

Middle, High & Secondary School Admissions Handbook 2024/2025



CLOSING DATE

FOR ADMISSIONS APPLICATIONS

31 OCTOBER 2023



Northumberland
County Council

TIMETABLE OF DATES

12 September 2023:

E-admissions portal opens.

Information and Handbooks available on the Council's website at: [School Admissions Website](#)

31 October 2023:

Closing Date for Applications: E-admission portal closes at 12 midnight. **Applications received after this date are considered late.**

1 March 2024:

Parents notified of the outcome of their applications for school places.

15 March 2024:

Last date for offers to be rejected by parents.





Dear Parent / Carer

This Handbook contains an explanation of the way schools in Northumberland are organised, the Schools' Admission policies and how to apply for your preferred school(s).

We include other information which will also be of use. The different school partnerships are explained as well as more general information.

More detailed information can be obtained from individual schools where they will explain the opportunities they can give. It is advisable to contact the individual schools you are interested in before submitting your application. I am sure they would welcome your interest.

A good education gives every young person the foundation for achieving to the best of their potential. Northumberland County Council wants to see every child given the best possible chance by providing the very best opportunities in education across Northumberland.

Schools are part of their communities and we encourage parents, and carers to be involved by becoming a Governor of the school, supporting the Headteacher and the staff team or by joining in with school activities.

All Northumberland Schools are inspected by Ofsted, the body that ensures that schools are educating and looking after children correctly. The reports are published and include their findings on how the school has performed in Teaching and Learning and its culture. It may be helpful to access the reports for the school's you are interested in either by contacting the school or via the website: www.ofsted.gov.uk.

Further useful information including an online version of this Handbook can be found on the Council's website: [School Admissions](#).

It is hoped that this Handbook provides all the information you need and has been designed to take you through the process without problems. If you have any queries or need further help to fill in the online application forms then please contact the School Admissions Team on 01670 624889.

Children are our future and we want their years at school to be enjoyable. We want them to be happy in an environment they feel safe in. We want them to grasp every opportunity and be able to make their own choices.

We can achieve this with your support. I hope you find this guide helpful in making the right choices for your children.

Best wishes,

Cllr. Guy Renner-Thompson,

Cabinet Member for Inspiring Young People

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GENERAL DATA PROTECTION REGULATION 2018 PRIVACY STATEMENT

Northumberland County Council is the data owner of the information collected by our service. The information collected will enable us to assess you/your child's requirements so that we can place them in the most appropriate setting. Where it is lawfully required, we will share your information with external organisations. Personal data will be held securely, then destroyed in line with the Northumberland County Council retention schedule. The Council's retention schedules and Privacy Notice can be found on the Council's website.

'How We Handle Your Information' notice can be found on the Council's Information and Governance website: (<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/School-Admissions-Inclusion.pdf>)

INTRODUCTION AND WELCOME

Choosing Your Child's School

One of the most important decisions you will make about your child's education will be deciding which school you would like your child to attend. Making that choice can involve a great deal of research and planning. The most important thing you can do before expressing your preferences is to find out as much information as possible about the school(s) you are interested in.

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 on the demand for places at an individual school, and the number of places available.

Visit the School

One of the best ways to assess a school is by visiting it in person. You should make an appointment with the Headteacher if you wish to visit a school.

Consider the location of the school. When your child is older, will they be able to get to school alone?

A visit to a school does not indicate that you have been offered a place, nor does it give priority for places. Parents should not assume that a visit to a school constitutes any obligation on the part of the school or Local Authority to provide a place in that school.

Obtain the school prospectus

Schools are required to publish an online prospectus. The prospectus can tell you more about a particular school than the Admissions Handbook. The Local Authority does not keep copies of individual school prospectuses; they can only be obtained from schools or school websites.

Check the performance tables

Every year the Department for Education (DfE) publishes Schools and Colleges Achievement and Attainment tables (formerly performance tables) for First and Primary, Middle, High and Secondary Schools. You can obtain a copy of a schools performance tables by contacting the DfE on 0800 242322 or on the DfE website at: <https://www.gov.uk/government/collections/statistics-performance-tables>.

Research Ofsted reports

It may be helpful to read Ofsted reports which are produced by the Government's School Inspectors. A report is available for every school and you can obtain copies from the school. They can also be found on the Ofsted website www.ofsted.gov.uk/reports.

Admission Numbers

All schools have a Published Admission Number (PAN) based on the size of the school building and their capacity to accommodate pupils. Once an admission number has been set, the admissions authority must respect that number. Pupils will not be admitted above the Published Admissions Numbers unless exceptional circumstances apply.

USEFUL INFORMATION

SECTION 2



TERM TIME HOLIDAYS

Headteachers have the discretion to grant leave, but they will only do this in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. Leave is unlikely to be granted for the purposes of a family holiday.

It is an offence to take your child on holiday during term time without consent from the school. Parents will be fined.

School Holiday Dates

School holiday dates for 2024/2025 are on the Northumberland County Council website you can access the dates by following the link below:

<https://www.northumberland.gov.uk/Education/Schools/Holidays>

Teacher Training Days

As well as the School Holiday list schools are closed for a total of 5 Teacher Training Days per academic year. Your child's school will provide parents with details of their teacher training days. Details of the Teacher Training Days can also be found by following the link below on the Northumberland County Council website or by telephoning the School Admissions Team on 01670 624889.

Teacher Training Days are **subject to change** and are updated on a regular basis, the most up to date version can be accessed on the Northumberland County Council Website by following the link below:

<https://www.northumberland.gov.uk/Education/Schools/Holidays>

CONTACT DETAILS

You can contact the Northumberland County Council's Admissions Team on 01670 624889, via email on schooladmissions@northumberland.gov.uk or obtain general information from:

[School Admissions Website](#)

School Admissions - (Middle and High/Secondary)

Application for Middle and High/Secondary School places (September and in-year transfers):

[School Admissions Website](#)

School Transport **Tel:** 01670 624839

Email: schooltransport@northumberland.gov.uk

Neighbouring Local Authorities:

Newcastle City Council

Civic Centre
Newcastle upon Tyne NE1 8QH

Tel: 0191 2787878
Email: admissions.information@newcastle.gov.uk
Web: www.newcastle.gov.uk

North Tyneside Council

Education Offices
Quadrant
The Silverlink North
Cobalt Business Park
North Tyneside NE27 0BY

Tel: 0191 6438724
Email: school.admissions@northtyneside.gov.uk
Web: <https://my.northtyneside.gov.uk/>

South Tyneside Council

Town Hall
Westoe Road
South Shields
Tyne and Wear NE33 2RL

Tel: 0191 424 7767 / 0191 424 7706 / 0191 424 7705
Email: school.admissions@southtyneside.gov.uk
Web: www.s-tyneside-mbc.gov.uk

Durham County Council

Children and Young People's Services
Green Lane
Spennymoor
Co. Durham DL16 6JQ

Tel: 03000 265 896 / 03000 265 892
Email: schooladmissions@durham.gov.uk
Web: www.durham.gov.uk

Gateshead Council

Dryden Centre
Evistones Road
Low Fell
NE9 5UR

Tel: 0191 433 2757 / 0191 433 2756
Email: schooladmissions@gateshead.gov.uk
Web: www.gateshead.gov.uk

Cumberland Council

School Admissions and Appeals
PO Box 415
Carlisle
CA1 9GU

Tel: 01228 221582
Email: school.admissions@cumberland.gov.uk
Web: <https://www.cumberland.gov.uk/>

Westmorland and Furness Council

School Admissions and Appeals
PO Box 305
County Offices
Kendal
LA9 9GZ

Tel: 0300 373 3300
Email: school.admissions@westmorlandandfurness.gov.uk
Web: <https://www.westmorlandandfurness.gov.uk/>

Neighbouring Local Authorities:

Newcastle City Council

Civic Centre
Newcastle upon Tyne NE1 8QH

Tel: (0191) 2787878
Email: admissions.information@newcastle.gov.uk
Web: www.newcastle.gov.uk

North Tyneside Council

Education Offices
Quadrant The
Silverlink
Cobalt Business Park
North Tyneside NE27 0BY

Tel: (0191) 6438724
Email: school.admissions@northtyneside.gov.uk
Web: <https://my.northtyneside.gov.uk/>

South Tyneside Council

Town Hall
Westoe Road
South Shields
Tyne and Wear NE33 2RL

Tel: (0191) 424 7767 / 7706 / 7705
Email: school.admissions@southtyneside.gov.uk
Web: www.s-tyneside-mbc.gov.uk

Durham County Council

Children and Young People's Services
Green Lane
Spennymoor,
Co. Durham DL16 6JQ

Tel: 03000 265 896 / 03000 265 892
Email: schooladmissions@durham.gov.uk
Web: www.durham.gov.uk

Gateshead Council

Dryden Centre
Evistones Road
Low Fell
NE9 5UR

Tel: 0191 433 2757 / 0191 433 2756
Email: schooladmissions@gateshead.gov.uk
Web: www.gateshead.gov.uk

Cumbria County Council School Admissions and Appeals

Cumbria County Council PO
Box 415
Carlisle CA1
9GU

Tel: (01228) 221582
E-mail: school.admissions@westmorlandandfurness.gov.uk
Web: <http://www.cumbria.gov.uk>

Other organisations:

Department for Education (DfE)

Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Tel: 0370 0002288
Fax: 01928 794248
Email: info@DfE.gsi.gov.uk
Web: www.gov.uk/government/organisations/department-for-education

Every year, Performance Tables are published by the Department for Education (DfE). To obtain a copy of these tables you can either ring the following number 0800 242322 or visit the website at www.DfE.gov.uk and view them online.

Ofsted

Office for Standards in Education (England)

Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk

You may also be interested to know that the Government's School Inspectors produce a report for every school and copies of those reports are available from the school or via the Ofsted website:

www.ofsted.gov.uk/reports

Office of the Schools Adjudicator

Bishopsgate House
Feethams
Darlington DL1 5QE

Tel: 01325 735303
Fax: 01325 391313
Email: osa.team@schoolsadjudicator.gov.uk
Web: www.education.gov.uk/schoolsadjudicator

ADMISSION ARRANGEMENTS 2024/2025

SECTION 3



Admission Arrangements for 2024/2025

The Admission Arrangements are governed by the Co-ordinated Admission Scheme for schools in Northumberland.

Full copies of the Co-ordinated Admission Scheme can be found on the Northumberland County Council website at: [School Admissions Website](#)

If you live in Northumberland and wish to apply for a school inside or outside of the County, you must complete the Northumberland online application form. You will be informed via the Admissions portal on **1 March 2024** to let you know whether your application has been successful.

If you live outside of Northumberland and wish to apply for a Northumberland School, you must complete a Common Application Form from your home local authority. Your home local authority will let you know whether your application has been successful by the **1 March 2024**.

The questions and answers in this section are designed to explain the process you must go through to apply for a place in a Northumberland school and to provide further information to enable you to express the best preferences possible for your child's education.

How are schools organised in Northumberland?

Some school partnerships in Northumberland are organised as First, Middle and High Schools, whilst other partnerships are organised as Primary and Secondary, and some have a mixture of both.

First Schools are for children aged 4 to 9 (Reception and years 1 to 4)

Middle Schools are for pupils aged 9 to 13 (years 5 to 8)

High Schools are for pupils aged 13 to 18 (years 9 to 13)

Primary schools are for pupils aged 4 to 11 (Reception and Years 1 –6)

Secondary schools are for pupils aged 11 to 18 (Years 7—13)

Please see Section 6 for information about school organisation.

There is also an all-age Academy in Northumberland; Bede Academy in Blyth. The Academy takes children aged 3 – 18. Parents of pupils who enter the academy at age 4 will not need to make any further applications for school places unless they wish to transfer out of the academy. Bede Academy also has an entry point at age 11 (Year 7).

All Northumberland High and Secondary Schools have sixth form provision for pupils who wish to continue studying beyond the age of 16. Whilst most pupils who have Special Educational Needs or Education Health and Care Plan (EHCP) are taught within the First, Middle, High and Secondary School system, some attend Special Schools or units. There are 9 Special Schools in Northumberland (see page 63).

What are school partnerships?

Each school partnership is made up of High or Secondary Schools, its feeder Middle Schools where appropriate and their feeder First or Primary Schools. The teachers in each partnership work closely together and share information about pupils' progress and needs and plan joint activities.

What is meant by the school's catchment area?

The catchment area is the defined geographical area from which a school will expect to take in children. Most Northumberland schools have a catchment area. You should check whether you live in the catchment area for your preferred school before applying. The School Admissions Team can advise you on the appropriate catchment area school for your postcode.

Catchment maps are also available online and can be accessed through the Northumberland County Council website: <http://map.northumberland.gov.uk/schools/> Alternatively these can be obtained by contacting the School Admissions Team.

Where can I find out about the schools in my area?

Within this handbook there are the addresses and telephone numbers of all schools in Northumberland. You can see all the schools together with the schools they feed into in Section 6. You can see which First Schools feed into which Middle Schools and which Primary School feeds into which Secondary Schools.

Section 6 also provides the following information about each school:

The relevant Admission Authority for the school.
The Published Admission Number (PAN) for the school.
Schools to which children are expected to transfer to or from.
The number of pupils admitted in the previous September.
Other information you might find useful.

How do I apply for a school place for my child?

You must apply to the Local Authority area in which you live. Each local authority has its own Common Application Form which you will need to complete even if you are applying for a school outside your Local Authority area. Only apply on a Northumberland County Council online application form if you live in Northumberland.

The admissions portal for applications opens on 12 September 2023:

https://schadm.northumberland.gov.uk/ccsenterprise_admissionsonline_live/

You should complete an application setting out the schools they would prefer your child to attend. You can express preferences for up to 4 schools. You need to set out the reasons for your preferences, using the criteria for prioritising applications: **stating a preference is not making a choice, places are allocated according to equal preference.**

The criteria for Community and Voluntary Controlled Schools are set out in Section 4 of this handbook.

If you are applying to a Church Aided School or an Academy you may be asked to complete a supplementary form asking for additional information relevant to your application for that school. This form can only be obtained from the school you wish to attend. You should check with the school to see if a supplementary form is needed.

Parents applying for more than one school are also asked to rank these in order of preference. Sometimes not all school preferences can be met because there may be more applications than places available at schools.

The full admissions policy for Community and Voluntary Controlled Schools can be found on the Northumberland County Council website at: [School Admissions Website](#)

Admissions criteria for Voluntary Aided, Foundation and Trust Schools and Academies can be found in Section 5 of this handbook. Full copies of the admission arrangements for these schools can also be obtained from the school.

What is equal preference? How does it work?

The statutory 'Equal Preference System' is used to allocate school places. This means that:

- All preferences stated are initially looked at individually regardless of the order in which they have been ranked.
- The order that preferences have been ranked becomes important when it is possible to allocate a place for a child at more than one preferred school.
- In this instance a place will be offered at the available school you have ranked the highest.
- It is possible that applicant (A) who ranked a school as a lower preference, could be allocated a place ahead of other applicants who ranked the same school as a preference, if s/he (A) meets one of the higher oversubscription criteria.
- Where the child is not allocated a place at any of their preferred schools and is resident within another Local Authority, Northumberland Local Authority has no duty to allocate a place in another Northumberland school.
- Where the child is not allocated a place at any of the preferred schools and is resident in Northumberland, you will be offered a place at the nearest school with one available.

Why are Looked After Children and former Looked After Children given high priority?

The Government directs Local Authorities to give priority to children who are or who have ever been in the care of a Local Authority. There is also an expectation that when a child in care has to move within the school year, he or she is placed in a new school within 20 days of moving. If your child falls into this priority group, you should ensure that the school admissions team is aware of this on application.

What happens if my child has an Education Health and Care Plan (EHCP)?

When a school is named on a child's Education Health and Care Plan (EHCP), a place must be given to this child before any other places are allocated. However, this can only happen if it is known before the allocation process begins.

However, if your child has an EHCP and you are unsuccessful in gaining a place at your preferred school, you may appeal to the SEN Tribunal. Parents of children with a EHCP cannot appeal to the Admissions Appeal Panel.

What do I need to provide if I think that I qualify under the social/medical criterion?

If you think that you or your child matches this criterion for admission to a specific school, then you must provide strong evidence to support your case.

Your evidence must be provided by a professional body involved with the family or the child. The professional must be independent of both the family and the school, and the evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs.

You should not assume that your submission of the relevant evidence will be sufficient to allocate a place.

Evidence that is not provided by the closing date for applications or at an appeal will not be considered later and will not alter your place on the waiting list for the school.

How are admissions to schools decided?

All applications are matched to an oversubscription criterion within the relevant admissions policy. Most Northumberland schools are County Council maintained schools but voluntary aided schools, trust schools, free schools and academies set their own admission arrangements with their own oversubscription criteria. Individual school admission arrangements can vary significantly to those of the Local Authority and so parents should read them carefully before applying for a place. Within each criterion every applicant is ranked according to home to school distance. Using each criterion sequentially places are offered until the year group is full.

You should not make four preferences for the **same** school. There is a high risk that you will be unable to obtain a place in a school near to your home, or in the case of out of county families you could be offered no school place at all.

You cannot assume that you will be offered your first preference school; in a few cases parents may find that none of their preferences can be offered.

You should list as many preferences as you are able to (up to four) and one of these should be your catchment school.

Which address will be used in determining my child's priority for admission?

The address of the parent with whom the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of the grandparents or a child minder.

In some cases, for example where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances the address used for child benefit purposes will normally be used, i.e., the address of the parent claiming the benefit. If that is not available, then the address on the NHS medical card can be used.

Unfortunately, a small number of parents each year try to secure a place for their child by either providing false information or withholding relevant information on residency or planned residency.

In the case of oversubscribed schools all successful applicants may be asked to produce proof of residency, to willingly provide false information is fraud.

If a place is obtained on the basis of false information, such as an incorrect address, it will be withdrawn.

What are the arrangements for forces families moving into Northumberland?

The School Admissions Code 2021 allows admission authorities to make special arrangements for returning families as long as they are posted to Northumberland and the posting is supported by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Where a forces family is moving into Northumberland of their own volition the normal admission arrangements apply.

If I don't name my catchment school, will a place be kept for my child anyway?

If your catchment school is oversubscribed, places will be allocated to those who have applied for it. If you do not name the catchment area school on your application form, we cannot guarantee a place will be available should you be unsuccessful in obtaining a place at the other schools for which you have expressed a preference. In addition, it may have implications on your child's eligibility for school transport.

What is meant by greater catchment area?

The greater catchment area for a school is the catchment area of the high or secondary school. For example, you may not live in the catchment area of the middle school you prefer but if you live in the catchment area of the high school it feeds into you are in greater catchment.

What if I want my child to go to a school outside Northumberland?

You must complete a Northumberland online form naming your out of county school. We will then co-ordinate your application with the appropriate authority and let you know if they are able to offer your child a place.

I live outside Northumberland, but my child already attends a Northumberland school – which form should I complete, where do I send it and who will tell me if the application has been successful?

You should complete a form for the Local Authority area you live in. You should return your form to your Home Authority as directed on your Local Authority's application form.

Your Local Authority will then give us a list of all children in their area applying for Northumberland schools. Your child's application will be on this list along with any others. We will let your Home Local Authority know whether we can offer your child a place. **Your Home Local Authority will write to you on Offers Day (1 March 2024)** to let you know if your application has been successful.

What is the closing date for applications?

The closing date for application is, **31 October 2023**. If you return your application after **31 October 2023** your application will be classed as late unless exceptional circumstances exist. The Local Authority will consider your reasons, provided they are received before **22 November 2023**. If the LA considers your reasons are exceptional your application will be considered along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after **1 March 2024**. You should be aware that this will reduce your chance at gaining a place at the school you want.

What do I do if I feel I have exceptional grounds for a late application or change of preference?

If you feel that there are exceptional reasons for this, please contact the School Admissions Team on 01670 624889.

What do I do if I move house after I have submitted my application?

You will need to provide proof of purchase or residency before your child's record can be changed.

If my application is considered as a late application, what will happen?

If your application is late and is not considered as exceptional, you will not be offered a place on **1 March 2024**. This will be the case even if you live in the catchment area for the school. If you are a Northumberland resident you will get an offer on or after **17 April 2024**.

When will decisions be made?

You will be notified of the offer of a school place on **1 March 2024** by email.

Please do not contact the School Admissions team before 1 March 2024 regarding your allocation as they will be unable to give you an answer.

If I apply for more than one school, will I be offered a place at each one?

You can apply for up to 4 schools, but we will only offer a place at one of these schools. When it is possible to offer a place at more than one school, we will offer the school you have ranked highest. This is why we ask that you place the school you would most want your child to attend as number one.

What if my application is for another year group?

Applications to other year groups in all other Middle, High and Secondary schools will be dealt with during the Summer term.

Northumberland County Council will process applications for residents in local authorities that have a transfer age of 11+ at the same time as it does its 9+ transfer group.

My child has been offered a place at a school. What happens next?

All offers are deemed as accepted and the school will then contact you to let you know details of any planned visits and/or parents information meetings. If you wish to decline the offer then please contact school admissions.

What can I do if my child does not get a place at the school I would like him/her to attend, can I appeal?

Parents have the right to appeal. Admission appeals are heard by an independent panel, which will decide whether the effect of admitting additional pupils to a full year group is outweighed by the effect on the individual child of not being admitted into the school.

An Appeal Panel cannot change the admissions policy or the over subscription criteria, nor can it consider questions over the way in which the County Council organises its schools or the way the school organises its classes.

The Panel is convened at the request of parents to consider the merits of their individual cases and its decision is binding on the school and the Admission Authority.

If your child has an Education Health and Care Plan and you are unsuccessful in gaining a place at your preferred school, it is the SEN Tribunal that hears the appeal. Parents of children with a Plan cannot appeal to the Admissions Appeal Panel.

Full details of appeal arrangements are available on the Council's website. Following an unsuccessful appeal the County Council will only consider a re-application for the same school during the same academic year when it is clear there has been a significant and material change in the circumstances of the case. Appeals must be lodged within 25 school days of receipt of the refusal letter.

Voluntary Aided Schools, Foundation Schools, Trust Schools and Academies organise their own appeals. Parents should contact the school for information on how to appeal for a place in those schools.

Can my child's name go on a waiting list?

In those cases when an application for a place has been refused, the child's name will be placed on a waiting list. If a place becomes available, it will be allocated using the oversubscription criteria. It is possible for your place on a waiting list to change when new requests for places are received.

What if I am moving home in-year?

Parents sometimes move house during their child's time at school. When distance permits, parents often wish their child to continue in their present school in the interests of educational continuity. When the move means that the parents are no longer living within the designated catchment, the child may continue at the school. However, when the return travelling time is greater than the recommended 90 minutes a day for pupils of First School age, 90 minutes a day for pupils of Middle School age or 150 minutes a day for pupils of High School age, parents are strongly urged to consider moving their child to a school nearer to their new home. This is because long travelling times can have a detrimental effect on a child's education and limits their ability to take part in after school activities.

Additionally, this may have school transport implications.

Do I need to think about school transport?

School transport is explained in the Northumberland County Council Home to School Transport Policy which can be accessed via the County Council's school transport website.

All applications for free transport will be made using the latest Home to School Transport Policy in the context of the school system in the area at that time. This means that it is possible that younger siblings may not be eligible for transport costs in the same way as the older brothers or sisters. You are advised to check eligibility for transport before you apply if you are requesting a place at a school.

Further information can be found on the County Council website:

<http://www.northumberland.gov.uk/Education/Schools/School-transport-1.aspx>

or you can contact the Home to School Transport Team for further advice.

If my child has a brother or sister in the school, will he or she be allocated a place at that school?

Not necessarily. Attendance at a school by an older brother or sister is only one of the factors taken into account when allocating places at schools that are oversubscribed. Parents need to consider that they may find themselves in the position of siblings attending different schools.

Parents are advised to check the admission arrangements for preferred schools.

What if my child is unable to attend school?

There may be occasions when children are temporarily unable to attend school e.g., because of long-term illness or permanent exclusion. At such times the Local Authorities Education Welfare Service will liaise with schools and other involved agencies in order to make alternative educational arrangements.

What if I want to educate my child other than at school?

Some parents may choose to educate their children other than at school. Often this means electing to educate a child at home. The County Council has a legal duty to ensure that children who are not educated at school do receive an education that is suitable to their age and needs. The County Council's Education Welfare Service fulfils this role. They will offer guidance and support to parents who wish to educate their child other than at school. For a copy of the County Council's guidelines on Elective Home Education , please contact the Education Welfare Service, either by email at educationwelfare@northumberland.gov.uk or telephone: 01670 622800.

Can my child go into Year 12 or Year 13 (the Sixth Form) at another High and Secondary School?

Your child can apply for a place in the sixth form of another high and secondary school. Applications should be made directly to the school. The school will let you know what the entry requirements are for your child's chosen programme of study.

For schools where external pupils are admitted to Year 12, High and Secondary Schools must publish an admissions policy. This policy should state the number of students that will be admitted to school for the first time. It should also give the oversubscription criteria. Entry criteria for pupils transferring from Year 11 should be the same as for external applicants and entry should not depend on attendance, behaviour records, or perceptions of attitude or motivation.

No parents or students should be interviewed as part of the application or admissions process, and it should be made clear to parents and students that any meeting such as information evenings form no part of the admissions process.

Any applicant who is refused entry into a Sixth Form has the right of appeal to an Independent Appeal Panel and the decision of that panel is binding on both the Admission Authority and the school.

What if I have a complaint about a school?

Each school has a complaints procedure, which must be followed before contacting Northumberland County Council, details of which can be requested from the Headteacher. The County Council also has a complaints procedure, details of which can be obtained by calling Client Relations on 01670 628888.

Things to watch for

Dates Do not miss the closing date for the online application. Do not leave your application until the last minute in case of IT issues. Also check dates for any supplementary forms.

Priority categories If you think your child fits a particular priority category you must mention this on the form for it to be considered. Check what evidence you need to provide and provide it.

Address What proof of address will be needed? If parents live apart and a child spends part of the week with each, whose address can be used?

Siblings Check who counts as a brother or sister particularly if stepfamilies are involved.

Medical or social need You need supporting documentation from a doctor, psychologist, or social worker or other professional third party.

Supplementary forms Some schools, particularly faith schools, have a supplementary form. This is an extra form for further information about things like church attendance. It does not replace the Local Authority's Online Form. Check where and when you need to send this and what evidence you need to provide.

IMPORTANT

If you live in another Local Authority area you should apply through your Home Local Authority.

Admissions Policy for Northumberland County Council's Community and Voluntary Controlled Schools

SECTION 4



Northumberland County Council Admissions Policy for Community and Voluntary Controlled Schools – 2024/2025

These admission arrangements do not cover VA Schools, Trust Schools or Academies. (Details of Academies/Trust Schools who have decided to use the Northumberland County Council Admissions arrangements can be found on Page 31.)

Admission to Middle, High, Secondary schools (years 5, 7 and 9)

1. The County Council's admission arrangements reflect the requirements of the School Admissions Code 2021 which can be found on the DfE website.
 - 1.1 The County Council is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN).
 - 1.2 The Published Admission Number of each school for entry in September 2024 is published in the Admissions Handbook.

This publication will be available from September 2023 and can be provided by the School Admissions team on request. Full admission arrangements can be found on the Northumberland County Council website.
 - 1.3 In accordance with the School Admission Code 2021, Children with Statements of Special Educational Needs or an Education Health and Care Plan where the school is named in the statement will be admitted.

Where there are more applications than places available the following oversubscription criteria will be applied, strictly in order of priority:

1. Looked After Children (as defined by Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
3. Children with an exceptional social or medical reason that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
 - Strong supporting evidence must be provided from a professional body involved with the family or the child.
 - The professional must be independent of both the family and the school
 - The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs

No assumptions should be made that the submission of the relevant evidence will, in itself be sufficient to allocate a place.

NOTE: Supporting evidence must be submitted at the time of application. You will not be allocated a place under this criterion if you omit to send to the School Admissions Team a written statement from a professional third party by 31 October 2023.

4. Children resident in the greater catchment area of the school partnership who have a sibling already in the school who is expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.

5. Children resident in the greater catchment area of the school partnership. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.
6. Children who have a sibling who already attends the school, including sixth form, and who is expected to be on roll at the school at the time of admission.

For the purpose of admissions siblings are deemed to be brothers and sisters, stepsiblings, foster siblings, adopted siblings and other children who reside permanently in the household and are treated as siblings.

7. Requests on behalf of pupils which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's schools.

Important: This criterion does not apply to those children who have entered a school in the final year before transfer.

8. Other children.

- 1.4 Parents may be asked to provide evidence of residency if the requested school is oversubscribed. In instances where it is demonstrated that a place at a preferred school has been obtained on the basis of a false statement of address, the County Council reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling.
- 1.5 Where places are available for some but not all children from multiple births (including twins) the Local Authority will exercise discretion offered by the School Admissions Code 2021 to offer all the children a place, even if this breaches the published admission number for the year group.
- 1.6 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.
- 1.7 Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.
- 1.8 Children with disabilities 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, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.
- 1.9 The County Council reserves the right to vary these criteria within the relevant year to take account of revisions to legislation or its interpretation by the courts.
- 1.10 In cases when an application for a place has been unsuccessful, the child's name will be placed on a waiting list for the school in question under the appropriate Admissions Criteria. Under the Co-ordinated Scheme, reserve lists will be maintained until 31 December.
- 1.11 Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found on the DfE website at: www.DfE.gov.uk

Definitions used under the policy

'Parents' include all those people who have a parental responsibility* for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person deemed to be the person responsible for completing the application is the person receiving Child Benefit and whose address will be used for admission purposes.

*Parental Responsibility, unless otherwise determined by a court order:

- Mothers automatically have parental responsibility.
- Fathers also have parental responsibility if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them.

An unmarried father can obtain Parental Responsibility by:

- marrying the mother
- having his name registered or re-registered on the birth certificate if his name is not already registered**
- entering into a Parental Responsibility Agreement with the mother
- obtaining a Parental Responsibility Order from the court
- having obtained a Residence Order prior to 22.4.2014
- by being named as the resident parent under a Child Arrangements Order
- becoming the child's guardian on the mother's death

**The law has changed so that unmarried fathers who registered or re-registered their name on their child's birth certificate after 1st December 2003 will have Parental Responsibility for their child.

Therefore:

- If an unmarried father has a child after 1st December 2003 and he is registered on the birth certificate he WILL have Parental Responsibility.
- If a child's birth was registered before 1st December 2003 and the father was not named on the birth certificate, the birth can be re-registered to include the father's name. Once this has been done, the father WILL have Parental Responsibility. *
- If an unmarried father's name is already on the birth certificate and the child was registered before 1st December 2003, the law has not changed this situation so the father WILL NOT have Parental Responsibility. (Unless obtained by other means).

Same-sex partners/Civil Partners

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g., donor insemination or fertility treatment.

Non-civil partners

For same-sex partners who are not civil partners, the 2nd parent can get parental responsibility by either:

- applying for parental responsibility if a parental agreement was made.
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth.

The management of school applications may be severely delayed during the main admissions round where separated parents* of the child each submit a separate application for different schools, or one parent does not agree with the application made by the other parent. The School Admissions Code 2021 states that only one offer of a school place per child is made by the Local Authority. In this situation the Local Authority asks that parents and/or carers resolve matters between themselves before informing the Local Authority in writing of which application should be processed/their agreement to an application. In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter and this will be based on the address of the parent or carer with whom the child is normally resident, Mondays to Fridays term time only.

'Siblings' are deemed to be brothers and sisters, stepbrothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

2 Publication of the Local Authorities Admissions Handbook (2024/2025)

The Admissions Handbook for September 2024 entry will be available from the beginning of September 2023.

3 Admissions timetable

12 September 2023: E-admissions portal opens.

12 September 2023: Admissions Information and School Prospectuses are made available to parents online.

31 October 2023: Closing Date for Applications: E-admission portal closes.

22 November 2023: Last date to notify the County Council of changes to applications eg change of address.

1 March 2024: Parents notified online of the outcome of their applications for school places

15 March 2024: Last date for offers to be rejected by parents.

Admission Policies for Voluntary Aided and Foundation Schools, Trust Schools and Academies

SECTION 5



Types of school

The admissions authority is the official body which decides the rules on how children will get a place at the school and who is offered a place. **The headteacher is not part of the admissions authority and plays no part in deciding admissions to the school.** Different types of school have different admission authorities.

Type of School	Admissions Authority
Community	Local Authority
Voluntary Controlled	Local Authority
Voluntary Aided	Governors
Foundation/Trust	Governors
Academies	Academy Trust

The admission policy for each school is important. You should check the admissions criteria for each school that you are considering for your child to see what level of priority you have. If a school has been consistently oversubscribed and you have a low priority you should think seriously about the likelihood of your child being allocated a place there.

The following community and voluntary controlled schools follow the Northumberland County Council Admissions Policy:

- Astley Community High School
- Berwick Middle School
- Corbridge Middle School
- Glendale Community Middle School
- James Calvert Spence College
- Seaton Sluice Middle School
- Tweedmouth Community Middle School
- Whytrig Community Middle School

The following trust schools have chosen to use their own policies. Please note that the listed policies below are not the full policies for these schools. For the complete school policy contact the school you are electing as your preference.

BISHOP WILKINSON CATHOLIC EDUCATION TRUST

St Joseph’s Catholic Middle School, Hexham 33

TRUST SCHOOLS AND ACADEMIES

St Benet Biscop Catholic Academy 34
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CHEVIOT LEARNING TRUST

The King Edward VI School 40-41
 Dr Thomlinson CE Middle School 42
 Morpeth Newminster Middle School 43
 Morpeth Chantry Middle School 44
 Highfield Middle School 45-46
 Ovingham Middle School 47
 Prudhoe Community High School 48

NCEA DUKE’S SECONDARY SCHOOL 49

PELE TRUST

The Duchess’s Community High School
 Ponteland High School 50-51

HADRIAN LEARNING TRUST

Queen Elizabeth High School and Hexham Middle School 52-53

HAYDON BRIDGE HIGH SCHOOL 54-55

The following Academies/Trust /Foundation Schools have decided to use the Northumberland County Council Admissions policy (Page 25) for the September 2024 intake:

Berwick Academy, Cramlington Learning Village, Bellingham Middle School, The Duchess's Community High School.

However, each academy will make the decision about which children to admit in accordance with these arrangements.

Some of the above schools require an additional form giving further details e.g., religion, which will enable them to correctly apply their criteria. You should contact your chosen school to ask whether an additional form is required.

It is the parents' responsibility to provide the evidence requested to the school by the closing date of 31 October 2023.

ST JOSEPH'S CATHOLIC MIDDLE SCHOOL, HEXHAM

Bishop Wilkinson 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 governing body has set its published admission number (PAN) at 90 pupils to be admitted to [the reception year] in the school year which begins in September 2024.

The admissions policy criteria will be applied on an Equal Preference basis.

Pupils with an Education, Health and Care Plan

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.

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.
2. Catholic children who are resident in the parishes of St Mary's, Hexham (including Corbridge and Swinburne), St John of Beverley, Haydon Bridge, St Wilfrid's, Haltwhistle, St Oswald's, Bellingham, St Peter's, Otterburn, St Elizabeth's, Minsteracres.
3. Other Catholic children.
4. Other looked after and previously looked after children.
5. Catechumens and members of an Eastern Christian Church.
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader.
7. Children of other faiths whose membership is evidenced by a minister or faith leader.
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 in a straight line (as the crow flies) from the front door of the child's address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system) with those living closer to the school receiving the higher priority. 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.

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.

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.

ST BENET BISCOP CATHOLIC ACADEMY ADMISSIONS POLICY

Bishop Bewick 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.

Published Admission Number Year 7

The Governing body has set its admission number at 180 pupils to year seven in the school year which begins in September 2024.

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

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

Oversubscription Criteria for Year 7

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.
2. Catholic children attending a Catholic feeder primary school
3. Other Catholic children
4. Looked after children and previously looked after children.
5. Catechumens and members of an Eastern Christian Church.
6. Other children attending a Catholic feeder primary school
7. 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.
8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader.
9. Children of other faiths whose membership is evidenced by a minister or faith leader.
10. Other children

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line (i.e. as the crow flies) from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system).

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.

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. The waiting list will be held open until the 31 December. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Appeals

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.

TRUST SCHOOLS AND ACADEMIES

ASHINGTON ACADEMY / BEDLINGTON ACADEMY

The North East Learning Trust is the Admissions Authority responsible for determining and applying this policy in the following Academies:

- Ashington Academy
- Bedlington Academy

The Trust will consider all admission applications sent to them by the Local Authority (LA) and will apply the policy fairly and consistently to every application received.

The PAN is the number of places we intend to make available for our normal intake. Once the PAN has been set for an Academy, we will not refuse any applications submitted during the normal admission round for Year 7 where the PAN has not been exceeded.

However, if there is an unexpectedly high demand and the Trust believes we could admit additional children, we will inform the LA and either admit children above the agreed PAN or increase the PAN accordingly to accommodate more children.

The current PAN for Academies within the Trust is:

Academy	Phase	PAN
Ashington	Secondary	180
Bedlington	Secondary	150

Oversubscription Criteria for Ashington Academy and Bedlington Academy

1. Children who are 'looked after' or a child who was previously looked after including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or special guardianship order.
2. Children with very exceptional medical factors directly related to school placement.
3. Children who have a sibling already attending the school and who is expected to be on roll at the time of admission. Children who have a sibling already attending the Academy and who is expected to be on roll at the school in years 7 – 11 at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
4. Children of staff employed at the Academy for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.
5. Distance from the front door of the child's home to main gate of the school will be the deciding factor with preference being given to those whose home address is nearest to the school as measured in a straight line ('as the crow flies'). The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

This will be based on the child's address. Where the last place to be allocated would mean that a multiple birth sibling group i.e., twins, triplets, or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the LA's system of random allocation will apply.

Children with disabilities 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, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Waiting lists/appeals

The Trust will maintain the waiting list. Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Unsuccessful applicants may also contact Mrs J Barker, Governance Manager, North East Learning Trust by telephone 0191 5634190 Option 1 or email schooladmissions@nelt.co.uk to be advised of their right to an Independent Appeal Panel and/or request to be included on the waiting list.

There will be no waiting list available after 31 December 2023.



BEDE ACADEMY

Secondary Years (Year 7 to Year 11)

The Academy operates alongside Northumberland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation Multi Academy Trust (ESF MAT) is the Admissions Authority for entry into Bede Academy, with day-to-day responsibility delegated to Bede Academy's governors, and is responsible directly to the Department for Education for all Admissions and Appeals.

The Published Admissions Number for Year 7 is 134. There are 224 places in year 7, with 90 places being taken by students transferring from Bede Academy's year 6. Places are offered to prospective Year 7 students at the same time as places are allocated within all other Northumberland schools. This is co-ordinated with the Academy and the Local Authority, but all queries and appeals are handled by Bede Academy directly.

After the admission of pupils with Statements of Special Educational Need or Education, Health and Care Plan (EHCP) for whom Bede Academy has consented to be named on the Statement (*evidence of this must be provided*), the remaining available places will be allocated in the following order priority:

- **Looked After Children (in public care) and previously Looked After Children**
- **Children on whose behalf written evidence of exceptional medical or social need is presented, such as evidence being supplied by a professionally involved third party and must set out the particular reasons why the Academy is the most suitable school.**
- **Children of staff where the member of staff is filling a post for which there is demonstrable skill shortage.**
- **Children who have a sibling(s) who will be in Year Reception to Year 13 at the time of admission.**
Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.
- **Children who live in the published catchment area for the Academy**
Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment. The catchment area map is available to view on our website.
- **Children who are eligible to receive the 'service premium' under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Forces personnel.**
- **Children, on the basis of the closeness of their home's front door to the front gate of Bede Academy, measured by walking in the shortest possible line without entering private property.**
Walking distance must be along a safe walking public route, which does not include private short cuts or walk across open ground where there are no public rights of way. A safe walking route is defined as being paved/tarmacked and lit at regular intervals. For applications for years 7 to 11 the walking distance will be calculated to the front gate of Bede Academy, Sixth Avenue. Bede Academy use software that is specialised for computer mapping of distance. This is called "Basemap" and takes the X and Y coordinates of the property address and calculates the distance to the front gate of Bede Academy, Sixth Avenue precisely.

Appeals

The Academy operates alongside Northumberland Local Authority and the National Guidelines on Admissions and Appeals. Emmanuel Schools Foundation Multi Academy Trust (ESF MAT) is the Admissions Authority for entry into Bede Academy, with day-to-day responsibility delegated to Bede Academy's governors, and is responsible directly to the Department for Education for all Admissions and Appeals.

Tie Break

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

**NORTHERN EDUCATION TRUST
THE BLYTH ACADEMY**

Admissions to Year 7

The trust has the following published admission number for the academy for the year **2024/2025** and, subject to any changes required by the Schools Adjudicator, for subsequent years: **180 for students in Year 7**.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Special Educational Needs where the academy is named on the Education, Health Care Plan, the criteria will be applied in the order in which they are set out below:

- a) Students who are in the care of the LA or a child who was previously looked after (including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted). Previously looked after children are children who were looked after but ceased to be so because they were adopted, or subject to a child arrangement or special guardianship order.
- b) Admission of students who need specialist provision due to their complex needs. These criteria apply to students who have Special Educational Needs, who do not have an Education, Health Care Plan and through the Review process have been identified as in need of a 'named' mainstream school that can offer the relevant support and resources.
- c) Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - Have one or both natural parents in common.
 - Are related by a parent's marriage.
 - Are adopted or are fostered.
 - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings.
 - Are children of the same household who permanently live at the same address.
- d) Admission of students whose normal address is in the academy admission zone at the time of their application to the academy.
- e) Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence.
- f) If the academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the *normal address to the academy closest first. The distance, which determines how close a student lives to the academy, is the measurement from the main entrance of the student's normal address to the main entrance of the academy. The distance will be measured in a straight-line using Route Finder, a computerised mapping system which measures from the centre of the home address point to the designated centre of the main entrance to the academy.

*(Normal address: Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.)

- g) Children of staff in either or both of the following circumstances:
- i. Where the member of staff has been employed by the trust for two or more years at the time at which the application for admission to the academy is made; and/or
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - iii. Children whose normal address is outside the catchment area, based on distance from the academy, using the distance calculation and approach set out in point (f).

Tie Breaker

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured as outlined above in point f. Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

Appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be independent of the academy and administered by the LA. The arrangements for appeals will be in line with the School Admission Appeal Code 2022. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. Guidance will be available for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

Cheviot Learning Trust KING EDWARD VI SCHOOL

The Board of Directors of the Cheviot Learning Trust is the Admission Authority of the Learning Trust and is obliged to admit all applicants to a particular school within the Cheviot Learning Trust provided these do not exceed the school's Published Admission Number (PAN).

The Published Admission Number for The King Edward VI School for entry in September 2024 is 320.

If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

1. **Special Educational Need**

Children with a Statement of Special Educational Need or Education and Health Care Plan that names the school on the statement, and where the school is most appropriate to meet those needs, must be given admission to that school before other applicants.

2. **Looked After Children**

Admission authorities must give highest priority to children in care (including "those previously in care") in their oversubscription criteria.

3. **Continuity of Educational Provision**

Requests on behalf of students which are based on the need to maintain continuity of educational provision within the feeder pattern of The Learning Trust schools (see table overleaf). To meet the criteria "continuity of education" students must have been on the roll of the feeder school for a minimum of two full academic years - i.e, from the beginning of Year 7 for entry into Year 9 at The King Edward VI School.

Likewise, students at Dr Thomlinson Middle School Rothbury, which is also a feeder school of King Edward's, must also have been on roll for a minimum of two full academic years, and from the beginning of Year 7 for entry into Year 9 at The King Edward VI School.

Where there are more applicants than places in this criterion, preference is given to:

- a. Firstly, those who can demonstrate they live in the school's catchment area at the time of application.
- b. Secondly, where the child does not live in the catchment area at the time of application.

The feeder schools for the King Edward VI School are listed here.

- Morpeth Chantry Middle School
- Morpeth Newminster Middle School
- Dr Thomlinson Middle School

4. Students who have an older brother or sister who already attend The King Edward VI School including Sixth Form and who is expected to be on roll at the school at the time of admission. For the purpose of admissions siblings are deemed to be brothers and sisters, stepbrothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.
5. Students living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
6. Students on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents of the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported by a written statement by a professionally involved third party, such as a doctor or a social worker.
7. Students on whose behalf preferences are expressed on grounds other than those outlined above.

Oversubscription

Cheviot Learning Trust welcomes applications from all students, and we are obliged to admit all students provided our Published Admission Number (PAN) for each school is not exceeded. However, where there are places for some, but not all applicants, and when all remaining applicants fall within the same criteria then a tie – breaker (deciding factor) will be implemented.

Tie Breaker

Where there are places available for some but not all applicants within a given criteria, priority will be given to those who live nearest the school, measured in a direct line (“as the crow flies”) from the front door of the home to the main gate of the school. The distance checker is contained within the school admissions software using GIS data. Distance checking is an integral function within the schools admissions software ensuring consistency in measurement.

Cheviot Learning Trust
DR THOMLINSON C.E. MIDDLE SCHOOL

The governing body of Dr Thomlinson voluntary aided Church of England School is the Admissions Authority for the school and they intend to admit up to 60 pupils to the Year 5 group in September 2024. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

The school is open to receive applications for admissions from the parents of all children for all year groups. We must give priority to children in the care of the local authority (looked after children) and those with a statement of special educational needs, which names the school.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interest of the child concerned. In the event of the number of applications exceeding the number of places available, priority will be given to applications in the order of priority indicated below.

Over-subscription Criteria

- Children with an Educational Health Care Plan naming the school (EHCP)
- 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. Including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted.
- Children adopted from care outside the UK
- Children who reside within the catchment area of the school and those on whose behalf firm evidence is provided that they will be resident in the LA defined catchment area by the appropriate admission date.
- Children with a sibling at the school at the time when they would be admitted to the school.
- Children of parent/s who worship regularly and frequently within the Church of England or another Christian Church who wish their child to attend this school because of its Christian foundation. (Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend).
- Children who have special medical needs or other special circumstances, (supported by medical professional opinion).
- Other children.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance will be measured in a straight line (i.e. as the crow flies) from the front door of the child's home address to the main entrance of the next nearest available school, with **preference given to those whose home address is furthest from an alternative school**. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

Waiting List

For Y5 September admittance, the school office will maintain a waiting list of applicants until 31 December each year. In-year applicants will be held on a waiting list for 1 year. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

Appeals

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 Academy Council at the school address.

Cheviot Learning Trust NEWMINSTER MIDDLE SCHOOL

The Board of Directors of the Cheviot Learning Trust is the Admission Authority of the Learning Trust and is obliged to admit all applicants to a particular school within the Cheviot Learning Trust provided these do not exceed the school's Published Admission Number (PAN).

The Published Admission Number for Newminster Middle School entry in September 2024 is 128. If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

1. **Special Educational Need**

Children with a Statement of Special Educational Need or Education and Health Care Plan that names the school on the statement, and where the school is most appropriate to meet those needs, must be given admission to that school before other applicants

2. **Looked After Children**

Admission authorities must give highest priority to children in care (including "those previously in care") in their oversubscription criteria

3. **Continuity of Educational Provision**

Requests on behalf of students which are based on the need to maintain continuity of educational provision within the feeder pattern of The Learning Trust schools (see table overleaf). To meet the criteria "continuity of education" students must have been on the roll of the feeder school for a minimum of two full academic years - i.e, from the beginning of Year 3 for entry into Year 5 at Chantry or Newminster Middle School, and from the beginning of Year 7 for entry into Year 9 at The King Edward VI School.

Where there are more applicants than places in this criterion, preference is given to:

- a. Firstly, those who can demonstrate they live in the school's catchment area at the time of application.
- b. Secondly, where the child does not live in the catchment area at the time of application.

The feeder schools for the Newminster are listed here:

- Abbeyfields First School
- Morpeth First School
- St Robert's RC First School (part of the Catholic Partnership of Schools')

4. Students who have an older brother or sister who already attends the Learning Trust Schools and who is expected to be on roll at the school at the time of admission. For the purpose of admissions siblings are deemed to be brothers and sisters, stepbrothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.
5. Students living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
6. Students who are currently attending one of the named feeder First Schools of the wider Morpeth Partnership as identified on the previous page.
7. Students on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents of the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported by a written statement by a professionally involved third party, such as a doctor or a social worker.
8. Students on whose behalf preferences are expressed on grounds other than those outlined above.

Oversubscription

Cheviot Learning Trust welcomes applications from all students and we are obliged to admit all students provided our Published Admission Number (PAN) for each school is not exceeded. However, where there are places for some, but not all applicants, and when all remaining applicants fall within the same criteria then a tie – breaker (deciding factor) will be implemented.

Tie Breaker

Where there are places available for some but not all applicants within a given criteria, priority will be given to those who live nearest the school, measured in a direct line ("as the crow flies") from the front door of the home to the main gate of the school. The distance checker is contained within the school admissions software using GIS data. Distance checking is an integral function within the schools admissions software ensuring consistency in measurement.

Cheviot Learning Trust
CHANTRY MIDDLE SCHOOL

The Board of Directors of the Cheviot Learning Trust is the Admission Authority of the Learning Trust and is obliged to admit all applicants to a particular school within the Cheviot Learning Trust provided these do not exceed the school's Published Admission Number (PAN).

The Published Admission Number for Chantry Middle School in September 2024 is 128.

If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

1. Special Educational Need

Children with a Statement of Special Educational Need or Education and Health Care Plan that names the school on the statement, and where the school is most appropriate to meet those needs, must be given admission to that school before other applicants

2. Looked After Children

Admission authorities must give highest priority to children in care, and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

3. Continuity of Educational Provision

Requests on behalf of students which are based on the need to maintain continuity of educational provision within the feeder pattern of The Learning Trust schools (see table overleaf). To meet the criteria "continuity of education" students must have been on the roll of the feeder school for a minimum of two full academic years - i.e, from the beginning of Year 3 for entry into Year 5 at Chantry or Newminster Middle School, and from the beginning of Year 7 for entry into Year 9 at The King Edward VI School. Where there are more applicants than places in this criterion, preference is given to:

- a. Firstly, those who can demonstrate they live in the school's catchment area at the time of application.
- b. Secondly, where the child does not live in the catchment area at the time of application.

The feeder schools for the Chantry are listed here:

- All Saints C of E First School
 - Cambo First School
 - Longhorsley St Helen's C of E First School
 - Stannington First School
 - Stobhillgate First School
 - St Robert's RC First School (part of the Catholic Partnership of Schools')
 - Tritlington C of E First School
 - Whalton C of E Primary School (also part of the Ponteland Partnership)
4. Students who have an older brother or sister who already attends the Learning Trust Schools and who is expected to be on roll at the school at the time of admission. For the purpose of admissions siblings are deemed to be brothers and sisters, stepbrothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.
 5. Students living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
 6. Students who are currently attending one of the named feeder First Schools of the wider Morpeth Partnership as identified above.
 7. Students on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents of the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported by a written statement by a professionally involved third party, such as a doctor or a social worker.
 8. Students on whose behalf preferences are expressed on grounds other than those outlined above.

Oversubscription

Cheviot Learning Trust welcomes applications from all students and we are obliged to admit all students provided our Published Admission Number (PAN) for each school is not exceeded. However, where there are places for some, but not all applicants, and when all remaining applicants fall within the same criteria then a tie – breaker (deciding factor) will be implemented.

Tie Breaker

Where there are places available for some but not all applicants within a given criteria, priority will be given to those who live nearest the school, measured in a direct line ("as the crow flies") from the front door of the home to the main gate of the school. The distance checker is contained within the school admissions software using GIS data.

Cheviot Learning Trust Highfield Middle School

The Trust is the admission authority for the School and is responsible for determining the School's admissions policy. The published admission number (PAN) for entry into Year 5 at Highfield Middle School is 120.

Where the School receives more applications than places available, places will be allocated in accordance with the criteria set out below.

Children with an Education, Health and Care Plan (EHCP) (formerly known as a Statement of Special Education Needs) naming the School will be admitted.

Oversubscription Criteria

1. 'Looked after' children or 'previously looked after' children i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangements order (formerly a residence order) or a special guardianship order.
2. Children with an exceptional social or medical need (for example, where the child or one or both parents has a disability that means that the child can only attend the school).
3. Children living in the school's catchment area.
4. Children living in the school's greater catchment area who have a sibling already in the school who is expected to be on roll at the school at the time of admission.
5. Children living in the School's greater catchment area.
6. Children living outside the School's catchment area [and greater catchment area] with a sibling who (a) attends Highfield Middle School at the time of application and (b) will be attending Highfield Middle School at the time of admission.
7. Children who attend any of the first schools in the Cheviot Learning Trust at the time of application, namely:
 - * Mickley First School
 - * Prudhoe Castle First School
 - * Broomley First School
 - * Whittonstall First School
 - * Wylam First School
 - * Ovingham C of E First School
8. Children who attend any of the other feeder schools at the time of application, namely:
 - * Adderlane Academy
 - * Prudhoe West Academy
9. Other children.

Tie Break

Within each oversubscription criteria priority will be given to children with a sibling who (a) attends the school at the time of application and (b) will be attending the school at the time of admission.

Priority will then be given to those children who live closest to the school measured as a straight line (i.e. "as the crow flies") from the front door of the child's home address to the school's main entrance using Northumberland County Council's computerised measuring system. But, as between two or more children living the same distance from the school, places will be offered by random allocation. The random allocation will be verified by someone independent of the School.

Waiting List

If your child has not been offered a place at the school, the school will put your child's name on a waiting list. Children are given a position on the waiting list according to the oversubscription criteria regardless of when the child's application was made or received. If pupil numbers subsequently fall below the school's published admission number, a place will be offered to the child at the top of the waiting list at that point except that priority is always given to looked after children, previously looked

after children, and those children allocated a place at the school in accordance with Northumberland County Council's Fair Access Protocol. This means that a child who is on the waiting list will move down the list if another child subsequently applies for a place at the school and has greater priority under the oversubscription criteria or in accordance with Fair Access Protocol.

The School will hold a waiting list for one term in that academic year ending on 31 December; no list will be held by the school after this date and new in-year applications will need to be submitted.

Right of appeal

Parents have a statutory right of appeal if, following an application, the admission authority does not offer the child a place at the school. Parents will be given more information about how to appeal when they are informed of the decision not to offer their child a place.

Cheviot Learning Trust Ovingham Middle School

The Trust is the admission authority for the School and is responsible for determining the School's admissions policy. The published admission number (PAN) for entry into Year 5 at the School is 96.

Where the School receives more applications than places available, places will be allocated in accordance with the criteria set out below.

Children with an Education, Health and Care Plan (EHCP) (formerly known as a Statement of Special Education Needs) naming the School will be admitted.

Oversubscription Criteria

1. 'Looked after' children or 'previously looked after' children i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangements order (formerly a residence order) or a special guardianship order.
2. Children with an exceptional social or medical need (for example, where the child or one or both parents has a disability that means that the child can only attend the School).
3. Children living in the School's catchment area.
4. Children living in the School's greater catchment area who have a sibling already in the school who is expected to be on roll at the school at the time of admission.
5. Children living in the School's greater catchment area.
6. Children living outside the School's catchment area [and greater catchment area] with a sibling who:
(a) attends the School at the time of application and (b) will be attending the School at the time of admission.
7. Children who attend any of the School's feeder schools at the time of application, namely: (To be named as appropriate, middle and high schools only)
8. Other children.

Tie Break

Within each oversubscription criteria priority will be given to children with a sibling who
(a) attends the School at the time of application and
(b) will be attending the School at the time of admission.

Priority will then be given to those children who live closest to the School measured as a straight line (i.e. "as the crow flies") from the front door of the child's home to the School's main entrance using Northumberland County Council's computerised measuring system. But, as between two or more children living the same distance from the School, places will be offered by random allocation. The random allocation will be verified by someone independent of the School.

Waiting List

If your child has not been offered a place at the School, the School will put your child's name on a waiting list. Children are given a position on the waiting list according to the oversubscription criteria regardless of when the child's application was made or received. If pupil numbers subsequently fall below the School's published admission number, a place will be offered to the child at the top of the waiting list at that point except that priority is always given to looked after children, previously looked after children, and those children allocated a place at the School in accordance with Northumberland County Council's Fair Access Protocol. This means that a child who is on the waiting list will move down the list if another child subsequently applies for a place at the School and has greater priority under the oversubscription criteria or in accordance with Fair Access Protocol. The School will hold a waiting list for one term in that academic year ending on 31 December; no list will be held by the School after this date and new in-year applications will need to be submitted.

Right of appeal

Parents have a statutory right of appeal if, following an application, the admission authority does not offer the child a place at the School. Parents will be given more information about how to appeal when they are informed of the decision not to offer their child a place

Cheviot Learning Trust Prudhoe Community High School

The Trust is the admission authority for the School and is responsible for determining the School's admissions policy. The published admission number (PAN) for entry into Year 9 at the School is 200.

Where the School receives more applications than places available, places will be allocated in accordance with the criteria set out below.

Children with an Education, Health and Care Plan (EHCP) (formerly known as a Statement of Special Education Needs) naming the School will be admitted.

Oversubscription Criteria

1. 'Looked after' children or 'previously looked after' children i.e. children who were previously looked after but ceased to be because they were adopted or became subject to a child arrangements order (formerly a residence order) or a special guardianship order.
2. Children with an exceptional social or medical need (for example, where the child or one or both parents has a disability that means that the child can only attend the School).
3. Children living in the School's catchment area.
4. Children living in the School's greater catchment area who have a sibling already in the school who is expected to be on roll at the school at the time of admission.
5. Children living in the School's greater catchment area.
6. Children living outside the School's catchment area [and greater catchment area] with a sibling who:
(a) attends the School at the time of application and (b) will be attending the School at the time of admission.
7. Children who attend any of the School's feeder schools at the time of application, namely: (To be named as appropriate, middle and high schools only)
8. Other children.

Tie Break

Within each oversubscription criteria priority will be given to children with a sibling who
(a) attends the School at the time of application and
(b) will be attending the School at the time of admission.

Priority will then be given to those children who live closest to the School measured as a straight line (i.e. "as the crow flies") from the front door of the child's home address to the School's main entrance using Northumberland County Council's computerised measuring system. But, as between two or more children living the same distance from the School, places will be offered by random allocation. The random allocation will be verified by someone independent of the School.

Waiting List

If your child has not been offered a place at the School, the School will put your child's name on a waiting list. Children are given a position on the waiting list according to the oversubscription criteria regardless of when the child's application was made or received. If pupil numbers subsequently fall below the School's published admission number, a place will be offered to the child at the top of the waiting list at that point except that priority is always given to looked after children, previously looked after children, and those children allocated a place at the School in accordance with Northumberland County Council's Fair Access Protocol. This means that a child who is on the waiting list will move down the list if another child subsequently applies for a place at the School and has greater priority under the oversubscription criteria or in accordance with Fair Access Protocol. The School will hold a waiting list for one term in that academic year ending on 31 December; no list will be held by the School after this date and new in-year applications will need to be submitted.

Right of appeal

Parents have a statutory right of appeal if, following an application, the admission authority does not offer the child a place at the School. Parents will be given more information about how to appeal when they are informed of the decision not to offer their child a place.

NCEA DUKES SECONDARY SCHOOL

The Northumberland Church of England Academy Trust is the Admissions Authority and follows the Northumberland County Council admissions procedures for admission to the NCEA Duke's School. The Northumberland Church of England Academy Trust complies with the School Admissions Code issued by the Department for Education in December 2014.

The Northumberland Church of England Academy Trust intends to admit up to **190 pupils to Year 7** at NCEA Duke's School in **September 2024**.

If in any year group the NCEA Duke's School is not oversubscribed then the School will offer children who apply to that year group a place.

Children who have either a statement of educational needs (SEN) or an Education, Health and Care Plan (EHCP) plan that specifically names NCEA Duke's School will be admitted to the School.

NCEA Duke's School operates an equal preference system which means that all first, second and third preference applications are considered equally against the following criteria:

- a. A "Looked after Child".
- b. Children who have a sibling link and are residing at the same address (brother or sister including adoptive siblings, half siblings, step siblings, and long term fostered children) attending NCEA Duke's School at the time of application. [N.B. This criterion includes older siblings who will be in the sixth form at the time of admission] The Northumberland Church of England Academy Trust will not consider any "reverse sibling links" i.e. a younger child gaining entry to the school will not mean an automatic place for an older sibling.
- c. Pupils attending the designated feeder primary schools: NCEA Bishop's Primary School (formerly Josephine Butler Campus), NCEA Grace Darling C of E Primary School, NCEA James Knott C of E Primary School and NCEA William Leech C of E Primary School.
- d. Children whose normal home address is in the catchment area of NCEA Duke's School and who can provide firm evidence that this will be the case on the appropriate admission date.
- e. Children on whose behalf evidence of exceptional medical need that make it essential their child attends the school is presented. Evidence must be supported in a written statement by a professionally involved third party, for example, a doctor. The supporting evidence should be submitted at the time of application and should set out the particular reasons why NCEA Duke's School provision is the most suitable provision and the difficulties that would be caused by the child attending an alternative provision.
- f. Children living outside the catchment area of the NCEA Duke's School.

Oversubscription Criteria

Where the number of applications for admission to the Duke's Secondary School is greater than the published admission number (PAN) for that year group, applications will be considered against the criteria applied in the order in which they are set out above.

For children who live at two addresses the criteria apply to the address where the child spends the majority of their time. Where there are more applications than places available, children from multiple births will be given priority within criteria a, b, c and d above and treated together as a single group.

Within each of the above criteria, in the event that there is still an oversubscription after the criteria above have been applied and a tiebreaker is required, then the child living closest to NCEA Duke's School will be admitted. Distance will be measured in a straight line from the front door of the child's home to the front gate/main entrance of the School.

Waiting Lists

Unsuccessful applications for a place at the NCEA Duke's School will, if requested, be placed on our waiting list. This list is ranked according to the same criteria as those used for Admissions to the relevant age group. When a child is added to the list, the list will be ranked again in line with the published oversubscription criteria detailed above. Parents should notify the Duke's Secondary School that they wish to be held on this list and will be contacted directly a place is available.

Appeals

Parents may appeal against the decision not to offer a place and must do so in writing to the NCEA Duke's School within 14 days of being notified that they have not been offered a place. An independent appeal panel will hear the appeal. A copy of the appeals procedure is available from the NCEA Duke's School or through the School website.

Ponteland High School Pele Trust Admissions Policy

The Board of Directors of Pele Trust is the Admission Authority and is obliged to admit all applicants to a particular school within Pele Trust provided these do not exceed the school's Published Admission Number.

The Published Admission Number of the school is: Ponteland High School: 240 (Year 7 entry)

If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the oversubscription criteria set out below.

Oversubscription criteria (Pele Trust secondary school)

Applicable to Ponteland High School

1. Special Educational Need

- a. Children with a Statement of Special Educational Need or Education and Health Care Plan that names the school on the statement, and where the school is most appropriate to meet those needs, must be given admission to that school before other applicants

2. Looked After Children

- a. *A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 71. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).*
- b. *Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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. [The Minister of State for School Standards intends to amend the School Admissions Code but in the meantime, he asks that children adopted from care outside of England are given the second highest priority for admission in oversubscription criteria. Once the code has been updated, admission authorities will have the opportunity to consult upon and publish any formal changes.]*

3. Feeder schools (in descending order of priority)

- a. Children on roll in a Pele Trust primary school who also live in the catchment area (as defined by Northumberland County Council - see Appendix 1 and 'school catchment area digital maps' at www.northumberland.gov.uk) and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date
- b. Children living in the catchment area on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date
- c. Children who reside outside of the catchment area but have attended a Pele Trust primary school for a minimum of two full academic years

4. Exceptional medical or social need

- a. Students on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents of the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported by a written statement by a professionally involved third party, such as a doctor or a social worker

5. Siblings

- a. Students who have an older brother or sister who already attends the same Pele Trust school and who is expected to be on roll at the school at the time of admission. [For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.]

6. Children of staff employed within Pele Trust

- a. Children of staff employed within a Pele Trust school for two or more years at the time at which the application for admission is made and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage, and/or the member of staff has relocated.

Tie-breaker

Distance from the front door of the child's home to the main gate of the school will be the deciding factor with preference being given to those whose home address is nearest to the school as measured in a straight line ('as the crow flies'). The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement. This will be based on the child's address.

Where the last place to be allocated would mean that a multiple birth sibling group, i.e. twins, triplets, or other multiple birth sibling groups would be split, the sibling will be accepted as an excepted pupil. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the LA's system of random allocation will apply as a tie-breaker.

Waiting lists/appeals

Each school within the Trust will maintain a waiting list for the transfer year group, i.e. Reception and Y7. Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Hadrian Learning Trust Queen Elizabeth High School and Hexham Middle School

Hadrian Learning Trust is the admissions authority for Queen Elizabeth High School and Hexham Middle School. The Trust's admission arrangements reflect the requirements of the [School Admissions Code](#). The Trust's arrangements are co-ordinated within Northumberland County Council's co-ordinated admission scheme for all maintained schools and academies within the Northumberland area (except special schools and nursery schools). Details of Northumberland's approach can be found [here](#).

The Trust is obliged to admit all applicants to a particular school provided these do not exceed the relevant school's Published Admission Number. The Published Admission Number of each school for entry in the following academic year is published annually in September in Northumberland County Council's Admissions Handbook. The Published Admission Number for each relevant age group for Hadrian Learning Trust's schools is as follows:

- Hexham Middle School year 5: 150
- Queen Elizabeth High School year 9: 306

Oversubscription criteria

In accordance with the [School Admissions Code](#), children with an Education Health and Care Plan (EHCP) where the school is named in the EHCP will be given priority of admission.

Where there are more applications than places available the following oversubscription criteria will be applied, strictly in order of priority:

1. Looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
3. Children with an exceptional social or medical reason that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
 - Strong supporting evidence must be provided from a professional body involved with the family or the child.
 - The professional must be independent of both the family and the school.
 - The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs.

NB: No assumptions should be made that the submission of the relevant evidence will, in itself be sufficient to allocate a place. Supporting evidence must be submitted at the time of application. A place will not be offered under this criterion if the applicant omits to send to the School Admissions Manager a written statement from a professional third party by 15 January of the year of admission.

4. Children who have a sibling who already attends the school, including sixth form, and who is expected to be on roll at the school at the time of admission. For the purpose of admissions siblings are deemed to be brothers and sisters, step-brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.
5. Children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. This will apply to teaching staff and support staff across Hadrian Learning Trust.
6. For middle school applications only, children resident in the greater catchment area of the high school. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date. A map of the high school catchment can be found on the Admissions page on each school's website.

7. Requests on behalf of pupils which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's system of schools. Important: This criterion does not apply to those children who have entered a school in the final year before transfer.
8. Children on whose behalf preferences are expressed on grounds other than those outlined above.

Tie-breaker

Where there are more applications than places available children from multiple births will be given priority within each of the above criteria. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below). Where the last place to be allocated would mean that a multiple birth sibling group, i.e. twins, triplets, or other multiple birth sibling groups would be split, the sibling will be accepted and admitted over the PAN. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the LA's system of random allocation will apply as a tie-breaker.

Should it prove necessary to distinguish between pupils in any given category because places are limited, priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to main gate of the school. The distance checker is contained within Northumberland County Council's school admissions software and uses Geographic Information System (GIS) data to ensure consistency in measurement. If two applicants live equidistant from the Academy, the LA's system of random allocation will apply as a tie-breaker. The address used to determine the child's priority for admission will be the address of the parent with whom the child normally lives. It is not possible to use an alternative address such as the address of the grandparents or a child minder. In some cases, for example where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances the address on the child's NHS medical card will be used.

Waiting List

In cases when an application for a place has been unsuccessful, the child's name will be placed on a waiting list for the school in question under the appropriate criteria. Under the Co-ordinated Scheme, the Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

Appeal

Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found [here](#).



Haydon Bridge High School

Admissions Policy 2024-25

General Principles

Haydon Bridge High School is a foundation school providing a welcoming, safe, and supportive learning environment to children aged between 11-18 years. It is a small secondary school on the western fringes of Northumberland bordering Cumbria, serving local villages and towns across a very large area. The governing body is the admission authority for the school and is responsible for determining the school's admissions policy. The published admission number (PAN) for entry into Year 7 at the school is **120**. Where the School receives more applications than places available, places will be allocated in accordance with the criteria set out below. There is currently no published admission number (PAN) for entry into Year 12. We participate in the Local Authority coordinated admissions process. The closing date for applications to Year 7 in September 2023 is 31st October 2023. We also admit children from local middle schools into Year 9. Our published admission number (PAN) is **6**.

Roles and Responsibilities

It is the responsibility of the governing body to set out and publish criteria as defined in this policy and ensure these requirements meet the requirements of the law and Admissions Code.

Governors will ensure that:

- Admission criteria are clear, fair, and objective.
- Arrangements are as simple as possible.
- All parents' preferences are treated in a fair way.

It is the responsibility of the headteacher to ensure the requirements of the school policy are implemented at all times and reviewed on an annual basis. Where changes are made public consultation will occur as required and outlined in the Department for Education Admissions Code 2021.

Catchment Area

The catchment area is the area around the school and the town of Haydon Bridge as agreed with the Local authority. A catchment map is available from the local authority.

Oversubscription criteria

Places will be offered first to looked after children i.e., children who are looked after by the public authority and previously looked after children who were adopted or subject to residency orders or special guardianship immediately after having been looked after.

Children with special needs who have an education health care plan that names the school will be admitted.

In the event of over subscription, the following criteria will apply:

1. Children living in the school's catchment area.
2. Children living outside the school's catchment area with a sibling who: (a) attends the school at the time of application and (b) will be attending the school at the time of admission.
3. Children who attend any of the school's feeder schools at the time of application, namely:

Allendale Primary School; Bellingham Primary School; Kielder Primary School; Otterburn Primary School; Whitfield Church of England Primary School; Wark Church of England Primary School; Greenhead Primary School; Greenhaugh Primary School; Henshaw Church of England Primary School; Newbrough Church of England Primary School; Haltwhistle Academy; Shaftoe Trust Academy; Bellingham Middle School.

4. Other children.

Within each oversubscription criteria priority will be given to children with a sibling who

- (a) attends the school at the time of application and;
- (b) will be attending the school at the time of admission.

Priority will then be given to those children who live closest to the school measured as a straight line (i.e., "as the crow flies") from the front door of the child's home address to the school's main entrance using Northumberland County Council's computerised measuring system. But, as between two or more children living the same distance from the school, places will be offered by random allocation.

The random allocation will be verified by someone independent of the school.

5. Sixth Form

The admission authority has set academic entry criteria for entry into Year 12 which applies equally to its own pupils looking to move up from Year 11 and to children from other schools looking to transfer. If there are more applications for Year 12 places than the published admission number,

- (a) Children will only be admitted into the sixth form if they have met the general entry requirements set out in the Post 16 Prospectus and all entry requirements for specific courses that they wish to study. But, for the avoidance of doubt, the academic criteria will not apply to children with a statement or EHC Plan naming the school.

It is recommended that children and/or their parents meet with relevant subject teachers at the school to discuss their course options for the sixth form (although this is not compulsory). Please note, however, that these meetings will not in any way form part of the admission authority's process for determining who will be offered a place (or not) in the event that the school is oversubscribed.

School Details

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Addresses of **Middle, High and Secondary Schools in Northumberland**

The addresses of schools are listed by school partnership.

All Middle Schools in Northumberland take children from age 9 (year 5) to age 13 (year 8). All High Schools take children from age 13 (year 9) to age 16 (year 11).

All Secondary Schools take children from age 11 (year 7) to 18 (year 13)

All High and Secondary Schools in Northumberland have a Sixth Form for students aged 16+.

Academies – All age Academies take children from age 4 (reception year) to age 18 (year 13).

A school's details are entered like this:

Name of School: if the school has a religious character this will be shown as part of its name.

Category of School/Admission Authority: Community (Comm); County Council (CC); Voluntary Aided (VA); Governing Body (GB); Voluntary Controlled (VC); Foundation Academy (Acad); Trust.

Name of School: Berwick Academy (4437)
Adams Drive, Berwick upon Tweed TD15 2JF

Email: Admin@berwickacadey.co.uk
Tel: 01289 305083

Admission No: 225

Category: Comm / CC

Feeder Schools: Belford, Whittingham CE, Lowick CE, Holy Trinity CE, St Cuthbert's RC, Berwick
St Mary's CE, Hugh Joicey CE, Holy Island CE, Norham St
Ceolwulfs CE, Scremerston, Wooler (part), Tweedmouth Prior Park, Tweedmouth West, Spittal, Wooler First Schools
Berwick, Glendale, Tweedmouth Community Middle

***Pre/After School Provision:** ✓ (Both) * (Breakfast Club) ◆ (After School Club)

Admission No: the maximum number of children who will be offered a place in the transfer group in September.

Feeder Schools

- Please contact the school for further details.

Schools in the Alnwick Area

<p>The Duchess's Community High School (4438) Taylor Drive, Alnwick, Northumberland NE66 2DH</p> <p>Email: Admin@dchs-alnwick.org Tel No: 01665 602166</p> <p>Admission No: 240</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p>School catchment and transport eligibility maps</p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p>Home to school travel and transport policy</p>	Acad / Trust	<p>Feeder Schools:</p> <p>Swansfield Park, Ellingham CE, Shilbottle, Swarland, Branton, Embleton Vincent Edward's CE, Seahouses, Felton CE, Hipsburn, Longhoughton CE, St Paul's RC VA, St Michael's CE, Whittingham CE, Belford Primary Schools</p>
<p>Pre/After School Provision:</p>		

Schools in the Amble Area

The Coquet (Amble) Partnership will reorganize to a 2-tier (primary/secondary) structure from September 2024. This means JCSC will not have a Year 5 intake in September 2024 and will operate with year groups 6 to 6th form only and the school will not be included on the Council's Admissions portal at this time. Applications for entry into these year groups for the 2024/25 academic year should be made via the Council's 'in-year transfer' process (refer to p.23 of this document). From September 2025 and subsequent years, JCSC will operate with Year Groups 7 to 6th form only; again, applications for entry into these year groups for the 2025/26 academic year should be made via the Council's 'in-year transfer' process. The first intake transferring from Coquet Partnership primary schools into Year 7 at JCSC will occur in September 2026 - applications for entry into Year 7 at JCSC at this time will be via the Council's admissions portal."

<p>James Calvert Spence College (4439) Upper site: Acklington Road, Amble, Morpeth NE65 0NG Lower site: South Avenue, Amble, Morpeth NE65 0ND</p> <p>Email: enquiries@jcsc.co.uk Tel No: 01665 710636</p> <p>Admission No: 120</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p>School catchment and transport eligibility maps</p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p>Home to school travel and transport policy</p>	Comm / CC	<p>Feeder Schools:</p> <p>Amble, Amble Links, Broomhill, Red Row, Grange View First Schools</p> <p>NCEA Warkworth CE Primary</p>
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Pre/After School Provision:

- *Breakfast Club 8.00 am—8.45 am
- ◇After School Club until 5.30pm. Aimed at Year 5, 6 and 7 students, ran at South Avenue site.

Schools in the Ashington Area

<p>Ashington Academy (4005) Green Lane, Ashington, NE63 8DH</p> <p>Email: admin@ashingtonacademy.co.uk Tel No: 01670 812166</p> <p>Admission No: 180</p> <p>This school does not refer to 'catchment areas' in their Admissions Policy. Please use the link below to find out what transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	<p>Acad / Trust</p>	<p>Feeder Schools:</p> <p>Historically Ashington Academy's Admissions Policy referred to catchments and feeder schools. The current policy was consulted upon in 2018 and does not list catchment or feeder schools in the oversubscription criteria. Please follow the link below to access the full policy:</p> <p><u>Microsoft Word - NELT Admissions Policy 20232024 Ashington Academy & Bedlington Academy.docx</u></p>
<p>Pre/After School Provision:</p>		

<p>NCEA Duke's Secondary School (6906) Josephine Butler Campus, Academy Road, Ashington, NE63 9FZ</p> <p>Email: Admissions@NCEA.org.uk Tel No: 01670 816111</p> <p>Admission No: 190</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	<p>Acad / Trust</p>	<p>Feeder Schools:</p> <p>NCEA Bishops, NCEA Grace Darling, NCEA James Knott, NCEA Thomas Bewick, NCEA William Leech Primary School</p>
<p>Pre/After School Provision:</p>	<p>✓ both all campuses *Breakfast Club 8.15 am ◆After School</p>	

Schools in the Bedlington Area

<p>Bedlington Academy (4008) Palace Road, Bedlington, NE22 7DS</p> <p>Email: enquiries@bedlingtonacademy.co.uk Tel No: 01670 822625</p> <p>Admission No: 150</p> <p>This school does not refer to 'catchment areas' in their Admissions Policy. Please use the link below to find out what transport priority area your child lives in.</p> <p>School catchment and transport eligibility maps</p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p>Home to school travel and transport policy</p>	<p>Acad / Trust</p>	<p>Feeder Schools:</p> <p>Historically Bedlington Academy's Admissions Policy referred to catchments and feeder schools. The current policy was consulted upon in 2018 and does not list catchment or feeder schools in the oversubscription criteria. Please follow the link below to access the full policy:</p> <p>Microsoft Word - NELT Admissions Policy 20232024 Ashington Academy & Bedlington Academy.docx</p>
<p>Pre/After School Provision:</p>	<p>*Breakfast Club</p>	

<p>St Benet Biscop Catholic Academy (4632) Ridge Terrace, Bedlington, NE22 6ED</p> <p>Email: StBenetBiscop@stbb.org.uk Tel No: 01670 822795</p> <p>Admission No: 180</p> <p>This school does not refer to 'catchment areas' in their Admissions Policy. Please use the link below to find out what transport priority area your child lives in.</p> <p>School catchment and transport eligibility maps</p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p>Home to school travel and transport policy</p>	<p>Acad / Trust</p>	<p>Feeder Schools:</p> <p>St Wilfrid's Catholic, St Bede's Catholic, St Aidan's Catholic, St Paul's Catholic (Alnwick) Primary Schools</p> <p>Ss Peter and Paul's Catholic Academy (Cramlington)</p>
<p>Pre/After School Provision:</p>		

Schools in the Berwick Area

<p>Berwick Academy (4437) Adams Drive, Berwick Upon Tweed, TD15 2JF</p> <p>Email: Admin@berwickacademy.co.uk Tel No: 01289 305083</p> <p>Specialist Status: Business and Enterprise</p> <p>Admission No: 225</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Lowick CE, Holy Trinity CE, St Cuthbert's RC, Berwick St Mary's CE, Hugh Joicey CE, Holy Island CE, Norham St Ceolwulfs CE, Scremerston, Wooler, Tweedmouth Prior Park, Tweedmouth West, Spittal, Wooler First Schools Berwick, Glendale, Tweedmouth Middle</p>
<p>Pre/After School Provision:</p>	<p>✓ (both) * (Breakfast Club) ◆ (After School Club)</p>	

<p>Berwick Middle School (4404) Lovaine Terrace, Berwick upon Tweed, TD15 1LA</p> <p>Email: Admin@berwick.northumberland.sch.uk Tel No: 01289 306140</p> <p>Admission No: 114</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Comm / CC	<p>Feeder Schools:</p> <p>Holy Trinity CE, St Cuthbert's RC VA (part), Berwick St Mary's, Hugh Joicey CE, Holy Island CE, Lowick, Norham St Ceolwulfs CE, Scremerston First Schools</p> <p>Berwick Academy</p>
<p>Pre/After School Provision:</p>	<p>* Breakfast Club</p>	

<p>Glendale Community Middle School (4370) Brewery Road, Wooler, NE71 6QG</p> <p>Email: glendalemiddle@woolerandglendale.co.uk Tel No: 01668 281470</p> <p>Specialist Status: Technology Admission No: 42</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Comm / CC	<p>Feeder Schools:</p> <p>Wooler First Schools, Berwick Academy</p>
<p>Pre/After School Provision:</p>	<p>(both) and Holiday Club</p>	

<p>Tweedmouth Community Middle School (4332) Billendean Terrace, Spittal, Berwick Upon Tweed, TD15 2DJ</p> <p>Email: admin@tweedmiddle.co.uk Tel No: 01289 307480</p> <p>Specialist Status: Business and Enterprise Admission No: 93</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Comm / CC	<p>Feeder Schools:</p> <p>Spittal, Tweedmouth Prior Park, Tweedmouth West, St Cuthbert's First Schools</p> <p>Berwick Academy</p>
<p>Pre/After School Provision:</p>	<p>* Breakfast Club 8:00am—8:45 am ◆ After School Sports & Homework Clubs 3:30pm—4:30pm</p>	

Schools in the Blyth Area

<p>Bede Academy (6905) Sixth Avenue, Blyth, NE24 2SY</p> <p>Email: BAadmission@bedeacademy.org.uk Tel No: 01670 545111</p> <p>Specialist Status: Engineering and Enterprise</p> <p>Admission No: Secondary 134</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>New Delaval, Croftway (part), Newsham (part) Primary Schools</p>
<p>Pre/After School Provision:</p>		

<p>The Blyth Academy (4002) Chase Farm Drive, Blyth, NE24 4JP</p> <p>Email: blyth.enquiries@northerneducationtrust.org Tel No: 01670 798100</p> <p>Admission No: 180</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Horton Grange, Malvin's Close, Morpeth Road, Croftway (part), Newsham (part), Primary Schools</p> <p>Please follow the link below to access the full policy:</p> <p>https://drive.google.com/file/d/102yrqm0B8sTY0SCEvrn9P6FE3W01fhRN/view?usp=drive_sdk</p>
<p>Pre/After School Provision:</p>	<p>*Breakfast club from 8:00am ◆After School Enrichment Activities until 3.30pm (not formal child-care but clubs students can choose to attend)</p>	

Schools in the Cramlington Area

<p>Cramlington Learning Village (4424) Highburn, Cramlington, NE23 6BN</p> <p>Email: admin@cramlingtonlv.co.uk Tel No: 01670 712311</p> <p>Admission No: 350</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Beaconhill, Hareside, Burnside, Northburn, Shanklea, Cragside C of E, Eastlea Primary Schools Cramlington Village Primary</p>
<p>Pre/After School Provision:</p>		

Schools in the Haydon Bridge Area

<p>Bellingham Middle School and Sports College (4361) Redesmouth Road, Bellingham, Hexham, NE48 2EN</p> <p>Email: middleadmin@bellinghampartnership.uk Tel No: 01434 220235</p> <p>Admission No: 60</p> <p>The Governing Body is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	FD / GB	<p>Feeder Schools:</p> <p>Haydon Bridge High</p>
<p>Pre/After School Provision:</p>	<p>* Breakfast club from 8.00 am every school day morning.</p>	

<p>Haydon Bridge High School (4130) Haydon Bridge, Hexham, NE47 6LR</p> <p>Email: hbhs@hbhs.co.uk Tel No: 01434 684422</p> <p>Admission No: 120 (Year 7), 6 (Year 9)</p> <p>The Governing Body is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	FD / GB	<p>Feeder Schools:</p> <p>Allendale, Bellingham, Kielder Community, Otterburn, Whitfield CE, Wark CE, Greenhead, Greenhaugh, Henshaw CE, Newbrough Primary Schools Haltwhistle, Haydon Bridge Shaftoe Trust Academy</p> <p>Bellingham Middle</p>
<p>Pre/After School Provision:</p>		

Schools in the Hexham Area

<p>Corbridge Middle School (4079) Corbridge, NE45 5HX</p> <p>Email: admin@corbridge.northumberland.sch.uk Tel No: 01434 632191</p> <p>Specialist Status: Performing Arts Admission No: 90</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Comm / CC	<p>Feeder Schools:</p> <p>Broomhaugh CE, Corbridge CE, Slaley, Whittonstall First Schools</p> <p>Queen Elizabeth High</p>
<p>Pre/After School Provision:</p>		

<p>Hexham Middle School (4441) Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB</p> <p>Email: admin@hexhammiddle.org.uk Tel No: 01434 610300</p> <p>Admission No: 150</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Acomb, Beaufront, Chollerton, Hexham First, The Sele, Humshaugh CE, Whitley Chapel CE First Schools</p> <p>Queen Elizabeth High</p>
<p>Pre/After School Provision:</p>	<p>* Breakfast Club from 7:30—8:30 am</p>	

<p>Queen Elizabeth High School (4417) Whetstone Bridge Road, Hexham, NE46 3JB</p> <p>Email: admin@gehs.net Tel No: 01434 610300</p> <p>Admission No: 306</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Broomhaugh CE, Corbridge CE, Slaley, Whittonstall, Acomb, Beaufront, Chollerton, Hexham Middle, The Sele, Humshaugh, Whitley Chapel CE First School</p> <p>Corbridge Middle School and Hexham Middle School</p>
<p>Pre/After School Provision:</p>		

<p>St Joseph's Catholic Middle School (4654) Highford Lane, Hexham, NE46 2DP</p> <p>Email: admin@sjms.bwcet.com Tel No: 01434 605124</p> <p>Specialist Status: Arts College (art, music, drama)</p> <p>Admission No: 90</p> <p>This school does not refer to 'catchment areas' in their Admissions Policy. Please use the link below to find out what transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / GB	<p>Feeder Schools:</p> <p>St Mary's Catholic First School</p>
<p>Pre/After School Provision:</p>	<p>* Breakfast club runs from 7:45am - 8:30am ◆ After school clubs run from 3:15pm - 4:15pm</p>	

Schools in the Morpeth Area

<p>Dr Thomlinson C of E Middle School (4802) Silverton Lane, Rothbury, Morpeth NE65 7RJ</p> <p>Email: info@dtms.cheviotlt.co.uk Tel No: 01669 620287</p> <p>Admission No: 60</p> <p>The Governing Body is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / GB	<p>Feeder Schools:</p> <p>Harbottle, Rothbury, Swarland First (part), Thropton Village First, Longhorsley First Schools</p> <p>The King Edward VI School</p>
<p>Pre/After School Provision:</p>	<p>* Dawn to Dusk 7.30-9.00 am ◆ Dawn to Dusk 3.00-6.00 pm</p>	

<p>Morpeth Chantry Middle School (4000) Mitford Road, Morpeth NE61 1RQ</p> <p>Email: info@cms.cheviotlt.co.uk Tel No: 01670 512874</p> <p>Admission No: 128</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Cambo, Longhorsley, Stannington, Morpeth Stobhillgate, Tritlington CE, Morpeth All Saints CE First, St Robert's RC First Schools</p> <p><i>Whalton CE Primary Schools is an Academy identified feeder.</i></p> <p>The King Edward VI School</p>
<p>Pre/After School Provision:</p>		

<p>Morpeth Newminster Middle School (4309) Mitford Road, Morpeth NE61 1RH</p> <p>Email: info@nms.cheviotlt.co.uk Tel No: 01670 513621</p> <p>Admission No: 128</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Morpeth Abbeyfields First, Morpeth First, St Robert's RC First Schools</p>
<p>Pre/After School Provision:</p>		

<p>The King Edward VI School (4501) Cottingwood Lane, Morpeth NE61 1DN</p> <p>Email: kevi@kevi.cheviotlt.co.uk Tel No: 01670 515415</p> <p>Admission No: 320</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Cambo, Longhorsley, Stannington, Morpeth Stobhillgate, Tritlington CE, Morpeth All Saints, Morpeth Abbeyfields, Harbottle CE, Rothbury, Swarland (part), Thropton Village, St Robert's RC, Morpeth First Schools</p> <p>Dr Thomlinson C of E, Chantry, Newminster Middle Schools</p>
<p>Pre/After School Provision:</p>		

Schools in the Ponteland Area

<p>Ponteland High School (4426) The Crescent, Callerton Lane, Ponteland, Newcastle upon Tyne NE20 9EG</p> <p>Email: admissions@ponthigh.org.uk Tel No: 01661 824711</p> <p>Admission No: 240</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Darras Hall, Richard Coates CE, Belsay, Ponteland Primary and Heddon-on-the-Wall CE Primary Schools</p>
<p>Pre/After School Provision:</p>		

Schools in the Prudhoe Area

<p>Highfield Middle School (4198) Highfield Lane, Prudhoe, NE42 6EY</p> <p>Email: Admin@highfield.northumberland.sch.uk Tel No: 01661 833922</p> <p>Admission No: 120</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Mickley, Prudhoe Castle, Prudhoe West, Prudhoe Adderlane First Schools</p> <p>Prudhoe Community High</p>
<p>Pre/After School Provision:</p>		

<p>Ovingham Middle School (4199) Ovingham, Prudhoe, NE42 6DE</p> <p>Email: admin@ovinghammiddle.co.uk Tel No: 01661 833215</p> <p>Admission No: 96</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Broomley, Ovingham CE, Wylam First Schools</p> <p>Prudhoe Community High</p>
<p>Pre/After School Provision:</p>		

<p>Prudhoe Community High School (4369) Moor Road, Prudhoe, NE42 5LJ</p> <p>Email: enquiries@pchs.org.uk Tel No: 01661 832486</p> <p>Admission No: 200</p> <p>The Academy Trust is the Admissions Authority for this school and as such the catchments have been set by them. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Acad / Trust	<p>Feeder Schools:</p> <p>Prudhoe Adderlane, Prudhoe West, Mickley, Prudhoe Castle, Broomley, Ovingham CE, Wylam, First Schools Prudhoe St Matthew's RC Primary School (part).</p> <p>Highfield and Ovingham Middle</p>
<p>Pre/After School Provision:</p>		

Schools in the Seaton Valley Area

<p>Astley Community High School (5400) Elsdon Avenue, Seaton Delaval, Whitley Bay NE25 0BP</p> <p>Email: reception@svf.org.uk Tel No: 0191 2371505</p> <p>Admission No: 150</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p><u>School catchment and transport eligibility maps</u></p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p><u>Home to school travel and transport policy</u></p>	Comm / CC	<p>Feeder Schools:</p> <p>New Hartley, Seaton Sluice, Seghill, Holywell Village, Seaton Delaval First Schools</p> <p>Seaton Sluice, Whytrig Community Middle Schools</p>
<p>Pre/After School Provision:</p>		

<p>Seaton Sluice Middle School (4161) Alston Grove, Seaton Sluice, Whitley Bay, NE26 4JS</p> <p>Email: ssms@svf.org.uk Tel No: 0191 2370629</p> <p>Admission No: 85</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p>School catchment and transport eligibility maps</p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p>Home to school travel and transport policy</p>	Comm / CC	<p>Feeder Schools:</p> <p>New Hartley, Seaton Sluice, Seghill First Schools</p> <p>Astley Community High</p>
<p>Pre/After School Provision:</p>		

<p>Whytrig Community Middle School (4162) Eldson Avenue, Seaton Delaval, Whitley Bay NE25 0BP</p> <p>Email: wms@svf.org.uk Tel No: 0191 2371402</p> <p>Admission No: 90</p> <p>The Local Authority is the Admissions Authority for this school and as such the catchments have been set by the Council. Please use the link below to find out what catchment and transport priority area your child lives in.</p> <p>School catchment and transport eligibility maps</p> <p>For school transport purposes please ensure that you also refer to the 'Home to School Travel and Transport Policy':</p> <p>Home to school travel and transport policy</p>	Comm / CC	<p>Feeder Schools:</p> <p>Holywell Village, Seaton Delaval First Schools</p> <p>Astley Community High</p>
<p>Pre/After School Provision:</p>	<p>*Breakfast Club 8.20 am to 9.00 am</p>	

NORTHUMBERLAND COUNTY COUNCIL—APPLICATIONS 2023/2024

MIDDLE SCHOOLS

BASE NAME	PAN	1st	2nd	3rd	4th	SEN	LAC	Catchment	Social/Medical	Greater Catchment Sibling	Greater Catchment	Feeder	Sibling	Other	Allocated
Bellingham Middle School and Sports College	60	14	2	4	0	0	0	15	0	0	0	0	0	0	15
Berwick Middle School	114	72	20	0	0	1	2	50	0	6	9	23	7	-28	70
Corbridge Middle School	90	96	49	13	1	1	3	51	0	3	8	13	8	3	90
Dr Thomlinson C of E Middle School	60	45	6	13	1	1	0	34	0	0	1	3	12	-6	45
Glendale Middle School	42	18	0	0	1	0	0	16	0	0	1	1	0	-1	17
Hexham Middle School	150	157	31	8	4	0	1	116	0	2	1	7	11	14	152
Highfield Middle School	120	92	15	4	3	2	1	83	0	0	2	19	13	-28	92
James Calvert Spence College	120	91	3	8	1	1	1	90	0	0	0	3	0	-4	91
Morpeth Chantry Middle School	128	132	126	2	0	0	2	71	0	0	1	3	6	49	132
Morpeth Newminster Middle School	128	148	89	9	0	3	3	69	0	0	0	0	1	59	135
Ovingham Middle School	96	91	22	3	1	2	1	65	0	1	21	2	5	-5	92
Seaton Sluice Middle School	85	73	14	0	0	0	0	47	2	0	3	12	3	3	70
St Joseph's Catholic Middle School	90	36	25	6	0	1	1	0	0	0	0	1	0	34	37
Tweedmouth Community Middle School	93	81	11	0	0	1	0	74	0	2	1	28	0	-27	79
Whytrig Community Middle School	90	71	15	2	1	6	0	55	0	0	7	1	3	-2	70

SECONDARY AND HIGH SCHOOLS

BASE NAME	PAN	1st	2nd	3rd	4th	SEN	LAC	Catchment	Social/Medical	Greater Catchment Sibling	Greater Catchment	Feeder	Sibling	Other	Allocated
Astley Community High School	150	146	10	3	1	9	5	101	1	0	0	26	7	0	149
Berwick Academy	225	186	1	0	1	0	4	175	0	0	0	18	4	-19	182
Prudhoe Community High School	220	156	49	4	0	2	4	140	0	0	0	11	1	-2	156
Queen Elizabeth High School	306	346	26	1	0	8	6	197	0	0	0	41	26	39	317
The King Edward VI School	320	345	5	1	1	5	6	247	0	0	0	1	4	59	322

BASE NAME	PAN	1st	2nd	3rd	4th	SEN	LAC	Catchment	Social/Medical	Greater Catchment Sibling	Greater Catchment	Feeder	Sibling	Other	Allocated
Ashington Academy	195	221	59	14	3	2	3	136	0	0	0	0	58	-3	196
Bede Academy	134	204	55	11	4	2	4	95	0	0	0	5	8	36	150
Bedlington Academy	165	206	60	22	2	1	5	155	0	0	0	0	51	-46	166
Cramlington Learning Village	350	409	24	13	6	8	5	337	0	0	0	26	15	0	391
Haydon Bridge High School	120	84	12	3	1	3	0	75	0	0	0	14	1	-12	81
NCEA Duke's Secondary School	190	209	62	6	1	4	5	173	0	0	0	11	60	-43	210
Ponteland High School	240	304	30	8	7	4	2	165	0	0	0	0	2	76	249
St Benet Biscop Catholic Academy	180	160	119	19	3	3	4	0	0	0	0	2	1	197	207
The Blyth Academy	240	158	104	32	7	7	1	189	0	0	0	35	8	-19	221
The Duchess's Community High School	250	229	1	0	0	8	6	182	1	0	0	8	14	8	227

NATIONAL OFFERS DAY

1 MARCH 2024

We value your opinion, and we would like you to tell us what you think about this Admissions handbook to help us to improve this service, you can complete an Admissions Quality Survey Form which can be found on the School Admissions page on the County Council website at:

School Admissions Website

You can complete the form and e-mail it to schooladmissions@northumberland.gov.uk or print and return the form either with your Application Form or separately to:

School Admissions Team
Education and Skills
School Organisation and Resources Team
County Hall
Morpeth
Northumberland
NE61 2EF

Useful Contacts

School Admissions Team	Tel: 01670 624889 Email: schooladmissions@northumberland.gov.uk
Families Information Service	Tel: 0800 023 4440 Email: fis@northumberland.gov.uk
School Meals	Tel: 01670 623595 Email: childrensservices@northumberland.gov.uk
School Transport	Tel: 01670 624839 Email: schooltransport@northumberland.gov.uk
Education Welfare Service	Tel: 01670 622800 Email: educationwelfare@northumberland.gov.uk
Education Other Than At School	Tel: 01670 624182 Email: childrensservices@northumberland.gov.uk
General Enquires	Tel: 0345 600 6400 Email: childrensservices@northumberland.gov.uk

School Admissions Team / Families Information Service

Education and Skills
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Morpeth
Northumberland
NE61 2EF

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Email: schooladmissions@northumberland.gov.uk

Web: [School Admissions Website](#)

Email: fis@northumberland.gov.uk

Web: [FIS Website](#)

If you require this document in an alternative format, please telephone 01670 624889
or email: schooladmissions@northumberland.gov.uk