside Local Authority, you must get him/her to sign the application form.

We do not advise you to withdraw your child from one school before you have made satisfactory arrangements for admission to another and it is expected that your child will continue to attend his/her current school.

In the case of house moves or permanent exclusion, a move of schools may be unavoidable. At other times your application to change your child's school will need careful consideration. It is vital that parents consider the effect on their child(ren) if they are considering changing schools.

Sometimes a change is considered because there has been a disagreement between the parents or child(ren) and school. There are very few differences that cannot be resolved if an issue is discussed openly and reasonably between the school and parent. Services for Young People can also be contacted to help parents resolve difficulties. Parents are encouraged to settle any differences with schools and only move their child(ren) to another school as a last resort. If you believe your child is being bullied you should contact your child's school who will advise you of the procedure to follow.

Please note that before submitting a request to the Local Authority, you must discuss the transfer with the Headteacher of your child's current school. If this is a school within South Tyneside Local Authority, you must get him/her to sign the form.

Bullying in schools

It is a statutory responsibility for all schools to have an Anti-Bullying Policy. This Policy will explain how they will respond to all reported incidents. If you are worried or concerned about bullying issues, or your child has reported bullying to you, it is important that you make contact with the Head Teacher of the school, who will ensure a member of staff follows up your enquiry, as outlined in their schools policy. Schools will endeavour to meet with you to discuss your concerns so that they can work with you and your child to resolve the issues. If the matter remains unresolved the next step would be to refer the matter through the schools complaints procedure, which would involve the Schools Governing Board.

Excluded pupils

Exclusion from school is viewed as a very serious step, for this reason only the Head Teacher has the power to exclude a pupil. There are two types of exclusion –

Fixed Term Exclusion – these are usually for a short period (up to 45 days in an academic year). Pupils can be excluded from school across a lunch period, for statistical purposes this is counted as a half day. The pupil returns after the exclusion period has expired. In the case of one to five days exclusion, pupils are excluded to home with work set by the school. Pupils must not be in a public place, during school hours, without justifiable cause during this period of exclusion and if caught, their parents may face a fine of up to £100. Pupils who have been excluded for more than five days are entitled to full time education from the sixth day; this is provided by the pupils' home school using a range of alternative options. Schools should aim to provide full time education from day one of exclusion for a vulnerable pupil. The Head Teacher will inform you in writing of the period of the exclusion and the reason for the decision. If you are unhappy about the exclusion you have the right to put your case to the Governing Board Discipline Committee. If you wish to make representations to the Governing Board Discipline Committee you should write to the Chair of Governors c/o the school.

Permanent Exclusion – this means the child cannot return to the school unless re-instated.

In the case of permanent exclusion the above procedures will be followed but if the Discipline Committee uphold the Head Teacher's decision to permanently exclude your child you have the right to appeal to an Independent Appeal Panel. If you decide to appeal it is important that you lodge your appeal within 15 school days from the date of the Discipline Committee decision. If your child is not re-instated by the Independent Appeal Panel your child's name will be removed from the school roll. If your child is permanently excluded, the Local Authority has the duty to provide other suitable education. This may be a place in another school or in alternative provision.

****For further information please contact the Children and Families Education Support Service on telephone number 0191 424 6306**

Exceptions to the Duty to Offer a School Place

If there are more places available than applicants, the Admission Authority must accept all the applications except in the circumstances described below: -

1) Twice-Excluded Pupils

Where a child has been permanently excluded from two or more schools parents can still express a preference for a school place, but the requirement to comply is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to children with a statement of special educational needs; children who were below compulsory school age when excluded; children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do so.

2) Pupils with Challenging Behaviour

It is normally unacceptable for a school to refuse to admit a child on the basis of their behaviour elsewhere. It is also unacceptable for a school to refuse to admit a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that the child ought first to be assessed for Special Educational Needs. If a pupil, once admitted is found to be seriously disruptive then the school may consider disciplinary action, including exclusion procedures.

Exceptionally outside the normal year of entry, and where an application is made outside arrangements covered by an In Year Fair Access Protocol, admission authorities may decide to refuse to admit a child with challenging behaviour even though there are places available, on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. This will normally only be appropriate where a school has a particularly high concentration of pupils with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:

- a) requires special measures or has recently come out of them (within the last 2 years);
- b) has been identified by Ofsted as requiring significant improvement and therefore given 'notice to improve';
- c) is subject to a formal warning notice by the Council;
- d) is a Fresh Start school or Academy open for less than two years; or
- e) is a secondary school where fewer than 20 per cent of children are achieving 5 or more A* -C GCSEs including English and mathematics, or a primary school where fewer than 55 per cent of pupils achieve Level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

3) In Year Fair Access Protocols

In Year Fair Access Protocols exist to ensure that access to education is secured quickly for pupils who have no school place, and to ensure that all schools admit their fair share of pupils with challenging behaviour. All schools in South Tyneside participate in the protocol in order to ensure that unplaced children, especially the most vulnerable are offered a place at a suitable school as quickly as possible. The protocol ensures that no school, including those with places available is asked to take an excessive or unreasonable number of pupils who have been excluded from other schools. Pupils placed by the Fair Access Panel are given priority for admission over others on a waiting list or awaiting an appeal.

4) Pupils with Special Educational Needs

The Special Educational Needs (SEN) Code of Practice recommends that when a child is identified as having special educational needs the school should intervene initially through School Action. If concerns about a pupil's progress continue then an outside agency such as the Education Psychology Service may be involved at what is termed School Action Plus. For a few pupils, the Council may make additional resources available through the Inclusion Panel or through an Education, Health and Care (EHC) plan or Statement of Special Educational Needs. Most pupils with special educational needs are educated within mainstream school, some are in specialist units attached to mainstream schools and others are in special schools. Detailed information relating to special schools and units in South Tyneside can be obtained from the individual school or on our website www.southtyneside.gov.uk

SENDIASS (Special Educational Needs Information Advice and Support Service)

SENDIASS is an independent service offering impartial support and information to parents whose child(ren) have, or may have, Special Educational Needs (SEN). The service offers parents and carers information and advice about the following:

- How special educational needs (SEN) are identified and assessed by schools and the Local Authority
- How progress is monitored and reviewed
- Who to talk to in school about your concerns
- The SEN Code of Practice, Education Health and Care Plan process.
- Parents/Carers rights and responsibilities
- Someone to attend meetings and reviews with about your child's needs
- Help with filling in forms and expressing your views in writing
- What to do if you are not happy with a decision made about your child's SEN
- Details of local and national organisations, which may be able to offer help and support in relation to your child's SEN

****To contact the service please telephone Gillian Harte on 0191 424 6345 or email Gillian.harte@southtyneside.gov.uk**

Pupils with Disabilities

If your child has a disability he/she will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage.

Admissions Outside the Normal Age Group

Most children will be admitted to a school within their own age group but it is possible for you to request a place outside your child's normal age group. This might be because you have an exceptionally gifted and talented child, or your child has missed part of a year maybe due to ill health. In addition South Tyneside operates a flexible admission system particularly in Infant and Nursery schools to help pupils with special educational needs to be placed in the most appropriate year group. This might be because your child was born prematurely or has some degree of special educational needs and would be better placed within the following year group. This option should be discussed with the school's Special Educational Needs Co-ordinator and Educational Psychologist. We will consider such requests on the basis of the circumstances of each individual child and in consultation with the appropriate colleagues and with the written recommendation of an Educational Psychologist. If your application for a place outside the normal age group is refused, you have a right to appeal against the decision but this does not apply if parents are offered a place other than the year group in which they applied for.

Elective Home Education

It is the duty of parents to secure an appropriate education for their child(ren). This can be done either by regular attendance at a school or 'otherwise'. For most children in South Tyneside this means that they will attend their local

school, but for a wide variety of reasons a minority of parents decide to take on the 'duty to educate' their child at home. Parents are advised to carefully consider the decision to Home Educate, as it is a great responsibility and a considerable commitment of time and energy.

****For further information on Elective Home Education please contact telephone number 0191 454 6254.**

Education for Children and Young People with Medical Needs

Section 19 of the Education Act 1996 provides that each Local Authority 'shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them,' Local Authorities also have the power to provide suitable education otherwise than at school for young people over compulsory school age but under the age of 19.

Access to education: All pupils should continue to have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education and to keep up with their studies.

- Education for pupils who are unable to attend school because of medical needs is provided in through the home education service. It is important that each of the component elements forms part of a strategic planning framework.
- Home teaching services, or discrete parts of services, which provide education in a unit or school type setting, must either be registered with the Department for Children Schools and Families as a Pupil Referral Unit (PRU). It is good practice for PRUs that provide for pupils with medical needs to cater exclusively for them.
- Children , Adults and Families Directorate should in partnership with parents and health professionals ensure that:
 - Pupils are not at home without access to education for more than 15 working days.
 - Pupils who have an illness/diagnosis which indicates prolonged or recurring periods of absence from school, have access to education, so far as possible from day one.
 - Pupils educated at home receive a minimum entitlement of 5 hours teaching per week. This is a minimum and should be increased where necessary to enable a pupil to keep up with their studies. This is particularly important when a pupil is approaching public examinations.
 - Whether the child or young person is able to access this will depend on medical advice.

****For further information please telephone number 0191 454 6254.**

Alternative Education Behaviour Support Service

A central team of specialist staff who provide education throughout South Tyneside for pupils who are not being educated within mainstream or special school for reasons of exclusion or in danger of exclusion, social and emotional difficulties, sick at home new to the borough who may be awaiting a specialist school placement. The Children Adults and Families Directorate is the provider of Education Otherwise than at School (EOTAS).

****For further information please contact telephone number 0191 454 6254.**

School Attendance

Improving school attendance is a major priority for the Council. Children who attend school regularly perform better and gain better qualifications than those who attend less regularly. By missing out on education children risk leaving school without qualifications and nothing to show for their time at school.

Parents have a moral and a legal duty to make sure that their children are properly educated. From time to time problems may arise that cause children to miss school; these include teenage rebellion, bullying at school, peer pressure, family problems or problems with studying.

Should problems arise help should be sought in the first instance from the school. In most cases the person to contact is the Head Teacher.

Services for Young People can help sort out problems and offer independent advice and support.

Your child's school will be able to put you in touch with the Services for Young People or you can contact them directly by telephoning 0191 424 6333.

Pupils from Overseas

Families who are not entitled to remain permanently in South Tyneside may be granted leave to enter for a stay of several months or for a short holiday. It may be reasonable for an application for a school place not to be granted if the stay is so short that it would not be practicable to admit the child to school. Each application for a school place will be considered on its merits in terms of the educational welfare of the child.

Accessing your Child's School Records

As a Parent/Carer you have a right to see or have a copy of your child's educational records. You should put your request in writing direct to the Head Teacher of your child's school.

School Uniform

For further information on school uniforms you should obtain a copy of the individual school prospectus.

Complaints about Schools

If you are not happy with what is happening at your child's school you should obtain a copy of the schools complaints procedure (available from the school direct) and follow the procedure in the documentation.

Black and Minority Ethnic Children (BME)

South Tyneside Local Authority supports children from BME communities, including Travellers, to achieve success in our schools. The Ethnic Minority Traveller Refugee Achievement Service (EMTRAS) helps children to overcome any barriers of language or racism preventing them from making progress.

Please be aware in making applications if you tick the refugee box, information may be shared with other agencies, this is to ensure your needs are met and you receive any support required.

**** For further information please contact the EMTRAS Manager on telephone number 0191 427 3490**

Fair Processing Notice

All Local Authorities are required to collect information on children and young people who are in need of services or who are "looked after" by the Local Authority. Some of this information is sent to the central government Department for Children, Schools and Families (DCSF) each year in what are called Statutory Returns, and some information is shared by the people working with children and young people to provide them with better services. This notice, (called a "Fair Processing Notice") is to inform you what the information will be used for. Information may be shared on an individual basis with other agencies as required by law, and to help us to provide better services for you/your child. In these instances, personal information will be made available.

For a copy of the full Fair Processing Notice please go to the following webpage www.southtyneside.gov.uk or contact the Information Development Team on (0191) 424 7702.

School Transport

The Council as part of its commitment to enhancing the Borough is proactive in promoting sustainable modes of transport for school and everyday journeys. This includes ongoing projects to reducing traffic congestion, improving road safety and lower air quality concerns.

The Council also promotes environmentally friendly, sustainable home to school transport. All schools within South Tyneside have, or are working towards an accredited School Travel Plan and there is an ongoing Healthy Schools initiative ran by Public Health to promote physical activity amongst children. Both programmes are interlinked and complement each other.

Furthermore to help staff, parents and pupils to make informed choices about the range of available travel options a range of tools and information is below;

Online Journey Planning

In order to plan your journey either by foot, bicycle or public transport there is the Go Smarter Journey Planner. This allows you to determine where and when various travel options are available and it's very easy to use. To access it, please visit: <http://gosmarter.co.uk/journeyplanner/>

Public Transport

Discounted tickets are often available for young people and journeys to school. Depending on where your school is located you can contact individual Operators for more information. Alternatively discounted fares for young People are available for young people across Tyne and Wear from Nexus, Information on these can be found on their website; www.nexus.org.uk/pop

Walking and Cycling

In order for you to plan journeys with South Tyneside and beyond, a cycle map is also available. This outlines all of the

advisory cycle routes in the Borough and many of these connect to schools. To download copies of the map please click on the links below;

http://www.gosmarter.co.uk/sites/default/files/South%20Tyneside_North.pdf

http://www.gosmarter.co.uk/sites/default/files/South%20Tyneside_South.pdf

The maps are also available on paper and available across the region free of charge, or by contacting the Strategic Transport Team.

Any questions

For more information on these links, ongoing transport projects in the Borough, or to request a paper copy of the map please contact the Strategic Transport Team at South Tyneside Council using the following email address; strategictransport@southtyneside.gov.uk

School Transport Policy

Travel Arrangements for Pupils of Statutory School Age

Pupils Under 8 years of age.

Where any pupil who attends their nearest suitable school and lives more than two miles statutory walking distance from the school, the Local Authority will meet the cost of travel to and from school.

Pupils aged between 8 and 11 years of age.

Where a child of a low income family attends their nearest suitable school and lives more than two miles from that school the Local Authority will meet the cost of travel to and from school.

Pupils aged between 11 and 16

Where any pupil who attends their nearest suitable school and lives more than three miles statutory walking distance from the school, the Local Authority will meet the cost of travel to and from school. In addition to this, children of parents who are on low incomes will be able to benefit from Local Authority transport assistance if their child is attending the nearest suitable school more than two miles away. To qualify for this benefit children of low-income groups are defined in the Education and Inspections Act 2006 as "those entitled to free school meals, or those whose families are in receipt of their maximum level of working tax credit." The provision of free transport does not extend to schools more than six miles away.

Children from low-income groups aged 11-16 attending the nearest suitable school based on a preference of religion or belief can benefit from local authority transport to a school not more than 15 miles distant.

Applications for travel passes must be made on the application form which can be obtained from Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear NE33 2RL telephone number 0191 424 7755. Upon completion the application will be assessed against the distance and suitability of the route to school, the age of the child and any additional needs they may have and family circumstances.

Where pupils qualify for free travel the authority will issue Nexus travel passes. Passes are valid for one school year and a fresh application should be made in June for the start of the next school year. Should your family circumstances; the route or the child's needs have changed during the course of the year your child may no longer be entitled to free transport.

Post 16

Young people attending school 6th forms or local college can obtain discounted travel passes from Nexus. For further information please contact your local Nexus Travel Shop.

Transport arrangements for Pupils with Special Educational Needs and/or disability

Where any child is attending their nearest suitable school and, as a result of their SEN and/or disability is unable to walk to school, then the Local Authority will make suitable travel arrangements. More information is available in the full SEN Transport Policy; this is available from the SEN Transport Unit.

Appeals

Should the Authority decide that your child is not entitled to free transport you may appeal against the decision. Appeals must be made to the Corporate Director, Children Adults and Families Directorate, South Tyneside Council, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL. Your appeal should state why you disagree with the decision, appeals will be considered within 21 days of receipt.

Definitions

Suitable School

For a school to be "suitable" it must have places available.

Statutory walking distance

"Statutory walking distance" is two miles for children aged under eight and three miles for children aged eight and over. (Section 444(5) Education Act 1996)

The measurement of the "statutory walking distance" is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such this may include footpaths, bridle ways and other pathways as well as recognised roads.

Routes between 3 and 6 or 15 miles.

These will be measured along routes that can be used by motor vehicles.

Home

Is the normal place of residence of the child.

Religion or Belief

Section 44(a) of the Education Act 1996 defines "religion" as "any religion", a broad definition inline with the freedom of religion guaranteed by Article 9 of the European Convention on Human Rights. It includes those religions widely recognised in this country and must have a clear structure and belief system.

Section 44(b) of the Education Act 1996 defines "belief" as "any religious or philosophical belief". For a belief to be worthy of protection it must attain a certain level of cogency, seriousness, cohesion and importance; be worthy of respect in a democratic society; and not be incompatible with human dignity or the fundamental rights of the child.

Schools in South Tyneside

Nursery Schools Age 3-5

DCSF number	Name and Head Teacher	Address and Telephone Number	Number of places available
1018	Boldon Nursery Ms L Walton	Reginald Street, Boldon Colliery, NE35 9DG Tel: 536 3669	78
1010	Clervaux Nursery Ms J Parker	Clervaux Terrace, Jarrow, NE32 5UP Tel: 489 7358	52
1016	Helen Gibson Nursery Ms J Parker	North Road, East Boldon, NE36 0DL Tel: 519 6846	78
1021	Sue Hedley Nursery School Ms A Honey-Borthwick	Campbell Park Road, Hebburn, NE31 1QY Tel: 428 7656	46

Community Primary Schools

N.B The following schools have a nursery unit attached to the school**

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
2038	Ashley Primary** Mrs D M Todd	Temple Park Road, South Shields, NE34 0QA Tel: 456 4977	54	60	3-11
2055	Bede Burn Primary Mrs H Smith Executive Head Teacher	Dene Terrace, Jarrow, NE32 5NJ Tel: 489 7376	24	30	4-11
2033	Biddick Hall Infant** Mrs A Willis	Galsworthy Road, South Shields, NE34 9JD Tel: 933 0830	60	60	3-7
2028	Biddick Hall Junior Mrs M Collinson	Chesterton Road, South Shields, NE34 9SP Tel: 536 2186	60	60	7-11
2063	Dunn Street Primary** Mrs A Burden (Executive Head)	Staple Road, Jarrow, NE32 3QL Tel: 483 6619	21	21	3-11
2043	East Boldon Infant Miss L Holt	Front Street, East Boldon, NE36 0SW Tel: 536 7292	57	60	4-7
2050	East Boldon Junior Mr T Shenton	North Lane, East Boldon, NE36 0DL Tel: 536 2030	60	60	7-11
2085	Fellgate Primary Mrs J Tones	Oxford Way, Off Durham Drive, Jarrow, NE32 4XA Tel: 489 4801	29	30	4-11
3318	Forest View Primary ** Ms E Cook	Rembrandt Avenue, South Shields, NE34 8RZ Tel: 519 1990	45	45	3-11
2000	Hadrian Primary** Mr S Brown	Baring Street, South Shields, NE33 2BB Tel: 455 4514	40	40	3-11
3320	Harton Primary ** Mrs K Ratcliffe	East Avenue, South Shields, NE34 6PF Tel: 456 2150	90	90	3-11
3319	Hebburn Lakes Primary School ** Mrs A Moody	Campbell Park Road, Hebburn, NE31 1QY Tel: 483 9122	60	60	3-11
2040	Hedworth Lane Primary Mrs C Hutchinson	Hedworth Lane, Boldon Colliery, NE35 9JB Tel: 536 7262	45	45	4-11
2075	Hedworthfield Primary** Mrs G Jeynes (Executive Head)	Linkway Jarrow NE32 4QF Tel: 537 3373	30	30	3-11
2015	Laygate Community School** Ms M Lauder	Laygate Lane, South Shields, NE33 4JJ Tel: 456 2470	30	30	3-11
2076	Lord Blyton Primary ** Miss J L Atherton	Blyton Avenue, South Shields, NE34 9BN Tel: 424 0550	30	30	3-11
2020	Marine Park Primary** Mrs A Burden (Executive Head Teacher)	Hatfield Square, Woodbine Estate, South Shields, NE33 2RD Tel: 455 4513	29	30	3-11
2042	Marsden Primary** Mrs C Marshall	Mill Lane, Whitburn, Nr Sunderland, SR6 7HJ Tel: 529 2040	30	30	3-11

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
2017	Mortimer Primary** Mr P Bennett	Mortimer Road, South Shields, NE34 0RW Tel: 455 4504	81	81	3-11
2002	Sea View Primary** Mrs J Weightman	Norham Avenue North South Shields NE34 7TD Tel: 427 4343	60	60	3-11
2073	Simonside Primary Ms D Scott	Glasgow Road, Jarrow, NE32 4AU Tel: 489 8315	42	60 (from Sept 18)	4-11
2023	Stanhope Primary** Ms L Martin	Gresford Street, South Shields, NE33 4SZ Tel: 420 1710	30	30	3-11
2083	Toner Avenue Primary** Mrs N Fullard	Johnston Avenue, Hebburn, NE31 2LJ Tel: 420 2588	51	90	3-11
2056	Valley View Primary** Mrs G Jeynes	Primrose Village, Lambton Terrace, Jarrow, NE32 5QT Tel: 489 3143	30	30	3-11
2080	West Boldon Primary Ms L Garr	Hindmarch Drive, West Boldon, NE36 0HX Tel: 536 2846	45	45	4-11
2001	Westoe Crown Primary** TBC	Village Centre, Sea Whinnings Way, South Shields, NE33 3NS Tel: 427 2160	90	90	3-11
2086	Whitburn Village Primary** Executive Head Teacher	Cleadon Lane, Whitburn, Nr Sunderland, SR6 7NS Tel: 529 3069	30	30	3-11

Voluntary Controlled School - Church of England

N.B The following school** has a nursery unit attached to the school

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
3010	Jarrow Cross C of E Primary Mrs S McBeth	Borough Road, Jarrow, NE32 5UW Tel: 489 8354	45	45	4-11

Please note the Council is consulting on proposals to remove surplus places therefore published admissions number could change.

Academy Schools

N.B The following school** has a nursery unit attached to the school

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
2038	Ashley Academy** Mrs D M Todd	Temple Park Road, South Shields, NE34 0QA Tel: 456 4977	54	60	3-11
3316	Cleadon Church of England Academy** Mr G Scott	Boldon Lane, Cleadon, Nr Sunderland, SR6 7RP Tel: 536 7813	59	60	3-11
3317	Holy Trinity Church of England Academy** Mrs T Murphy	Brockley Avenue, South Shields, NE34 0TS Tel: 456 2413	30	30	3-11

2037	Monkton Infant** Ms. C Askwith	St Simon Street, South Shields, NE34 9SD Tel: 456 1917	60	60	3-7
2036	Monkton Junior Mr S Bowler	Dame Flora Robson Avenue, South Shields, NE34 9RD Tel: 424 0200	60	60	7-11
2005	Ridgeway Primary Academy** Mr A Golden	Park Avenue, South Shields, NE34 8AB Tel: 455 2865	30	30	3-11
3304	Ss Peter & Paul's Catholic Primary** Mrs M Graham	Olive Street, South Shields, NE33 4RD Tel: 455 2862	30	30	3-11
3307	St Aloysius Catholic Infant** Ms K Fenwick Executive Head Teacher	Argyle Street, Hebburn, NE31 1RZ Tel: 483 2274	58	60	3-7
3306	St Aloysius Catholic Junior Ms K Fenwick Executive Head Teacher	Argyle Street, Hebburn, NE31 1BQ Tel: 483 2274	58	60	7-11
3315	St Bede's Catholic Primary** Mrs M Rooney	Harold Street, Jarrow, NE32 3AJ Tel: 489 8218	30	30	3-11
3301	St Bede's Catholic Primary** Mrs C Devine	Claypath Lane, South Shields, NE33 4PG Tel: 456 0108	30	30	3-11
3303	St Gregory's Catholic Primary Mrs A Dunne	Harton House Road East, South Shields, NE34 6DZ Tel: 455 2909	29	30	4-11
3313	St James' Roman Catholic Primary Ms F Heslop	Solway Road, Hebburn, NE31 2BP Tel: 483 2672	30	30	4-11
3314	St Joseph's Catholic Primary Mr P Craig	St Joseph's Way, Jarrow, NE32 4PJ Tel: 536 4311	30	30	4-11
3312	St Mary's Catholic Primary** Mrs M Graham Executive Head Teacher	Ayr Drive, Jarrow, NE32 4AW Tel: 489 8336	30	30	3-11
3311	St Matthew's Catholic Primary Ms E Alderson	Alnwick Grove, Jarrow, NE32 5YT Tel: 489 8355	29	30	4-11
3305	St Oswald's Catholic Primary** Mr D Woodhouse	Nash Avenue, South Shields, NE34 8NS Tel: 536 7922	30	30	3-11

Voluntary Aided Schools - Church of England

N.B The following school** has a nursery unit attached to the school

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
3006	St Oswald's Church of England Aided Primary Mrs H Smith	St Oswald's Road, Hebburn, NE31 1HT Tel: 483 2844	26	30	4-11

Please note the Council is consulting on proposals to remove surplus places therefore published admissions number could change.

Community Secondary Schools

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
4019	Boldon School Mr J Peel	New Road,Boldon Colliery, NE35 9DZ Tel: 536 2176	221	221	11-16
4026	Hebburn Comprehensive School Mr D Thompson	Campbell Park Road,Hebburn, NE31 2QU Tel: 483 3199	200	200	11-16
4006	Mortimer Community College Mr S Hignett	Reading Road, South Shields, NE33 4UG Tel: 456 6511	218	218	11-16

Trust School

DCSF Number	Name and Executive Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
4033	Jarrow Trust School Miss J Gillies	Field Terrace, Jarrow, NE32 5PR Tel: 0191 428 3200	164	167	11-16

Academy School

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
4004	Harton Academy Mr D R Amos Acting Head Teacher	Lisle Road, South Shields, NE34 6DL Tel: 427 4050	271	271	11-18
4604	St Wilfrid's Roman Catholic College Mrs F Craik	Temple Park Road, South Shields, NE34 0QA Tel: 456 9121	157	220	11-18
4603	St Joseph's Catholic Academy Mr P Mitchell	Mill Lane, Hebburn, NE31 2ET Tel: 428 2700	210	250	11-18
4605	Whitburn Church of England Academy Mr J Crowe	Whitburn, Sunderland, SR6 7EF Tel: 529 3712	195	205	11-18

Special Schools and Special Units

These schools are designed to cater for children with mild or moderate learning difficulties.

Name and Head Teacher	Address and Telephone Number	Age Range
Epiny Business and Enterprise School Mr C Rue	Clervaux Terrace, Jarrow, NE32 5UP Tel: 489 8949	5-17
Keelman's Way School Mrs P Selby	Campbell Park Road, Hebburn, NE31 1QY Tel: 0191 489 7480	5-17

This school is designed to cater for children with emotional behavioural difficulties

Name and Head Teacher	Address and Telephone Number	Age Range
Park View School Mr D Borrell	Temple Park Road, South Shields, NE34 0QA Tel: 454 1568	11-16

This school is designed to cater for children with medical and emotional conditions.

Name and Head Teacher	Address and Telephone Number	Age Range
Bamburgh School Mr P Nord	Norham Avenue North, South Shields, NE34 7TD Tel: 427 4330	2-16

Units for hearing impaired children are at: -

Name and Head Teacher	Address and Telephone Number	Age Range
Simonside Primary Mrs D Scott	Glasgow Road, Jarrow, NE32 4AU Tel: 489 8315	3-11
Jarrow School Miss J Gillies	Field Terrace, Jarrow, NE32 5PR Tel: 428 3200	11-16

There is a Diagnostic and Assessment Centre attached to: -

Name and Head Teacher	Address and Telephone Number	Age Range
Ashley Primary Mrs D M Todd	Temple Park Road, South Shields, NE34 0QA Tel: 456 4977	3-7

There is a Language Development Unit attached to: -

Name and Head Teacher	Address and Telephone Number	Age Range
Hedworthfield Primary Mrs G Jeynes	Linkway, Hedworth Estate, Jarrow, NE32 4QF Tel: 537 3373	3-11

Behavioural Support Units for Primary age pupils are attached to the following schools: -

Name and Head Teacher	Address and Telephone Number	Age Range
Hebburn Lakes Primary Mrs A Moody	Campbell Park Road, Hebburn, NE31 1QY Tel: 483 9122	7-11

Autistic Units are attached to the following schools: -

Name and Head Teacher	Address and Telephone Number	Age Range
Fellgate Primary Mrs J Tones	Oxford Way, off Durham Drive, Jarrow, NE32 4XA Tel: 489 4801	3-11
Jarrow Post 11 Autistic Unit Jarrow School Miss J Gillies	Field Terrace, Jarrow, NE32 5PR Tel: 428 3200	11-16

****At the time of publication the Council is in the process of refining a range of proposals concerning specialist provision, for more information please refer to our website www.southtyneside.info**

Other Units for Secondary age pupils

Alternative Education Service

The service caters for pupils, who have been excluded from school or have been referred to the service for respite.

Name and Service Manager	Address and Telephone Number	Age Range
Alternative Education Behaviour Support Service	The Beacon Centre Temple Park Road, South Shields, NE34 0QA Tel: 454 6254	
Home and Hospital Teaching	The Beacon Centre Temple Park Road, South Shields, NE34 0QA Tel: 454 6254	4 -16

	Address and Telephone Number	Age Range
Alternative Education Behaviour Support Service Primary Provision	The Beacon Centre Temple Park Road, South Shields, NE34 0QA Tel: 454 6254	5 -11
Name and Teacher	Address and Telephone Number	Age Range
Alternative Education Behaviour Support Service Secondary Provision (Social Emotional and Behavioural difficulties)	The Beacon Centre Temple Park Road, South Shields, NE34 0QA Tel: 454 6254	11 -16

HOLIDAYS IN TERM TIME

Some parents arrange holidays during term time and this often leads to problems such as:

- Your child's education can suffer
- Lessons and extra-curricular activities are missed
- Continuity of work is lost
- Friendship groups can break down
- The form group is disrupted

Every school will have its own policy regarding this matter and you must check with the school what the policy is and seek permission to take your child out of school before booking any holiday in term time. If parents fail to do this, or if permission is not granted and the child is taken out of school each parent will be liable to receive a Penalty Notice for each child kept away from school

Dates of Terms and Holidays for 2023/2024			
School Term	No. of Days	School Holidays	No. of Days
Autumn Term 2023			
Monday 4 September to Friday 27 October	40	Mid -Term Monday 30 October to Friday 5 November	5
Monday 6 November to Friday 22 December	35	Christmas Holiday Monday 25 December to Friday 5 January	10
Spring Term 2024			
Monday 8 January to Friday 16 February	30	Mid-Term Monday 19 February to Friday 23 February	5
Monday 26 February to Thursday 28 March	24	Easter Holiday Friday 29 March to Friday 12 April	11
Summer Term 2024			
Monday 15 April to Friday 24 May	29	May Day Monday 6 May	1
Monday 3 June to Friday 19 July	35	Spring Holiday Monday 27 May to Friday 31 May	5
Total School Days			193

Summer Holiday commences Monday 22 July 2024

Start of Autumn Term commences Monday 2 September 2024

Dates of Terms and Holidays for 2024/2025			
School Term	No. of Days	School Holidays	No. of Days
Autumn Term 2024			
Monday 2 September to Friday 25 October	40	Mid -Term Monday 28 October to Friday 1 November	5
Monday 4 November to Friday 20 December	35	Christmas Holiday Monday 23 December to Friday 3 January	10
Spring Term 2025			
Monday 6 January to Friday 21 February	35	Mid-Term Monday 24 February to Friday 28 February	5
Monday 3 March to Friday 11 April	30	Easter Holiday Friday 14 April to Friday 25 April	10
Summer Term 2025			
Monday 28 April to Friday 23 May	19	May Day Monday 5 May	1
Monday 2 June to Friday 18 July	35	Spring Holiday Monday 26 May to Friday 30 May	5
Total School Days			194

Summer Holiday commences Monday 21 July 2025

Start of Autumn Term commences Monday 1 September 2025

Definitions

Definitions and Explanation of Terms used in this Booklet

Academy

An academy in the education system in England is a school that is directly funded by central government (the Department for Education) and is independent of local government control. An academy may receive additional support from personal or corporate sponsors, either financially or in kind. They must meet the National Curriculum core subject requirements and are subject to inspection by Ofsted. Academies are self-governing and most are constituted as registered charities or operated by other educational charities. Most are secondary schools, but some cater for children from nursery age upwards.

Acceptance Form

Form used for Parents to accept a school place at an oversubscribed school.

Admission Criteria/Policy

The arrangements, which govern the procedures and decision making for the purpose of admitting pupils to schools.

Admission Authority

The Admission Authority is responsible for pupil places and setting the admissions criteria; The Local Authority is the Admission Authority for Community and Voluntary Controlled Schools (except where the Authority delegates the responsibility to the Governing Board) for Voluntary Aided schools, the Admission Authority is the Governing Board.

Appeal

Any parent whose child is refused a school place(s) for which they applied has a statutory right of appeal to an Independent Appeals Panel.

Catchment Area

A defined geographical area linked to each school. When a year group is oversubscribed in Community and Voluntary Controlled Schools, pupils living within the school's catchment area will be given priority.

Class Size Limit

No Infant Class being taught by a single teacher can contain more than 30 pupils.

Community Schools

Schools wholly funded by the Council. The Council employs the school staff, owns the school's land and buildings and has the primary responsibility for deciding the arrangements for admitting pupils.

Comprehensive School

Secondary school designed to educate children from the whole ability range.

Consultation

The Council should carry out full public consultations whenever options are being considered for a new policy or if a new regulation is planned.

Department for Education (DfE)

Central Government Department with responsibility for education.

Diocesan Board

The Christian denominations divide the country into church districts called Dioceses. Each Diocese will have a committee or a board to administer its church schools.

Early Years Development and Childcare Partnership

A board established to review and promote the provision of early years education and childcare. The Partnership produces a plan for the development of services in the Authority.

Early Years Settings

Early Years Settings include Private Day Nurseries, Pre-school childminder places, Children's Centres, Portage and Pre School Service, Playgroups, Local Authority Family Centres, Nursery Classes and Nursery Schools.

Efficient Education

Means providing a good standard of education.

Equal Preference

This means the Admission Authority considers all the preferences against the admission criteria without any reference to how the school applied for has been ranked. If your child can be offered a place at more than one school, we will refer to your original ranking and offer a place at the one you have ranked the highest.

Exclusion

When a pupil is removed from the school premises by the Head Teacher, either temporarily or permanently, on disciplinary grounds.

Federations

The term federation describes a group of two or more schools who have a formal agreement to share governance arrangements, and who work together to raise standards. There are a range of models for groups of schools wishing to federate.

Foundation Stage

The curriculum established for children aged 3 to 5+ years of age in nursery education and reception class.

Governing Board

A board of people appointed or elected to work with the Head Teacher to oversee the general conduct and curriculum of each Council maintained Community, Voluntary Controlled and Voluntary Aided School. It includes representatives of parents.

Governing Board Discipline Committee

Group of people from the Governing Board to consider pupil exclusions.

Independent Appeal Panel

An Independent panel established by the Council or in the case of VA or Academy schools, the governors to consider a parent's appeal against the refusal for a school place or their child's exclusion from school.

Indicated Admission Number

The calculated capacity of the school for a particular year group determined by dividing the school's net capacity by the number of year groups. A school's published admission number (PAN) should be equal to or greater than the indicated admission number. A school that wishes to set a PAN lower than the indicated admission number must go through a period of consultation.

Infant School

A school for children aged 4+ - 6+

Junior School

A school for children aged 7+ - 10+

Key Stages

The four stages of pupil's progress in acquiring knowledge and skills as set out in the National Curriculum. Pupils are tested at the end of each stage.

Key Stage 1	pupils are aged 5 – 7
Key Stage 2	pupils are aged 8 – 11
Key Stage 3	pupils are aged 12 – 14
Key Stage 4	pupils are aged 15 – 16

Council / Local Authority

The Local Government board responsible for setting and financing education policy.

Local Government Ombudsman

The Local Government Ombudsman investigates complaints about maladministration by Local Council's and other bodies. The Local Government Ombudsman investigates complaints about how the Council has done something, but cannot question what a Council has done because a person does not agree with it.

Nursery School

A school providing for children who have attained the age of two but are under compulsory school age. Nursery Schools provide education for children under the age of 5 but above the age of 2.

Office for Standards in Education (OFSTED)

The body that arranges and sets standards for school and Council inspections.

Online Application

A quick and easy way to apply for your school place by using a computer

Oversubscribed

Where there are more requests for admission to a year group in a school than there are places available.

Parent/Carer

A parent/carers means any person who holds parental responsibility, and with whom the child normally resides.

Preference

The legal right of parents to state the school they would prefer their child to attend.

Prejudice the provision of efficient education

A legal term used to describe when a school is oversubscribed; it means it would have an adverse effect on providing a good standard of education.

Prejudice the efficient use of resources

A legal term used to describe when a school is oversubscribed; it means it would have an adverse impact on the resources already allocated at a school and or at neighbouring schools in the Authority.

Primary School

A school for children aged 4+ - 10+

Pro forma

Form used for parents to request to place their child's name on a waiting list of any school they ranked higher on their application than the school place they have been offered.

Prospectus

A document required to be published annually by schools to provide information to parents on the school.

Published Admission Number (PAN)

The number of pupils a school can admit to the relevant age group in any one year. The Admission Criteria will only be applied if we receive more applications than the PAN.

Qualifying Measures

Steps taken by an Infant or Primary School in the event of having more than 30 children in a class. These steps may be employing an additional teacher or introducing mixed aged teaching.

Services for Young People

Staff employed to help pupils and parents where there are problems, particularly regarding attendance. They are a valuable link between home and school.

Special Measures

Judgement by OFSTED inspectors that a school is failing and requires measures, which are determined mainly through an Action Plan used to secure improvement in the school.

Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan

Document drawn up by a Council, which describes a child's educational needs and the provision that should be made to meet them. Incorporates advice from teachers, educational psychologists, doctors, parents, social workers and others.

Surplus Places

Excess amount of space.

Trust School

A Trust School is a state-funded foundation school supported by a charity, referred to as a Trust. The Trust is made up of partners working together for the benefit of the school. The Governing Board decide their own admissions using their own admission policy, which may be different to Voluntary Controlled and Community Schools in South Tyneside.

Year Group

Name given to describe a pupil's stage of schooling.

Waiting List

A list of pupils who have been refused a school they ranked higher on their application than the school place they were offered. The list is kept by the Council in order of the Admission Criteria for oversubscribed schools until 31 December 2024.

Currency of Information

The information contained in this publication, which was prepared in July 2023, and relates to the academic year 2024/2025 which begins in September 2024. The information was accurate at the time of preparation but it must not be assumed that no changes will occur before the start of, or during the school year or in the subsequent years. Such changes could occur as a result of a variation in Government Policy or in Council Policy.

South Tyneside Council

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