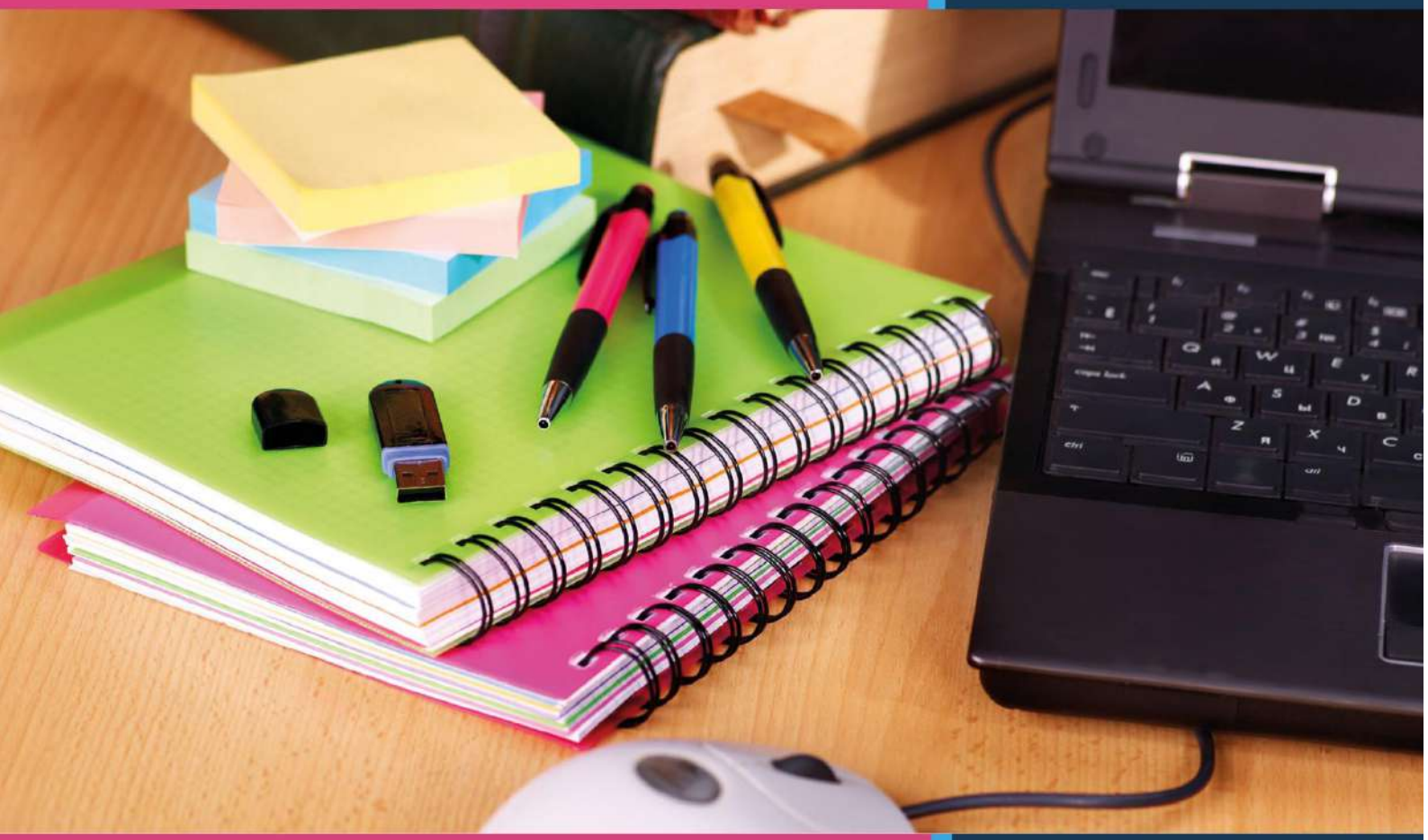
Education, Schools and Inclusion
Gateshead

Gateshead Council

Admission to Primary School

Guide for Parents/Carers
2027/2028



Apply online at:
www.gateshead.gov.uk/schooladmissions

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The information in this booklet relates to the academic year 2027 to 2028, which begins in September 2027.

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

Introduction

This booklet is intended to provide you with all the information you will need to apply for a school place for your child.

Gateshead Council recognises that your child's education is one of the most important aspects of their life. It influences their formative years and their future. We know how important it is that you receive as much information as possible about the school admissions process. We hope that this booklet provides you with the information you need to know in order to apply for a school place for your child.

We recommend that you apply for a school place using Gateshead Council's online school admissions system where you can also access all the information within this booklet. You can apply online at: **www.gateshead.gov.uk/schooladmissions**..

You can also access more information about a school by visiting the school website. You can access school performance tables at: **www.gov.uk/performancestables** and school Ofsted inspection reports at: **www.ofsted.gov.uk**.

If required, you can also contact the school(s) to request a visit before you apply.

The academic year operates from: **1 September 2027 to 31 August 2028.**

Applying for a school place

If you have any problems applying online contact The School Admissions Team - contact details below.

Different format

If you require a copy of this booklet in large print, Braille, audio tape or another language, contact The School Admissions Team.

Education Support Service
School Admissions
Floor 2
Civic Centre
Gateshead NE8 1HH

Email: schooladmissions@gateshead.gov.uk

Telephone: 0191 433 3909, 433 6185, 433 5232, 433 8589

School Organisation in Gateshead

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

If your child is in year 2 at an infant school (Oakfield Infant School, Ryton Infant School or St Joseph's Catholic Infant School), you will need to apply for their place in year 3 at the linked junior school.

Below is a breakdown of the organisation of Gateshead schools for September 2027.

We have:
61 primary schools for children aged 4 to 11
3 infant schools for children aged 4 to 7
3 junior schools for children aged 7 to 11

Consisting of:
45 community schools
1 Church of England school
21 academies

There are:
9 secondary schools

Consisting of:
1 community school
7 academies
1 free school

Special Education

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

When to start school

Reception - Children born between **1 September 2022 to 31 August 2023** will be eligible to start school Reception in September 2027 and must apply for a school place by 15 January 2027.

Junior – Children born between **1 September 2019 to 31 August 2020** that currently attend an infant school (Oakfield Infant, Ryton Infant or Birtley St Joseph's Infants) are due to transfer to junior school (Year 3) in September 2027 and must apply for a school place by 15 January 2027.

Apply online at www.gateshead.gov.uk/schooladmissions

Before you apply

- Read the information in this booklet very carefully before completing your application form.
- Do not assume that you live in a particular school's catchment area as some streets are split. You can check your catchment school on the Council's website.
- Sometimes living near to a school, in the school's catchment area or having a sibling already at the school you apply to is not enough to be offered a place.
- It is possible that your child will not be offered a place at any of your preferred schools, especially if you apply for very popular schools and don't have a high priority within the over-subscription criteria.
- Academies and Voluntary Aided Schools have different admission policies to Community Schools in Gateshead. You must read the admission policy for each school you apply to in order to assess which school you stand the best chance of being offered.
- Look at the statistics for previous years in Section 3 of this booklet. This will show you which schools were oversubscribed and the number of appeals that were heard. However, you must be aware that these figures can change significantly from year to year.
- Use all three preferences on your application form – doing so **does not** reduce your chance of gaining a place at your first preference school.
- **Do not** repeat the name of a school more than once on your application. This is a waste of preferences and does not increase your chance of being offered a place.
- If your child is eligible for an offer at more than one school, your highest ranked preference will be offered, and any lower ranked offers will be disregarded.
- Your child's attendance at a school nursery does not guarantee your child a place in the reception class of this school. Your application form will be considered against the school's admissions criteria with no regard to the nursery your child attends.
- Your child will not automatically be given a place at your catchment school; it is essential that you apply.
- You must inform us immediately if you change address after the submission of your application form.
- Remember, it is your responsibility to ensure your application is submitted by 15 January 2027.

Linked catchment areas for September 2027

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

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

Explanation of the terms used in this booklet

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

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

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

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

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

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

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

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

Home Local Authority – A child's home Local Authority is the authority in which they reside.

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

Looked After Children – Children who are in the care of a Local Authority and as defined by Section 22 of the Children Act 1989 (see also Previously Looked After Children).

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

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

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

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

Previously Looked After Children – Previously Looked After Children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

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

Single offer of a school place – The one offer for a place at a school which is made to a parent on 16 April 2027.

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

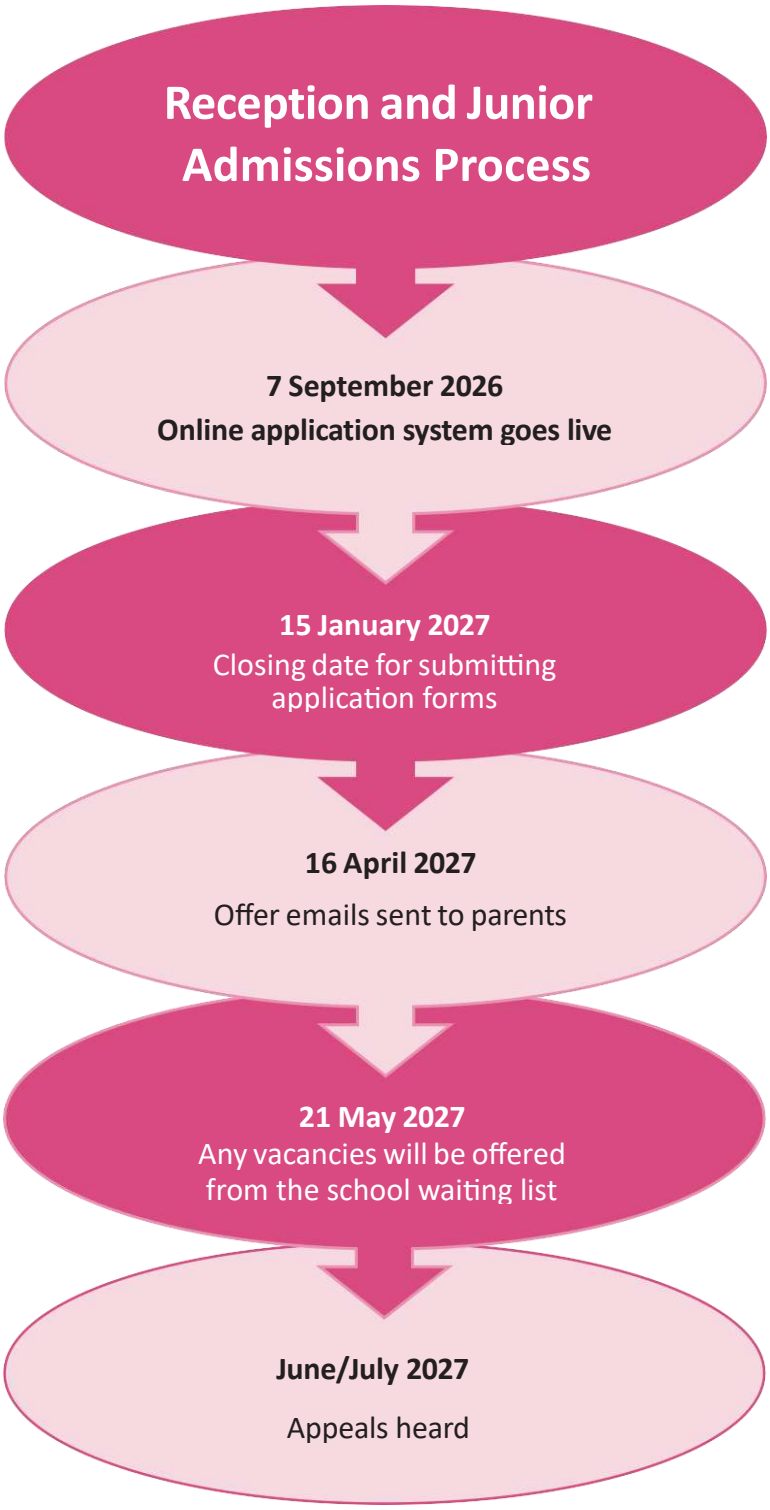
Voluntary aided school (VA) – a school where the governing body set the criteria and is responsible for the school admissions.

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

Important admission dates September 2027

The closing date for returning applications is 15 January 2027. Any application form received by the School Admissions Team after this date will be classed as late.

Parents that apply online will have until midnight on 15 January 2027 to submit their application.



How we offer places - Equal Preference

The School Admissions Code requires that applications are processed under an 'equal preference system'. This means that all applications received for a school are ranked against the school's over-subscription criteria in their admissions policy.

How it works

- You can name up to three schools on your application, in order of preference (we strongly recommend you use all three preferences).
- Your child is added to a list for each of the schools you have named. Each application on the school's list is then ranked in accordance with the published admission criteria in the school's admission policy, and this determines where your child is on the waiting list and whether they can offer your child a place.
- If only one of your preferred schools can offer a place, you will be offered a place at that school.
- If more than one school can offer you a place, you will be offered the school that you ranked highest on your application.
- If none of the schools can offer you a place, you will be offered a place at your catchment school or nearest school, depending upon the availability of places.

In most cases you will be offered a place at one of your preferred schools but there are circumstances where this may not be possible as this will depend on the number of applications received for a school.

You must read the admissions policy for all schools you apply to, in order to fully understand the admission criteria and how it will be applied to your application.

Application Example 1

You apply for three schools in the following preference order:

1st preference	School A
2nd preference	School B
3rd preference	School C

All three of your preferred schools can offer a place. You are therefore allocated a place at School A. Your second and third preferences are discarded on the basis that you were allocated your highest preference school.

Application Example 2

You apply for three schools in the following preference order:

1st preference	School A
2nd preference	School B
3rd preference	School C

School A is unable to offer a place, but School B and School C can offer. You are therefore allocated a place at School B. School C is discarded because you were offered one of your higher preference schools. You are refused a place at School A and advised of the arrangements for placing your child on the waiting list and your right of appeal.

Gateshead Council Primary School Admission Policy 2027/2028

This admission policy is used for the following schools: Barley Mow, Bede, Bill Quay, Birtley East, Blaydon West, Brandling, Brighton Avenue, Caedmon, Carr Hill, Chopwell, Clover Hill, Crookhill, Dunston Hill, Emmaville, Falla Park, Fell Dyke, Fellside, Front Street, Glynwood, Greenside, Harlow Green, Highfield, High Spen, Kells Lane, Kelvin Grove, Larkspur, Lingey House, Lobley Hill, Parkhead, Portobello, Ravensworth Terrace, Roman Road, Rowlands Gill, Ryton Infant, Ryton Junior, South Street, Swalwell, The Drive, Wardley, Washingwell, Whickham Parochial, White Mere, Windy Nook and Winlaton West Lane Primary School.

We allocate places at Gateshead primary, infant and junior schools using this policy and co-ordinate admissions to Gateshead schools using the coordinated admission scheme.

The policy is as follows:

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

  In addition, parents may request that their child is admitted to school later in the school year following September 2027, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year.

- We will accept pupils up to the schools agreed Planned Admission Number for the year group, unless we feel there are lawful grounds not to do so.

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

Oversubscription criteria for all schools listed above (excluding Whickham Parochial which is included further on in this policy):

Order of Priority	Oversubscription Criteria
Criteria 1	Children in Public Care (and as deemed under 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 (see definition*). 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.
Criteria 2	Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school, during the coming academic year (see definition*).
Criteria 3	Other children who live in the school's catchment area.
Criteria 4	Other children who will have a brother or sister at the school, or at the feeder junior school, during the coming academic year (see definition*).
Criteria 5	Other children who have exceptional medical or social grounds (see Point 1 below).
Criteria 6	All other children.

(*see definitions of our criteria in priority 1, 3 and 5 above in our parent's information booklet and at www.gateshead.gov.uk).

Point 1

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds, you must provide written evidence from relevant registered health professionals i.e., a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. No assumption should be made that submission of the relevant evidence will be sufficient to allocate a place.

Whickham Parochial Church of England Voluntary Controlled Primary School - Oversubscription criteria:

Order of Priority	Oversubscription Criteria
Criteria 1	Children in Public Care (and as deemed under 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 (see definition*). 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.
Criteria 2	Children who live in the school's catchment area and who will have a brother or sister at the school, during the coming academic year (see definition*).
Criteria 3	Other children who will have a brother or sister at the school, during the coming academic year (see definition*).
Criteria 4	Other children who live in the school's catchment area.
Criteria 5	Other children who have exceptional medical or social grounds (see Point 1 above).
Criteria 6	All other children.

Admission of children outside their normal age group

Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health, or parents of summer born children (children born from 1 April 2023 to 31 August 2023).

All requests for the admission of children outside of their normal age group must be discussed with the Council and the relevant school Head Teacher before an application is submitted. These requests must be made using the Common Application Form, available from **7 September 2026**. Parents must also complete the **Deferred Entry Application Form**, which can be found on the Council's website.

Parents should provide full details of the circumstances surrounding their request and include any supporting information from relevant professionals.

The Council will consider each case individually and parents will be notified of the outcome of their request before 16 April 2027. (*Please refer to the 'Admission to Primary School' booklet for further information regarding deferred entry and admission of children outside their normal age group).*

Address

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

Tie breaker

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

Waiting list

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

Application Dates

From 7 September 2026 Gateshead residents can apply on-line at:
www.gateshead.gov.uk/schooladmissions

On-line applications must be submitted by **15 January 2027.**

Alternatively, parents can request a paper application form from The School Admissions Team at schooladmissions@gateshead.gov.uk. Paper applications must be returned to The School Admissions Team, Floor 2, Civic Centre, Gateshead, NE8 1HH by **15 January 2027.**
If you live outside Gateshead and want to apply to a Gateshead school, you must obtain an application form from your home Council and return it to them by their closing date, even if the schools you want to apply to are in Gateshead. However, you must still consider the information in Gateshead Council's 'Admission to Primary School' booklet so that you understand the admission arrangements to Gateshead schools. This information is available at www.gateshead.gov.uk. Your own Council will send us notification of your application, and they will let you know the final allocation of a school place for your child.

Offer Date – 16 April 2027

An email will be sent to parent's resident in Gateshead on or around 16 April 2027 informing them which school their child has been offered.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary School" booklet for 2027 which is available at www.gateshead.gov.uk.

Gateshead's co-ordinated admission scheme and catchment areas referred to in this policy can also be viewed online at www.gateshead.gov.uk.

Corpus Christi Catholic Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of Corpus Christi and the Holy Rosary. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To **demonstrate an exceptional social, medical or pastoral need of the child** which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, **parish boundaries** are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's **"home address"** refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Kibblesworth Academy

Admission Policy 2027/2028

Gateshead Council, on behalf of the Academy will allocate places using this policy and co-ordinate admissions to Kibblesworth Academy using their coordinated admission scheme.

The policy is as follows:

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

  In addition, parents may request that their child is admitted to school later in the school year following September 2027, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year.

- We will accept pupils up to the schools agreed **Planned Admission Number of 30** unless we feel there are lawful grounds not to do so.

Gateshead Local Authority on our behalf will consider applications from parents who have named the school as any ranked preference on their application form this is called the equal preference system. If there are more applications for the number of places available at a school, places will be allocated by using the below order of priority**.**

Order of Priority	**Oversubscription Criteria**
Criteria 1	Children in Public Care (and as deemed under 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 (see definition*). 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.
Criteria 2	Children who live in the school's catchment area and who will have a brother or sister at the school during the coming academic year. (See definition*).
Criteria 3	Other children who live in the school's catchment area.
Criteria 4	Other children who will have a brother or sister at the school during the coming academic year (see definition*).
Criteria 5	Other children who have exceptional medical or social grounds see point 1 below.
Criteria 6	All other children.

(*see definitions of our criteria in priority 1, 3 and 5 above in our parent's information booklet and at www.gateshead.gov.uk).

Point 1
We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds, you must provide written evidence from relevant registered health professionals i.e., a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. No assumption should be made that submission of the relevant evidence will be sufficient to allocate a place.

Admission of children outside their normal age group

Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health or parents of summer born children (children born from 1 April 2023 to 31 August 2023).

All requests for the admission of children outside of their normal age group must be discussed with the Council and the relevant school Head Teacher before an application is submitted. These requests must be made using the Common Application Form, available from **7 September 2026**. Parents must also complete the **Deferred Entry Application Form**, which can be found on the Council's website.

The academy will consider each case individually and parents will be notified of the outcome of their request by Gateshead Local Authority before 16 April 2027. (*Please refer to the 'Admission to Primary School booklet for further information regarding deferred entry and admission of children outside their normal age group).*

Address

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

Tie breaker

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

Waiting list

If oversubscribed, the waiting list will be maintained by the council. All applicants on the waiting list are placed according to the admission criteria and priorities set out above. However, children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

Application Dates

From 7 September 2026 Gateshead residents can apply on-line at: www.gateshead.gov.uk/schooladmissions.

On-line applications must be submitted by **15 January 2027.**

Alternatively, parents can request a paper application form from The School Admissions Team at schooladmissions@gateshead.gov.uk, Paper applications must be returned to The School Admissions Team, Floor 2, Civic Centre, Gateshead, NE8 1HH by **15 January 2027.**

If you live outside Gateshead and want to apply to our school, you must obtain an application form from your home Council and return it to them by their closing date.

However, you must still consider the information in Gateshead Council's 'Admission to Primary School' booklet so that you understand the admission arrangements for our school. This information is available at www.gateshead.gov.uk.

Offer Date – 16 April 2027

An email will be sent to parent's resident in Gateshead on or around 16 April 2027 informing them which school their child has been offered.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to the council's "Admission to Primary School" booklet for 2027 which is available at www.gateshead.gov.uk.

Gateshead's co-ordinated admission scheme and catchment areas referred to in this policy can also be viewed online at www.gateshead.gov.uk.

Oakfield Infant and Oakfield Junior School

Admission Policy 2027/2028

Admissions Authority

The Board of Trustees are the Admissions Authority for all Smart Multi Academy Trust schools and are responsible for determining the schools' admissions policy. The schools covered by this policy are listed below under Published Admission Number.

All schools covered by this policy are within Gateshead Borough Local Authority. We work closely with the school admissions team at Gateshead Council which operates a coordinated admissions scheme. You can find information about the process and timetable on the admissions and school transfers section of their website. https://www.gateshead.gov.uk/article/2780/School-admissions.

Published Admission Number (PAN)

The number of places available in each school in the Reception Class 2027-2028 is as follows:

School	Published Admission Number (PAN) for Reception / Year 3 admission
Oakfield Infant School	30 Reception PAN
Oakfield Junior School	60 Year 3 PAN

Parents / Guardians

Throughout this policy, reference to parents and/or guardians refers to those legally eligible to make an application on behalf of a pupil entering Reception or Year 3 in the 2027/28 admissions round.

Scope

This policy covers admissions into Reception/Year 3 within Smart Multi Academy Trust schools within Gateshead.

How and when to apply for places

All applications for school places must be through the Local Authority the applicant lives in (pays council tax to).

Applications for Reception / Year 3 places for September 2027 must be submitted **by midnight on 15 January 2027**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

How places will be allocated

If there are enough places at the school, then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Children in Public Care (and as deemed under 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 (see definition*). 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 who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year. (See definition*).

3. Other children who live in the school's catchment area.

4. Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year (see definition*). [This criterion applies to secondary schools but is included here as part of the agreed criteria of the coordinated Gateshead LA admissions scheme.]

5. Other children who have exceptional medical or social grounds see point 1 below.

6. [In the case of Oakfield Junior School] Children that attend Oakfield Infant School.

7. All other children.

*Definitions of our criteria in priority 1, 3 and 4 above in the Gateshead Admissions parent's information booklet and at www.gateshead.gov.uk.

Additional notes

- We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds, you must provide written evidence from relevant registered health professionals, i.e., a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. No assumption should be made that submission of the relevant evidence will be sufficient to allocate a place.

- Gateshead Local Authority has determined defined geographic areas for each school within the coordinated admissions scheme. These catchment areas can be viewed online at https://www.gateshead.gov.uk/article/3937/School-catchment-areas or at the Gateshead Civic Centre.

- Tie breaker: If, within any of the above criteria, there are more applicants than places available priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' i.e., in a straight line from the central of the home

residence to the school's main entrance. Children living nearest to the school will have priority. The Local Authority will measure the distance using a Geographical Information System (GIS). Where two or more applicants share the exact same distance, a random allocation process will be used to determine the ranked order of the applications in question.

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

- A letter will be sent to parents resident in Gateshead on or around 16 April 2027 informing them of the school they have been offered for their child. Gateshead residents who apply online are also informed by e-mail on 16 April 2027.

Waiting lists

The Local Authority coordinated admissions scheme outlines in full how waiting lists will be handled. At the time of the publication of this policy, the provision for late applications is as follows:

The LA will maintain waiting lists for all oversubscribed schools in Gateshead.

All applicants who have been refused a school place will automatically be placed on the waiting list for any school at which they have been refused. Parents may be informed of the position their child occupies on the list, however individual positions may change on a regular basis due to the addition or deletion of children to the list or changes in the admission criteria applied to individual applications.

A child's position on any waiting list will be determined using the admissions criteria for the school in question. However, children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

If vacancies arise at oversubscribed schools after 16 April 2027, the first allocation of places will take place on 16 May 2027 followed by subsequent allocations, if found to be necessary, at weekly intervals.

Where a child may be eligible for an offer from more than one school waiting list, then the offer made will be for the school that was ranked highest by the parent on their application.

The waiting list will be compiled from those children who have been refused a place at that school. This list may include the following children:

- Those who applied late after 15 January 2027 but before 16 April 2027 and who did not receive an offer for a school choice which was ranked on the CAF. Such applicants may be placed on the waiting list for all schools nominated on the CAF at which they have been refused a place.

- Where a parent has been offered a place at a school which they did not nominate of the CAF, they may be placed on the waiting list for all schools they did nominate on the CAF.

- Those who have been offered a place at a school nominated on the CAF but were refused a place at a school ranked higher on the CAF than the school they were offered. For example, where an applicant has been offered a place at their second ranked school, they may be placed on the waiting list for their first raked school, but their third and so on.

- Parents who have submitted a new application (accepted for exceptional reasons only i.e., moved to a new house into the area) for consideration including those for children in public care ('looked after' children as defined in the admission policy) and children requiring placement through the 'In Year' Fair Access protocol.

Parents who write to request a new school not originally named on the CAF following the allocation date on 16 April 2027, will NOT be placed on the waiting list for that new school until 23 May 2027, this is after the first reallocation of places on 16 May 2027.

From 23 May 2027 the waiting list will be opened to all new requests.

Late applications

The Local Authority coordinated admissions scheme outlines in full how late admissions will be handled. At the time of the publication of this policy, the provision for late applications is as follows:

The closing date for applications in the normal admissions round is **15 January 2027.**

As far as is reasonably practicable, applications for places in the normal admissions round that are received late for exceptional reasons only may be accepted provided they are received by 28 February 2027. Examples of what will be considered as a valid reason include: a family that has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Gateshead property will be required in these cases). Other circumstances will be considered, and each case decided on its own merits based on the evidence provided.

Change of preferences received after 15 January 2027: Parents submitting requests to change their preferences, from those originally ranked on the Common Application Form (CAF), will be classed as late applications, and may only be considered if 'exceptional circumstances' apply such as those examples described in paragraph 23 above. If no such exceptional circumstances apply the LA will continue to proceed with the original preferences ranked on the CAF for the purposes of the allocation of places on the 16 April 2027. In these circumstances such applications may only be considered if vacancies exist after all on time applicants who have ranked the school on their CAF have been allocated a place.

Late applications received after 28 February 2027: Applications received after 28 February 2027, will not be processed until after 16 April 2027. Parents will, if possible, receive an offer of a school place on 16 April 2027 according to the terms of this scheme.

No application received by 16 April 2027: Where no CAF is submitted the child will, on 16 April 2027, where possible, be offered a place at their catchment school if there are places available. If no places are available at the catchment school, a place will be offered at the next nearest community school with places available, measured, as the crow flies, from the parental residence to the main entrance of the school**.** The LA will be aware which parents this applies to because of liaison with nursery school and private providers.

Applications received after 16 April 2027 but before 16 May 2027: Applications made direct to the school must be forwarded to the LA immediately. The LA will offer a place, where possible

on 16 May 2027 in accordance with the scheme, at the school ranked highest on the CAF at which there is a vacancy, or if this is not possible, at their community school, or if this school is also full at the next nearest community school measured as the crow flies from the parental residence to the main entrance of the school with a vacancy. However, please note that new applications submitted during this period from parents who have already submitted a CAF in the normal admission round will not be considered until 23 May 2027 in accordance with paragraph 22 above.

Applications received after 16 May 2027 but before 31 August 2027: The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2027.

Applications received after 16 May 2027, for first year of entry must be made on the CAF and sent to the LA, which will:

- Determine any application for a community school for which it is the admission authority and
- If the application is for a voluntary aided school, refer the application to the governing body of the school, which will decide and notify the LA who will notify the parent. Parents who are refused admission will be offered the right of appeal and informed about the waiting list procedures.
- New applications submitted after 16 April 2027 from parents who have already submitted a CAF in the normal admissions round may not be considered until 23 May 2027 in accordance the provision for waiting lists within the coordinated scheme.

The LA will keep track of any pupils who apply for admission from 16 April 2027 but before 31 August 2027 and intervene as appropriate to ensure that they are allocated a school place without undue delay.

Summer born children and the admission of children below compulsory school age including deferred entry and part time admission

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health or parents of summer born children.

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

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

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

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

If parents/guardians of summer born children (born between 1 April 2023 and 31 August 2023) wish them to be admitted to the reception year in the term following their fifth birthday, rather than Year 1, then parents/guardians must make this request on the Common Application Form which is available from 7 September 2026. Parents must detail the circumstances of their request and include any supporting information from relevant professionals. Gateshead Local Authority state that all cases of admission of children outside their normal age group must be discussed with the Council and relevant school Head Teacher prior to the CAF application being made.

The request to admit a child outside their normal age group will be reviewed by the school's Admissions Panel. Parents/guardians will be notified of the decision before 16 April 2027.

- If the request is agreed, any application made for the normal age group will be withdrawn before any place is offered and parents will need to reapply in the normal way for a Reception place in the following year.

- If the request is refused, the parents/guardians must decide whether to apply for a Reception place in the current academic year (Note it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year 1 place the following year. Parents/guardians should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the previous Reception year group.

Further information/advice on the admission of summer born children is available on Gateshead Council's website at www.gateshead.gov.uk/article/2780/School-admissions.

Right of appeal

Parents/guardians who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Appeals for Reception/Year 3 places should be submitted by 15 May 2027 to ensure they will be heard before the end of July 2027. Please contact Gateshead Council's School Appeals Team for information (phone 0191 433 4479 or email schoolappealsteam@gateshead.gov.uk). The Appeal Panel will be independent of the Trust. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education and Skills as it applies to mainstream primary academies. The determination of the appeal panel will be made in accordance with the School Admissions Appeals Code, and it is binding on all parties. The school will support parents appealing a decision with guidance about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. Information is also available on the Local Authority website at: www.gateshead.gov.uk/article/3926/Appealing-against-admission-decisions.

In Year Applications

'In Year' applications are those applications received after 31 August 2027 for places in any year group requesting admission during the academic year 2027/2028.

In order to apply for an in-year transfer, parents/guardians must apply on the School Transfer Application Form. This is available on the Council's website. 'In Year' applications are those applications received after 31 August 2027 for places in any year group requesting admission during the academic year 2027/2028. Please note that parents who have been refused a place in the normal allocation round for the first year of entry to primary, infant, or junior schools for admission from 2027 and have been refused a place by the independent appeal panel may not reapply for the same year of entry unless they can demonstrate there has been a significant and material change in their circumstances that relate to the question of admission.

Consultation on Admission Arrangements and raising objections outside a consultation period

Schools within Smart Multi Academy Trust shall consult every 7 years on proposed admission arrangements, unless there are changes to the admission arrangements, in which case a consultation will take place. Smart schools will consult in accordance with the statutory procedure. Following any consultation, the Trust will consider comments made by those consulted will then determine its admission arrangements by 15th April (subject to LA confirmation) of the relevant year and, if necessary due to there having been a consultation, will notify those consulted on what has been determined.

There is a right for people to object about the policy to the Schools Adjudicator (OSA). See the Schools Adjudicator website for more information on how to do this. Objections for the admissions arrangements for 2027/28 must be made by 15th May 2027.

Definitions

A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission. This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

Riverside Primary Academy

Admission Policy 2027/2028

The Planned Admission Number for Reception from September 2027 is **60** this number also applies to all other year groups.

We allocate places to our school using the admission criteria given below and we follow Gateshead Council's requirements in their co-ordinated admission scheme.

The policy is as follows:

- Your child will start school at the beginning of the academic year in which they will reach the age of five. (An academic year lasts from 1 September in one year to 31 August in the following year). However, in many schools the first year will include an induction period, (a period for your child to get used to school life). This period may last from September until no later than the end of the October half term holiday. Parents who wish to defer their child's entry beyond this period must make this request in writing at the time of application for admission to our school. Deferred entry must not extend beyond the beginning of the term after the child's 5th birthday, or beyond the academic year for which the application was accepted. Deferred entry will be considered by the governing body of the school in consultation with the Head Teacher.

- We will accept pupils up to the school's agreed Planned Admission Number for the year group unless we feel there are lawful grounds not to do so.

Oversubscription Criteria

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

1. Children in Public Care (and as deemed under 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 (see definition*).

2 Children who live in the school's catchment area and who will have a brother or sister at the school during the coming academic year. (see definition*)

3 Other children who live in the school's catchment area.

4 Other children who will have a brother or sister at the school during the coming academic year.

5 Other children who have exceptional medical or social grounds see point 1 below

6 All other children.

(*see definitions of our criteria in priority 1, 2 and 4 above in Gateshead Councils Parents information booklet at Explanation of Terms)

Point 1-We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds, you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why Riverside Primary Academy is the most appropriate school and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. If provided the evidence will be independently assessed by Gateshead Local authority Admission Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Address

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

Tie breaker

If, within any of the above criteria, there are more applicants than places available priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' i.e. in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. We measure the distance using a Geographical Information System (GIS).

Waiting list

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

Important Dates

The closing date for the return of applications is **15 January 2027**. From Monday 7th September 2026 you can apply for a place in a reception for admission in September 2027 by applying on-line at www.gateshead.gov.uk you must submit your application by no later than **15 January 2027.** Alternatively, parents can request a paper application form from The School Admissions Team at schooladmissions@gateshead.gov.uk. Paper applications must be returned to The School Admissions Team, Floor 2, Civic Centre, Gateshead, NE8 1HH by 15 January 2027.

If you live outside of Gateshead and want to apply to Riverside Primary Academy you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line school admission application system. However, you must still consider the information in Gateshead Council's "Admission to Primary school" booklet so that

you know what the admission arrangements are to our Academy or other Gateshead schools. This information is available at www.gateshead.gov.uk. Your own Council will send Gateshead Council school admission team notification of your application who will then inform us. Your own Local authority will inform you of the allocation of a school place for your child.

Offer Date

The offer day is 16th April 2027. A letter will be sent to parent's resident in Gateshead on or around 16 April 2027 informing them of the school they have been offered for their child. Gateshead residents who apply online are also informed of the outcome by e-mail on 16 April 2027.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary School" booklet for 2027 which is available at www.gateshead.gov.uk.

Gateshead's co-ordinated admission scheme and catchment areas referred to in this policy can also be viewed online at www.gateshead.gov.uk.

Sacred Heart Catholic Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after children and previously looked after children. (see note 2&3)
2. Catholic children who are resident in the parish of Sacred Heart, Byermoor. (see note 3)
3. Other Catholic children.
4. Other looked after children and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church (see notes 4&5)
6. Children who have an older brother or sister in the school at the time of admission. (see note 8)

7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)

8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)

9. All other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. '**Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. '**Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Agnes' Catholic Primary School, Crawcrook

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Agnes', Crawcrook. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children who have an older brother or sister attending the school in September 2024 (see note 8)

7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)

8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)

9. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A '**previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. '**Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's '**home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

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St Aidan's Church of England Primary School

Admission Policy 2027/2028

Our Mission Statement

At St. Aidan's we aim to create a happy, caring environment where we can all learn, feel safe and valued, and shine like lights in the world as children of God.

At the heart of our safe and inclusive school, where pupils are supported and valued, pupils will be kind, patient and respectful – developing a love of one another, a love of learning and a love of life itself.

The Durham and Newcastle Diocesan Learning Trust is the Admissions Authority for the school. Responsibility for managing admissions is delegated to the Academy Council of St. Aidan's Church of England Primary School.

We intend to admit up to 30 pupils to the Reception year group in September 2027.

This arrangement follows consultation between the Trust, the Local Academy Council, the LA, all other schools in the area and all other Admission Authorities in the area. The Academy Council and Trust Board have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admission arrangements to the Reception Year in September 2027

Parents (see Note 1) wishing to apply for the Reception Year in September must complete the common application form provided by their home local authority (the home LA). This form must be completed even if your child attends our Early Years Unit or other school nursery /pre-school setting. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15th January in the admission year. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

Over-Subscription Criteria

Children with an Education, Health and Care (EHC) plan naming the school will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (Note 2), including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (Note 3).
2. Children with at least one Parent (Note 1) who attends public worship regularly and frequently (see Note 4) in a Church of England congregation in the Parish of Bensham and Teams who will have a sibling (see Note 5) at the school at the time of admission.

3. Other Children with a Sibling (Note 5) at the school at the time of admission.
4. Children with at least one parent (Note 1) who attends public worship regularly and frequently (see Note 4) in a Church of England congregation in the Parish of Bensham and Teams (see definitions below).
5. Children who have exceptional medical or social needs (Note 6) that make it essential that their child attends this school rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
6. Children with a home address (Note 7) within the Parish of Bensham and Teams (attached at appendix 1).
7. Other children.

Tie Breaker

Where there are places available for some but not all applicants within a particular priority, distance from the home to school will be the deciding factor, with preference given to those applicants whose home address (Note 7) nearest the school when measured in a straight line (i.e. as the crow flies) from the centre of the home residence to the school's main entrance. Gateshead Local Authority support the school in the use of their computerised measuring system if necessary. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Waiting List

A waiting list will be maintained if the school is oversubscribed. If places subsequently become available after the closing date places will be allocated from those applicants on the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. The waiting list will be maintained according to the admission criteria above up to the 31st December in the relevant academic year.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the Local Authority. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1- 7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Local Academy Council up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

We reserve the right to seek proof of address where relevant. If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require

evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

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

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

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

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

If parents wish to exercise the above rights, they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- That they wish their child to attend part-time until they reach compulsory school age, or
- That the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age
- The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- That the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

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

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered

and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group

Further information and advice on the admission of summer born children is available from School Admissions, Education Support Team, Civic Centre, Gateshead, NE8 1HH

Admission outside of normal age group

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

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

Multiple births

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

Appeals

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available from the school. An appeals timetable is available on the school website www.staidansprimary.co.uk.

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1st September – 31st August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it. The Admissions Policy Criteria will be applied on an Equal Preference basis. This means that the Admission Policy Criteria will be applied to every child who makes an application to attend our school.

Definitions

Note 1 "Parent" is defined in law (The Education Act 1996) as either: • any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young

person; or • any person who has care of the child or young person. If you are in any doubt, please contact the school for advice.

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

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

Note 4 Regularly and frequently is defined as attendance at least once per month over the last twelve months prior to the closing date specified when the application is submitted. It is sufficient for one parent/carer to attend. Applications under this criteria should be accompanied by a signed letter from the parish priest confirming this. Note: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 When applying under exceptional medical or social needs, you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring this School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 7 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. To avoid doubt,

where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

• any legal documentation confirming residence

• the pattern of the residence

• the period of time over which the current arrangement has been in place • confirmation from any previous school of the contact details and home address supplied to it by the parents

• where the child is registered with his/her GP

• any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where

the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

St. Alban's Catholic Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St Alban's, Pelaw and St Patrick's, Felling. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even

when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'Looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. '**Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. '**Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://dioceseh n.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's '**home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Anne's Catholic Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St Anne, Gateshead. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

False evidence

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

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Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'Looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

   * A religion which involves belief in more than one God, and

   * A religion which does not involve belief in a God.

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St. Augustine's Catholic Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **45** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic children who are resident in the parish(es) St Augustine, Leam Lane, Gateshead. (see notes 3&11)

3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'Looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A '**previously Looked After Child**' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://dioceseh n.org.uk/education/schools-commission/admissions-and-appeals/.

12. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Joseph's Catholic Infant School, Birtley

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish(es) of St Joseph Birtley. (see notes 3 & 12)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5
6. Children of a member of school staff who has been employed at either St Joseph's Catholic Infant or Junior School, Birtley, for two or more years at the time of the application for admission being made (see note 7)

7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)

8. Children of other faiths whose membership is evidenced by a minister or religious leader. (see note 8)

9. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

(iii) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)

(iv) The attendance of a brother or sister at either St Joseph's Catholic Infant or Junior School, Birtley, at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 9).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete an Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority or school, following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

7. A member of staff includes all school staff who are under the direct employment of the admissions authority of the school.

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

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

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

9. **'Brother or sister**' includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

12. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocsehn.org.uk/education/schools-commission/admissions-and-appeals/.

13. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Joseph's Catholic Junior School, Birtley

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to Year 3 in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish of St Joseph Birtley. (see notes 3 & 12).
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Children who are enrolled at St. Joseph's Catholic Infant School, Birtley, during Year 2 (St. Joseph's Catholic Junior School's feeder school).
6. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)

7. Children of a member of school staff who has been employed at either St Joseph's Catholic Infant or Junior School, Birtley, for two or more years at the time of the application for admission being made (see note 7)

8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)

9. Children of other faiths whose membership is evidenced by a religious leader. (see note 8)

10. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 11)

(ii) The attendance of a brother or sister at either St Joseph's Catholic Infant or Junior School, Birtley, at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 9).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete an Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority or school, following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

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

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round

the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A '**previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His

body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

7. A **member of staff** includes all school staff who are under the direct employment of the admissions authority of the school.

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

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

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

9. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

12. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/.

13. A child's '**home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the

week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Joseph's Catholic Primary School, Blaydon

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic Children with a Certificate of Catholic Practice who are resident in the parishes of St Anne's, Winlaton and St Joseph's, Blaydon. (see notes 3 & 4)

3. Other Catholic children who are resident in the parishes of St Anne, Winlaton and St Joseph, Blaydon. (see note 3)

4. Other Catholic children. (see note 3)

5. Other looked after and previously looked after children. (see note 2)

6. Catechumens and members of an Eastern Christian Church. (see notes 5&6)

7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 7)

8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)

9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Where there are places available for some, but not all applicants within a criterion priority will be given to children living closest to the school on the basis of distance from the centre of the home address to the main entrance of the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS). This uses Ordnance Survey maps and Land and Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/.

12. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St. Joseph's Catholic Primary School, Gateshead

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St Joseph, Gateshead. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

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Fair Access Protocol

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A '**looked after child**' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. '**Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **"Children of other Christian denominations"** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A '**parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://dioceseh n.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the

week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Joseph's RC Primary School, Highfield

Admission Policy 2027/2028

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

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

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **15** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic children who are resident in the parishes of St. Joseph Highfield and Our Lady of Lourdes, Chopwell. (see notes 3&11)

3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A '**looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. '**Brother** or sister' includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/.

12. A child's '**home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Mary and St Thomas Aquinas Catholic Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ('PAN') at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic children who are resident in the parish(es) of St Mary & St Thomas Aquinas, Stella. (see notes 3&11)

3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.
You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of

their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Mary's RC Primary School, Whickham

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic children who are resident in the parishes of St Mary's, Whickham or Immaculate Heart, Lobley Hill within the parish of Our Lady and St Philip Neri. (see notes 3&11)

3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.
You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/

12. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Oswald's RC Primary School, Wrekenton

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ('PAN') at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Oswald, Wrekenton. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10).

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.
You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of

their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/.

12. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Peter's RC Primary School, Low Fell

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Peter, Low Fell (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10).

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.
You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child**' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/.

12. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St Philip Neri RC Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ('PAN') at **30** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic children who are resident in the former parishes of St Philip Neri and Immaculate Heart within the parish of Our Lady and St Philip Neri. (see notes 3&11)

3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10).

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as the crow flies in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://dioceseh n.org.uk/education/schools-commission/admissions-and-appeals/.

12. A **child's 'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where

parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

St. Wilfrid's RC Primary School

Admission Policy 2027/2028

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

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

Bishop Wilkinson Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at **20** pupils to be admitted to the reception year in the school year which begins in September 2027.

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

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

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

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.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Wilfrid, Gateshead. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10).

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

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 measured as the crow flies, in a straight line from the centre of the home residence to the main entrance of the school, (using the Local Authority's computerised measuring system).

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

If you are required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.
You will be advised of the outcome of your application on 16 April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2027.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

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

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher of the school at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority, Education Support Service, Floor 2, Civic Centre, Gateshead, NE8 1HH on 0191 433 5232 or 0191 433 8589. Parents will be advised of the outcome of their application in writing.

Fair Access Protocol

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

Nursery

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

False evidence

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

Notes (these notes form part of the oversubscription criteria)

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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

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

4. **'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. **'children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their

communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

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

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

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

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

8. **'Brother or sister'** includes:

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

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28. A map of the parish boundaries is available here: https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/.

12. A child's **'home address'** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ('CAF'). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Frequently Asked Questions

I do not live in Gateshead; how do I apply to Gateshead schools?

You must apply directly to your home Local Authority. They will forward a copy of your application form to Gateshead. If you are not offered a Gateshead School your home Local Authority will ensure your child is offered a school place in your area.

How can I assess the likelihood of there being a place for my child at the school I want?

Look at the school admission policy to see how high up the admission criteria your child will be. You can also look at the statistical information for the school in section 3 of this booklet. This information will give you an idea of the number of applications, offers and appeals received for the last two academic years. However, these figures can change significantly from year to year.

Why should I apply to more than one school?

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

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

Please contact the School Admissions Team on **0191 433 6185** or **0191 433 3909** *before* completing your application form. They will provide individual advice based on your circumstances.

Where parents share parental responsibility, it is expected that they will agree on which schools to apply to before completing the application. Only one application can be processed. If parents cannot agree on the same school preferences, we will be unable to process the application until a joint decision is reached.

If both parents share responsibility and agree on the same preferences but are unsure which address to use, we expect you to use the address where the child spends most of their time. If the child spends an equal amount of time at both addresses, we will use the address of the parent or carer who receives **Child Benefit**.

My child has an Education, Health and Care Plan (EHCP) and is due to start primary school in September. Do I still need to apply for a primary school place?

If your child has a **final Education, Health and Care Plan (EHCP)**, you do not need to complete a primary school application form.

Your child's primary school placement will be agreed through the EHCP annual review process. You will be asked to share your school preferences as part of this review.

The local authorities SEN Team will consult with schools and issue a final amended EHCP naming the school in the year your child is due to start Reception. The school named in the EHCP will automatically become your child's primary school.

If your child is **being assessed for an EHCP**, you must apply for a primary school place through the usual admissions process. Their application for a school place will be considered in line with the school's published admission criteria. All schools in Gateshead are able to support pupils with special educational needs.

What happens if I miss the closing date of 15 January 2027?

Your application will be classed as late, and you will reduce your chances of gaining a place at your chosen schools. You must give a reason as to why your application was submitted late. For applications received after 15 January 2027 but on or before 26 February 2027 we may be able to consider your application for exceptional reasons. For example, you may have just moved into the area. In such circumstances proof of ownership or tenancy of your address will be required.

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

Late applications received after 26 February 2027 may not be processed until after 16 April 2027, however an offer will be made for your catchment school if there are still places available, or the next nearest school in Gateshead with places available measured as the crow flies from the main entrance of the school to your home address.

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

What happens if I change my preferences after the closing date of 15 January 2027?

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

If we cannot consider your change of preference, we will proceed with the preferences you gave on your original application form for determining the offer of places on 16 April 2027. Any change of preference request received after 26 February 2027 will not be processed until after 16 April 2027.

What happens if I move house after the closing date of 15 January 2027?

Please refer to page 138 of this booklet for information on how your application will be considered if you move house after the closing date.

What happens if I do not complete an application form?

If you are a Gateshead resident a place will still be offered to your child at your catchment school if this school still has places available, or at the next nearest school to your home address with places available.

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

Your child will be offered a place at your catchment school or next nearest school depending upon the availability of places.

If you are refused a place, you have the right to appeal to an independent appeal panel and your child's name will be added to the waiting list for the schools you are refused. Waiting lists are maintained according to the school's admission criteria with no regard to the ranking the school was given on the application form. A child's position on a waiting list may change due to additions or deletions of children on the list.

In general, fewer than half of appeals are decided in the parents favour for years 3,4,5 and 6. In respect of infant class sizes, reception and years 1 and 2, very few appeals are successful due to the legislation relating to statutory class size limitations in Key Stage 1. Further information regarding statutory class size legislation is available on Page 143 of this booklet.

What happens if my child's preferred school(s) receives more applications than the number of places available?

If a school has too many applications for the places available, they are known as an over-subscribed school. Places will be allocated using the school's admission criteria set out in their admission policy. The admission criteria for Gateshead schools can be found from Page 12 of this booklet. You must read the admission policy for every school you apply to, even if it is outside Gateshead.

Section 1

Co-ordinated Admissions – September 2027

School admissions in Gateshead are co-ordinated with their neighbouring local authorities. Gateshead will check the applications they receive against those submitted to their neighbouring authorities, ensuring only one application form for each child is processed. Applications for admissions to primary school must be submitted via your home local authority (the authority in which you live and pay council tax).

All schools you want to apply to must be ranked on your application form. If you include a voluntary aided school on your application, Gateshead will forward a copy of your application to them so they can consider your request in line with their school admission policy. Voluntary Aided school will write to you in February to request further information to support your application, such as proof of address or proof of faith.

Gateshead Local Authority will ensure each child resident in Gateshead receives one offer of a school place. They will do this by applying the ranking information in the following way:

- If a child is eligible for a place at only one of the schools ranked on the application, a place at that school will be offered to the child.
- If a child is eligible for a place at more than one school ranked on the application, the child will be offered a place at the school which was ranked the highest.
- If a child is not eligible for a place at any school ranked on the application, Gateshead LA will offer an alternative place, for example your community catchment school or the next nearest school depending upon the availability of places.

You must read the admission policy for all schools you apply to before you submit your application.

Preferences for schools outside Gateshead

If you rank a school outside of Gateshead on your application form, Gateshead will liaise with the relevant Local Authority regarding the request.

Admission Policies

Gateshead Local Authority determines the admission policy and admission arrangements for community schools in Gateshead. Gateshead's community school admission policy is set out on Page 12 of this booklet. The governing body of voluntary aided schools in Gateshead determine the admission policy and admission arrangements to their schools. The admission policies for all voluntary aided schools in Gateshead are set out from Page 16 of this booklet.

How to Apply if you live in Gateshead

If you live in Gateshead

You can apply online from 7 September 2026 at: **www.gateshead.gov.uk/schooladmissions.**

If you are unable to apply online you can request a paper application form from The School Admissions Team.

Applications must be submitted by 15 January 2027. If you do not submit your form by this date, you will reduce your chances of gaining a place at one of your chosen schools.

How to Apply if you live outside Gateshead

You must apply directly to your home Local Authority, and they will forward a copy of your application to Gateshead. Your home Local Authority will notify you of the outcome of your request.

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

Equal Preference

All local authorities use an equal preference system, which means all first, second and third preferences for a particular school will be looked at together, and the over-subscription criteria for each school will be applied to all applications received. Please refer to Page 11 of this booklet for further information on the equal preference system.

Late applications

The closing date for submitting your application is 15 January 2027. If you return your form after this date, you will severely reduce your chances of gaining a place at your chosen schools. In exceptional circumstances (for example if you have just moved into the area) Gateshead Local Authority may be able to consider late applications if they are received by 26 February 2027. In such circumstances proof of ownership or tenancy will be required.

Each late application will be determined on its own merits. If Gateshead agrees to consider a late application for exceptional reasons your application will be considered along with all other applications that were received on time.

Change of preferences received after 15 January 2027 must be submitted in writing and will only be considered if exceptional circumstances apply.

Late applications and late change of preferences received after 26 February 2027 will not be processed until after 16 April 2027, however in the case of late applications, an offer will be made for your catchment school or the next nearest community school depending upon the availability of places. In the case of late change of preferences, Gateshead LA will continue to process the original on time application received.

The majority of late applications are refused a place, and places are not kept back for any late applicants.

Offer of a School Place

National offer date is 16 April 2027. An email will be sent to Gateshead residents on 16 April 2027 confirming which school your child has been offered. If you do not have an email address a letter will be posted to your home address on or around this date.

Refusal of a school place - waiting lists and appeals process

If you are refused a school place, you also have the right to appeal to an independent panel. The email you receive on 16 April 2027, will provide further information on how to appeal. Appeals for primary schools are generally heard in June/July 2027.

Please note that in general fewer than half of appeals are decided in the parents' favour for Years 3, 4, 5 and 6. In respect of infant classes, Reception, Year 1 and Year 2, very few appeals are successful due to the legislation relating to statutory class size limitations in these early years classes.

Gateshead Local Authority will maintain waiting lists for all oversubscribed schools. If you are refused a place at a Gateshead school your child's name will automatically be placed on the school's waiting list.

The offer of places from the waiting list will start on 21 May 2027 and places will be offered on a weekly basis thereafter, if vacancies arise. Waiting lists are maintained according to the admission criteria set out in the school's admission policy without reference to the preference ranking given on the application form or the length of time a child has been on the list.

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

Address and fraudulent address claims

When deciding whether a child lives within a catchment area for a Gateshead school only the address of the parent/legal guardian with whom the child resides will be taken into account.

Addresses of childminders, relatives or friends who may help look after your child must not be used on the application form. Gateshead LA reserves the right to seek proof of address and to withdraw an offer of a place in the event of an inaccurate address being provided on the application form. Unfortunately, places are withdrawn every year because some parents use a false address on their application form. This includes cases where parents take out a short-term lease, temporarily move in with relatives or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.

Gateshead Local Authority do all they can to make sure this does not happen and in fairness to all parents will investigate all allegations of fraudulent practice brought to their attention and this may lead to a place being withdrawn.

Temporary address

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

Shared responsibility for a child

Parents of children who reside at two different addresses are advised to seek advice about the completion of their application form before its submission from the School Admissions Team on 0191 433 6185 or 433 3909. They will provide individual advice based on your circumstances.

Where parents share parental responsibility, it is expected that you will agree on which schools to apply to before completing your application. Only one application can be processed. If parents cannot agree on the same school preferences, we are unable to process the application until a joint decision is reached.

If both parents share responsibility and agree on the same preferences but are unsure which address to use, we expect you to use the address where the child spends most of their time. If the child spends an equal amount of time at both addresses, we will use the address of the parent or carer who receives **Child Benefit**.

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

It is your responsibility to notify us immediately of any change of address after submitting your application form. We cannot reserve places for families expecting to move into a particular school's catchment area.

If you have not exchanged contracts or have not signed a tenancy agreement to support your new address, we will be unable to use this address for the purpose of offering places on 16 April 2027. If you can provide us with the above evidence by 26 February 2027, we will be able use your new address for the purpose of offering places on 16 April 2027.

Please note that if you move into a particular schools' catchment area after the submission of your application form and do not provide us with proof of your new address by 26 February 2027, your new address will not be taken into consideration when offering places.

Change of address after the closing date (moving out of the catchment area for the school you applied to)

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

If necessary, we will withdraw places for change of addresses that take place up to and including 16 April 2027. However, we will still continue to investigate any change of addresses following this date up until 31 August 2027 and will withdraw places if a school place has been obtained at any stage using a temporary address, relatives address or if we feel a property has been purchased or leased solely to use its address to obtain a place at a particular school, without any intention of ever taking up permanent residence there.

You can find out which school catchment area you live in on the Council's website at: www.gateshead.gov.uk.

Gateshead Council will investigate all allegations of fraudulent practice brought to their attention and this may lead to a place being withdrawn. You must notify us immediately if you change your address after the submission of your application form, up to and including 31 August 2027.

Applications to Voluntary Aided Schools

Governing bodies of Roman Catholic and Church of England Voluntary Aided schools determine the eligibility of applicants to their schools using their own admission policy. If you include a voluntary aided school on your application, Gateshead will forward a copy of your application to the relevant school so they can consider your request in line with their school admission policy. The school will then provide Gateshead Local Authority with a ranked list of applicants.

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

If you apply online for a Voluntary Aided school, you will be prompted to complete the 'Faith Details' section of the online form. Please ensure you complete all details requested including the religion of your child. If you complete a paper application form you must complete Section F of the form in full.

In February 2027, Voluntary Aided schools will receive details of all applications for their school from Gateshead LA, and they may write to you to request further documentation in order for the Governing Body to consider your application, for example, proof of address or proof of faith.

You must provide all the evidence requested by the school by the date they indicate. Failure to do so may result in your application being placed in a much lower category for admission than it may actually be and this may reduce your chances of receiving an offer of a place at this school.

If you have ranked more than one Voluntary Aided school on your application form you may receive more than one request for information. It is important that you respond to each school individually to ensure they each have the information requested.

Further information

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

Roman Catholic Diocese of Hexham and Newcastle, St. Vincent's Diocesan Offices
St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY, Tel: 0191 228 0111

Section 2

Additional Admissions Information – September 2027

Admission of children below compulsory school age

Children are entitled to start school full time the September following their fourth birthday. This is when most children start school.

However, a parent does not have to send their child to school until they reach compulsory school age. A child will reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. Children must receive full time education from this point.

For children under compulsory school age, once a school place has been offered and accepted, parents may, if they wish, request that their child attends school part-time until later in the school year, or starts full-time, later in the school year, but not later than the start of the summer term, i.e. April 2028.

If you wish to make a request for your child to attend school part-time or start school later in the school year, you must contact the Local Authority and school following receipt of your offer letter on 16 April 2027.

Admission of children outside their normal age group including summer born children

Parents may request a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

In addition, parents of children born in the summer term, 1 April 2023 to 31 August 2023 may request that they are admitted outside of their normal age group and start reception class a full year after they could have first started school (i.e. in September 2027).

While the majority of parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point.

If you decide to delay your summer born child's school start until the September following their fifth birthday, you have 2 options:

- Make an in-year application for a place for the September following their fifth birthday. They will begin school in year 1, as the other children in their age group will be moving from reception to year 1 at this point. Contact the School Admissions Team about when it would be best to make such an application. It is important to remember that some schools are likely to be full at this point, and unable to offer you a place.

  Schools are unable to 'hold' a place for your child from the previous year. Consider, also, the potential impact of missing the reception year with its focus on phonics and early arithmetic.

- If you do not want your child to miss the reception year, you may request that they are admitted out of their normal age group, to reception instead of year 1, in the September following their fifth birthday. You must still complete an application form by 15 January 2027 to request this.

Before deciding to delay a child's entry to school, the Local Authority recommends that parents visit the schools they are thinking of applying to and seek advice from the Headteacher and from any other professionals involved in the care of the child, so that you can make an informed decision. The school will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns parents may have about their child's readiness for school.

How to request deferred entry for a summer born child

Parents wishing to request deferred entry must apply using the application form for the child's normal year of entry, which is available online from 7 September 2026 and return it to the Local Authority by no later than 15 January 2027. Once you have submitted your application, you must also complete the 'deferred entry to reception class application form' which is available on the council's website at: Admission of children outside their normal age group and summer born children - Gateshead Council.

Once this form has been completed and returned, the Local Authority will then consider your request.

All requests for admission of children outside their normal age group must be discussed with the Local Authority and relevant school Headteacher prior to the application being made. Once your deferred entry request form has been completed and returned, the Local Authority will then consider your request and you will be notified of the outcome before 16 April 2027.

In reaching a decision, the Local Authority will consider the parents' views, information about the child's academic, social and emotional development, where relevant medical history and views of medical professionals and they will also consider whether the child may naturally have fallen into a lower age group if they were not born prematurely. They will also take into account the views of the Headteacher of the school for which the request is being made.

If your request is agreed, you must reapply for admission to reception class in September 2027 and your child's application will be considered against the relevant schools' admission policy along with all other applications received on time for this year group.

You will also need to ask that your child continues to be admitted outside of their normal year of entry when they move from primary to secondary school. You should do this before the normal admissions round closes for your child's normal age group. This will be on 31 October of the year your child starts year 5, rather than year 6. This is so you know the outcome of the decision in time to apply for your child's normal age group, should your request be refused.

In deciding what is best for your child, the Admission Authority will take into account that your child is currently being educated outside of their normal age group.

If your request is refused you can still delay your child's school start until they reach compulsory school age and make an In-Year Application for them to start in year 1. However,

we cannot guarantee that there will be a place at your chosen school as the year 1 class may be full.

Alternatively, if you do not wish for your child to miss the reception year, you can accept the school place offered by the Local Authority and either take up a full-time place from September 2027 or talk to the school about part-time attendance or a delayed start date until later in the school year, but not later than the beginning of the summer term (i.e. April 2028).

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

Governing Bodies of Voluntary Aided schools consider requests for deferred entry to their school. Please refer to the relevant school admissions policy for further information.

You must request deferred entry by the application closing date of 15 January 2027. However, requests received after this date will still be considered by the Local Authority if they are received before 16 April 2027. Any deferred entry request for a summer born child, received on or after 16 April 2027, (once a child has already been allocated a school place) will not be considered and you will be unable to defer your child's entry to reception class by a full school year, after this date, unless you can provide us with supporting evidence from a professional working with your child, for example nursery manager, educational psychologist, or early years special educational needs teacher, who supports your request for deferred entry.

If your request is agreed please note that when you come to reapply, if you decide to change any of the schools you originally requested, the relevant Admission Authority for those schools will need to make a decision on which year group your child should be admitted to in September 2028 i.e. reception or year 1, as one Admission Authority cannot be required to honour the decision made by another.

If you delay your summer born child's start to school by a year, they will still be eligible for government-funded childcare until they start school.

Special circumstances – social/medical reasons

Gateshead Local Authority can consider exceptional applications particularly in cases involving social or medical needs.

If you wish to apply on social or medical grounds your application must be supported in writing by relevant registered health professionals, i.e. a doctor or social worker. Please email your application and supporting information to schooladmissions@gateshead.gov.uk by 15 January 2027.

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

Usually common childhood ailments such as asthma, a child's nervousness at starting school, or difficulties with childminding arrangements, would not be sufficient to offer a place. Appropriate examples may involve applications for children for whom there are exceptional medical factors directly related to the school placement. However, no assumption should be

made that the submission of the relevant evidence will, in itself guarantee the offer of a place at your chosen school.

Any evidence received after 16 April 2027 supporting an application on social/medical grounds will **not** be considered.

Looked After Children and previously Looked After Children

Looked After Children are children who are in the care of a Local Authority, as defined under section 22 of the Children Act 1989. Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Looked After Children and previously Looked After Children have top priority in our community school admission policy for September 2027.

Reserving places

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

Exceptions to the duty to offer a community primary school place

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

Twice excluded pupils

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

Class size restrictions in Key Stage 1 (infant years)

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

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

- The decision to refuse admission was not one which a reasonable Admission Authority would make in the circumstances of the case;
- The child would have been offered a place if the admission arrangements had been properly implemented;
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998. The appeal panel members must consider whether or not the council has satisfied them that their decision to refuse admission was reasonable in accordance with admission legislation and that the

admission procedures were properly implemented. If this is shown to be the case, the panel are obliged to dismiss the appeal.

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

Factors relevant to the Admission Authority's decision could be:

- Where the introduction of an extra pupil would lead to the introduction of mixed aged teaching in a school previously operating in single year groups

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

Exception to Key Stage 1 class size legislation*

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

a) Children admitted outside the normal admissions round with Education, Health and Care Plans (EHCP's) specifying a school.

b) Looked After Children and Previously Looked After Children admitted outside the normal admissions round.

c) Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process.

d) Children admitted after an independent appeals panel upholds an appeal.

e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.

f) Children of UK service personnel admitted outside the normal admissions round.

g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil; and

h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Other admission authorities

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

Diocesan Education Board
(Durham and Newcastle)
Liane Atkin
Assistant Director of Education, Legal and Governance
Church House, St John's Terrace, North Shields. NE29 6HS
Tel: 0191 270 4163
Email: liane.atkin@drmnewcanglican.org

Section 3
Admission Statistics

In this section you will find statistics for the academic years 2025 and 2026.

The information includes the:

- schools planned admission number (PAN)
- number of applications received
- number of places offered
- number of offers made within each category according to the school's admission policy
- the number of appeals heard for oversubscribed schools and the number of appeals that were successful. The information also highlights which schools were oversubscribed for 2025 and 2026.

Community School Admissions - September 2026 & 2025 - Admission Criteria Breakdown

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Last distance offered in metres	Number of Appeals Heard	Number of Successful Appeals
Barley Mow	2026	30	13	3	5	15	0	0	2	8	0	0	5	All offered	0	0
	2025	30	21	3	10	22	0	2	9	9	1	0	1	All offered	0	0
Bede	2026	30	25	29	12	28	0	0	3	13	3	0	9	All offered	0	0
	2025	30	29	26	6	30	0	0	9	10	4	0	7	All offered	0	0
Bill Quay	2026	30	32	17	16	30	0	0	8	13	4	0	5	1596.14	0	0
	2025	30	35	10	9	30	0	1	5	10	8	0	6	710.28	0	0
Birtley East	2026	30	21	11	14	20	0	0	6	8	0	0	6	All offered	0	0
	2025	30	27	11	12	27	0	0	5	15	3	0	4	All offered	0	0
Blaydon West	2026	30	21	16	24	23	0	1	3	13	2	0	4	All offered	0	0
	2025	30	22	16	17	25	0	0	6	14	1	0	4	All offered	0	0
Brandling	2026	30	23	14	11	22	0	0	2	6	4	0	10	All offered	0	0
	2025	30	23	19	6	29	2	0	4	12	4	0	7	All offered	0	0
Brighton Avenue	2026	60	53	38	22	60	0	2	7	15	12	0	24	All offered	0	0
	2025	60	57	25	20	59	2	0	11	17	14	0	15	All offered	0	0
Caedmon	2026	30	28	18	21	28	0	0	2	5	7	0	14	All offered	0	0
	2025	30	26	26	9	28	0	1	3	5	6	0	13	All offered	0	0
Carr Hill	2026	45	43	18	16	45	0	0	9	20	9	0	7	All offered	0	0
	2025	45	37	20	8	38	0	0	10	14	4	0	10	All offered	0	0
Chopwell	2026	45	19	2	7	21	0	0	7	13	1	0	0	All offered	0	0
	2025	45	23	1	2	23	0	0	6	11	6	0	0	All offered	0	0
Clover Hill	2026	30	29	33	30	30	0	1	11	8	3	0	7	All offered	1	0
	2025	30	21	39	30	26	0	0	11	9	2	0	4	All offered	0	0
Crookhill	2026	30	35	16	12	30	0	1	8	16	2	0	3	895.57	1	0
	2025	30	27	21	25	28	0	0	4	13	5	0	6	All offered	0	0

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Last distance offered in metres	Number of Appeals Heard	Number of Successful Appeals
Dunston Hill	2026	60	38	33	16	37	1	0	11	10	8	0	7	All offered	0	0
	2025	60	39	22	14	38	1	1	7	7	10	0	12	All offered	0	0
Emmaville	2026	60	52	46	24	55	0	2	16	16	7	0	14	All offered	0	0
	2025	60	51	54	29	60	0	1	15	19	9	0	16	3717.19	0	0
Falla Park	2026	30	52	46	24	22	0	2	3	4	4	0	9	All offered	0	0
	2025	30	25	9	13	28	0	0	7	9	1	0	11	All offered	0	0
Fell Dyke	2026	45	32	14	6	32	0	1	9	16	1	0	5	All offered	0	0
	2025	45	29	4	8	30	0	0	15	9	3	0	3	All offered	0	0
Fellside	2026	30	29	27	38	30	0	0	8	5	6	0	11	All offered	0	0
	2025	30	36	37	34	30	0	1	9	9	3	0	8	1921.23	0	0
Front Street	2026	60	59	25	19	59	0	1	2	10	19	0	27	All offered	0	0
	2025	60	47	22	31	49	0	0	4	7	13	0	25	All offered	0	0
Glynwood	2026	60	58	37	31	60	0	2	5	12	14	0	27	All offered	0	0
	2025	60	51	34	42	56	0	0	3	11	8	0	34	All offered	0	0
Greenside	2026	30	14	19	13	15	0	0	5	7	1	0	2	All offered	0	0
	2025	30	23	19	26	24	0	0	3	9	3	0	9	All offered	0	0
Harlow Green	2026	60	55	32	41	58	0	3	6	24	7	0	18	All offered	0	0
	2025	60	37	47	36	44	0	0	8	13	10	0	13	All offered	0	0
Highfield	2026	17	16	11	7	16	0	2	6	5	2	0	1	All offered	0	0
	2025	17	9	13	9	10	0	0	1	7	1	0	1	All offered	0	0
High Spen	2026	30	19	21	8	19	0	0	4	8	3	0	4	All offered	0	0
	2025	30	24	24	9	24	0	1	7	11	3	0	2	All offered	0	0
Kells Lane	2026	60	67	74	34	60	0	1	21	21	3	0	14	1298.89	1	0
	2025	60	89	59	43	60	0	1	24	35	0	0	0	1069.23	2	0
Kelvin Grove	2026	60	21	22	22	24	0	0	8	7	3	0	6	All offered	0	0
	2025	60	23	11	20	24	0	0	2	12	6	0	4	All offered	0	0

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Last distance offered in metres	Number of Appeals Heard	Number of Successful Appeals
Kibblesworth	2026	30	6	0	1	6	0	0	0	4	0	0	2	All offered	0	0
	2025	29	22	3	1	21	0	1	11	7	2	0	0	All offered	0	0
Larkspur	2026	29	19	7	3	20	0	0	7	8	2	0	3	All offered	0	0
	2025	29	9	6	5	8	0	0	2	4	1	0	1	All offered	0	0
Lingey House	2026	60	60	39	15	60	0	0	14	16	13	0	17	All offered	0	0
	2025	60	57	36	10	58	0	1	7	11	19	0	20	All offered	0	0
Lobley Hill	2026	60	41	13	7	41	0	1	13	16	5	0	6	All offered	0	0
	2025	60	35	7	11	34	0	1	7	17	5	0	4	All offered	0	0
Oakfield Infant	2026	60	29	48	63	30	0	1	7	8	10	0	4	All offered	0	0
	2025	60	35	48	47	45	0	0	12	7	11	0	15	All offered	0	0
Oakfield Junior	2026	60	49	0	0	49	0	0	9	11	12	0	17	All offered	0	0
	2025	60	60	2	0	60	0	0	1	1	13	0	45	All offered	0	0
Parkhead	2026	58	41	26	12	41	0	1	4	18	5	0	13	All offered	0	0
	2025	58	34	10	11	34	0	1	5	7	9	0	12	All offered	0	0
Portobello	2026	30	30	28	17	30	0	0	4	4	6	0	16	All offered	0	0
	2025	30	19	33	12	20	0	0	4	2	7	0	7	All offered	0	0
Ravensworth Terrace	2026	60	44	37	20	45	0	2	9	12	8	0	14	All offered	0	0
	2025	60	47	33	11	49	0	2	8	11	11	0	17	All offered	0	0
Riverside	2026	60	32	22	18	34	0	0	7	12	6	0	9	All offered	0	0
	2025	60	36	15	15	37	0	0	5	12	8	0	12	All offered	0	0
Roman Road	2026	30	21	18	9	26	0	2	6	10	5	0	3	All offered	0	0
	2025	30	23	10	8	24	0	0	6	6	5	0	7	All offered	0	0
Rowlands Gill	2026	30	32	13	19	30	0	1	9	14	2	0	4	4204.93	0	0
	2025	60	32	7	10	32	0	0	8	12	6	0	6	All offered	0	0
Ryton Infant	2026	60	24	26	31	25	0	1	5	10	2	0	7	All offered	0	0
	2025	60	37	36	36	38	1	2	6	12	4	0	13	All offered	0	0

Community School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of places offered	EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Last distance offered in metres	Number of Appeals Heard	Number of Successful Appeals
Ryton Junior	2026	60	21	0	0	27	4	0	5	7	1	0	10	All offered	0	0
	2025	60	38	0	0	38	0	0	3	15	6	0	14	All offered	0	0
South Street	2026	30	26	24	12	29	0	0	3	4	9	0	13	All offered	0	0
	2025	30	25	10	8	29	0	0	6	8	6	0	9	All offered	0	0
Swalwell	2026	30	14	9	6	13	1	0	5	4	0	0	3	All offered	0	0
	2025	30	19	4	5	23	1	0	5	7	5	0	5	All offered	0	0
The Drive	2026	30	24	13	15	25	0	1	4	7	2	0	11	All offered	0	0
	2025	30	22	10	7	23	1	0	4	7	4	0	7	All offered	0	0
Wardley	2026	45	36	17	16	36	0	0	8	17	8	0	3	All offered	0	0
	2025	45	29	12	15	33	1	1	8	11	4	0	8	All offered	0	0
Washingwell	2026	30	11	20	16	11	0	0	1	4	2	0	4	All offered	0	0
	2025	30	20	11	20	21	0	2	2	5	5	0	7	All offered	0	0
Whickham Parochial	2026	30	24	49	24	27	0	0	4	10	5	0	8	All offered	0	0
	2025	30	33	44	25	30	0	0	6	6	11	0	7	1887.56	1	0
White Mere	2026	30	17	17	11	17	0	0	3	5	3	0	6	All offered	0	0
	2025	30	15	6	4	15	0	1	3	4	4	0	3	All offered	0	0
Windy Nook	2026	45	33	16	26	35	0	0	6	16	5	0	8	All offered	0	0
	2025	45	35	11	23	36	0	2	4	13	9	0	8	All offered	0	0
Winlaton West Lane	2026	45	31	28	18	32	0	0	5	4	11	0	12	All offered	0	0
	2025	45	28	19	9	30	1	0	2	9	11	0	7	All offered	0	0

* The schools highlighted in the above table were oversubscribed for that year.

Applications for Voluntary Aided Schools September 2026 and 2025 - Admission Criteria Breakdown

Voluntary Aided School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of Places Offered	EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Last distance offered in metres	Number of Appeals Heard	Appeals Successful
Corpus Christi	2026	30	41	23	15	30	0	0	10	3	0	0	12	5	0	N/A	N/A	1288.24	4	0
	2025	30	31	17	17	29	0	0	9	3	0	0	6	5	6	N/A	N/A	All offered	0	0
Sacred Heart	2026	30	27	5	10	26	0	0	8	7	0	0	5	1	0	5	N/A	All offered	0	0
	2025	30	22	15	10	23	0	0	2	6	0	0	10	2	0	3	N/A	All offered	0	0
St Agnes	2026	30	28	23	18	27	0	0	9	2	0	0	4	3	0	9	N/A	All offered	0	0
	2025	30	40	18	13	30	0	0	17	3	2	0	7	1	0	0	N/A	136.97	5	0
St Aidan's	2026	30	15	7	5	15	0	0	0	7	0	1	7	0	N/A	N/A	N/A	All offered	0	0
	2025	30	24	14	7	24	1	2	0	7	0	0	0	13	1	N/A	N/A	All offered	0	0
St Alban's	2026	30	22	18	3	22	1	0	3	0	0	0	1	0	17	N/A	N/A	All offered	0	0
	2025	30	9	16	6	9	0	0	2	2	0	0	3	0	2	N/A	N/A	All offered	0	0
St Anne's	2026	30	16	7	5	18	0	0	2	0	0	0	5	1	10	N/A	N/A	All offered	0	0
	2025	30	21	10	7	21	0	0	0	3	0	0	5	0	13	N/A	N/A	All offered	0	0
St Augustine's	2026	45	43	12	16	44	0	0	7	8	0	1	5	2	21	N/A	N/A	All offered	0	0
	2025	45	36	22	15	36	0	0	8	5	0	0	6	2	15	N/A	N/A	All offered	0	0
Birtley, St Joseph's Infants	2026	30	16	19	7	15	0	0	5	1	0	0	0	1	0	8	N/A	All offered	0	0
	2025	30	24	11	14	24	0	0	13	0	0	0	0	2	0	9	N/A	All offered	0	0
Birtley, St Joseph's Juniors	2026	30	19	0	0	19	3	0	7	0	0	9	0	0	0	0	0	All offered	0	0
	2025	30	24	2	0	24	1	0	13	0	0	0	10	0	0	0	N/A	All offered	0	0
Blaydon, St Joseph's	2026	30	33	27	16	30	0	0	0	12	6	0	0	3	1	8	N/A	1173.86	1	0
	2025	30	22	21	15	23	0	0	1	14	0	0	0	1	0	7	N/A	All offered	0	0
St Joseph's, Gateshead	2026	30	20	13	16	21	0	0	0	1	0	3	6	0	11	N/A	N/A	All offered	0	0
	2025	30	18	19	8	18	1	0	0	1	0	0	3	0	13	N/A	N/A	All offered	0	0

Voluntary Aided School	Year	PAN	1st Preference	2nd Preference	3rd Preference	Number of Places Offered	EHCP	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Last distance offered in metres	Number of Appeals Heard	Appeals Successful
Highfield, St Joseph's	2026	15	6	12	5	6	0	0	1	1	0	0	0	0	4	N/A	N/A	All offered	0	0
	2025	15	5	5	3	5	0	0	0	0	0	0	2	0	3	N/A	N/A	All offered	0	0
St Mary's	2026	30	29	13	12	29	0	0	15	4	0	0	4	0	6	N/A	N/A	All offered	0	0
	2025	30	28	17	12	28	0	0	11	6	0	0	1	0	10	N/A	N/A	All offered	0	0
St Mary & St Thomas Aquinas	2026	30	23	25	13	26	0	0	13	6	0	1	2	0	4	N/A	N/A	All offered	0	0
	2025	30	38	27	8	30	0	0	21	9	0	0	0	0	0	N/A	N/A	7410.09	4	0
St Oswald's	2026	30	20	16	3	21	0	0	2	0	0	0	4	0	15	N/A	N/A	All offered	0	0
	2025	30	16	7	7	16	0	0	2	1	0	1	1	0	11	N/A	N/A	All offered	0	0
St Peter's	2026	30	36	40	17	30	0	0	13	9	0	1	5	2	0	N/A	N/A	516.38	1	0
	2025	30	27	39	25	30	0	1	15	6	0	1	3	1	3	N/A	N/A	All offered	0	0
St Philip Neri	2026	30	21	13	9	21	0	0	4	2	0	0	6	0	9	N/A	N/A	All offered	0	0
	2025	30	24	15	11	24	1	0	2	0	0	0	1	1	19	N/A	N/A	All offered	0	0
St Wilfrid's	2026	20	24	10	5	24	0	0	3	0	0	1	8	0	12	N/A	N/A	All offered	0	0
	2025	20	22	7	3	20	0	0	4	0	0	0	1	1	14	N/A	N/A	All offered	0	0

* The schools highlighted in the above table were oversubscribed for that year.

Section 4
Appealing Against the Refusal of a Place

Appealing against admission decisions

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

Appeals for community schools

The letter informing you that a place cannot be offered to your child will advise you how to appeal, if you wish to do so. If you decide to appeal for a place at any Gateshead school at which you have been refused, please visit www.gateshead.gov.uk/school-appeals to submit an appeal form.

Please note that the council is required where possible to arrange and conduct all admission appeal hearings for September 2027 before the end of the current academic year (i.e. by July 2027). Accordingly, the council requests that all parents wishing to make an appeal return their completed forms on or before 15 May 2027. If parents submit appeal forms after this date it may result in appeal hearing dates having to be rearranged at short notice with inconvenience to other parents and panel members.

Before deciding whether to appeal, you should think about the admission policy for admitting pupils, your reasons for wanting your child to attend the school and how strong a case you have. You may also want to consider visiting the school where you have been offered a place or alternative schools that still have places available. Please contact the School Admissions Team on: **0191 433 6185 if you would like information on the availability of places at other schools you may consider.**

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

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

You will be informed of the date and place of the appeal hearing. You should be given at least 7 days' notice. Seven days before the hearing, you will be sent copies of the statement of case that will be put before the appeal panel in support of the council's decision not to offer your child a place.

You are advised to attend the appeal hearing, where you will be given the opportunity to put your case forward and ask questions. You can take a friend if you wish. If you are unable to attend, the case made by you in writing will be considered in your absence. In making your case, you will probably want to refer back to your original reasons for choosing the school. If you want the panel to take any additional information into account, you should, if possible,

submit any supporting documents with your appeal form or provide these to the clerk in good time for the members of the panel and council to be able to consider them properly. There will be a representative from the council and the school at the hearing to explain to the panel why it was not possible to offer your child a place.

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

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

Section 5
In-Year Transfers

Applying for a school transfer

Parents with children of statutory school age who move into Gateshead and require a school place, or who are resident in Gateshead and wish to change their child's school, must complete a school transfer application form which is available on the Council's website. Alternatively, paper copies are available from the School Admissions Team on telephone number 0191 433 8589 and/or 0191 433 5232.

If you are moving to a new house, the council will require a copy of the exchange of contracts or a rental agreement before the new address will be considered. School places cannot be offered on the basis on intended future changes of address unless the relevant documentary evidence is provided.

Year groups in some schools may be full and may not have places available when you move house or decide to transfer your child from one school to another.

Unfortunately, we cannot hold places back for parents who decide in the future to move into a particular area.

The admission policies contained within this booklet are used for casual admissions (in-year transfers) and also for the normal first year of entry intake. The offer of a place at any school is dependent on the availability of places in the relevant year group at the time of application.

Application form and process

If you require a place in a Gateshead school you must complete a school transfer application form online.

- The application form allows you to express a preference for up to three schools in Gateshead.
- All persons with parental responsibility for the child must agree to the request before the form is completed.
- If you are new to the UK from overseas, you must attach relevant documentary evidence, i.e. child's passport or ID card.
- Once the School Admissions Team receive your completed form, a copy will be forwarded to the relevant schools, who have 10 school days to respond to the request, advising if a place is available.
- If any of your preferences is for a faith school, they may contact you for further information to verify your child's religion.
- You can complete a school transfer form up to a maximum of six weeks prior to the school place being required.

However, if your request is for your child to transfer school at the start of a new academic year, i.e. September, you can complete a form for a school transfer up to six weeks before the start of the summer holidays, i.e. June of that year.

- We cannot guarantee that your child will be offered a place at one of your chosen schools as this will depend on the availably of places at the schools you request.
- Gateshead Council will notify you of the outcome of your request.

If you are refused a place

If we cannot offer your child a place at one of your chosen schools, you will be refused and given the right to appeal. If you decide to appeal for a place at which you have been refused, please visit www.gateshead.gov.uk/school-appeals to submit an appeal form.

Your appeal will be heard within 30 school days following the date of receipt. Vacant places may arise before the date of the appeal hearing. Where this happens, the school will offer the vacant place to the child that is top of their waiting list using the admission criteria set out within their admission policy.

Where year groups are full the school will maintain a waiting list and any vacancies which may arise will be offered using this list. If you would like your child's name placed on the waiting list for a school, you must contact the school to request this. If a place becomes available which can be offered to your child, you must then complete a school transfer form if you choose to take up this offer.

Children with an Education, Health and Care Plan (EHCP)

School transfer requests for children with an EHCP will be referred to the Special Educational Needs Team who will work with parents to secure a place at a school where the specific needs of the child can be met.

Fair Access Protocol

Fair Access Protocols exist to ensure that access to education is secured for vulnerable children and young people who are without a school place and where a placement in a mainstream school or alternative provision is appropriate. The fair access process also ensures that all schools admit their fair share of vulnerable children and young people. Our approach reflects a commitment by all our schools/academies to work in partnership with each other and the Local Authority in the interests of securing the best outcomes for children and young people.

Should parents agree to a referral to the fair access process, although parents may state a preferred school, the panel may not offer a place at the parent's first choice of school as they have to take into account both the number and complexity of the students allocated to schools via this process. This does not however remove the right of a parent to request an independent school appeal for a place at their first preference school, however, participation in the fair access process will be taken into consideration by the appeal panel.

Copies of the Fair Access Protocols are available on the Council's website or from the Education Support Team, telephone number 0191 433 8745

Section 6

Special Educational Needs and Disabilities (SEND)

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

From September 2014, the Children and Families Act came into force which saw the introduction of SEN Support and Education, Health and Care Plans (EHCP). Schools must meet a child's special educational needs from their own resources and if they are not able to do that, they can apply to the Local Authority (LA) for an EHCP.

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

A graduated approach

Children can have different kinds or levels of SEND and learn in different ways so a step-by-step or graduated approach is taken by the school to help with your child's difficulties which is underpinned by Gateshead SEND Thresholds. Your child may need help for a short time or for the whole time they are at school depending on their difficulties. The school must tell you that they are giving your child extra help because of their difficulties and keep you informed of their progress.

Step 1
Your child will be given extra help by staff at school, for example, they may work in a small group or be given work that is different from the other children in their class.

Step 2
If your child does not make progress with this additional support, the school will seek advice from outside professionals, for example, a specialist teacher or educational psychologist.

Step 3
If your child is still not making enough progress and the school cannot provide the help that they need, they will hold a multi-agency meeting with all professionals involved which may result in the decision to request an
education, health and social care needs assessment from the LA.

Initial Assessment

When a request for Needs Assessment has been received a letter will be sent to you and other relevant parties letting them know that an assessment may take place. A decision about whether to assess your child's needs will be made within 6 weeks.

Assessment

If the assessment is agreed, the SEN team will request information and reports from you, your child's school, any outside professional who has been involved with your child, the health authority and social services. From these reports a draft plan will be written, detailing your child's special educational needs and the support we think is required to meet these needs.

The information collected and draft plan will then be considered by the SEND panel at week 16 to decide whether to issue an EHCP.

If the SEND Panel agrees to issue an EHCP, you will be contacted by your SEND Caseworker and be sent a copy of this draft EHCP, as will those people who provided reports. If the SEND Panel decides not to issue an EHCP, a non-statutory plan will be issued which identifies the specialist educational needs and support required. Should you be unhappy with this decision, you can appeal to an Independent SEN Tribunal.

Draft Plan

When you receive the draft plan, you will need to check it through to ensure you are happy with the contents and send any changes you would like to your SEND Caseworker. At this stage you will also be able to express a preference for the school you would like your child to attend. This could be your child's current school, an additionally resourced mainstream school or in exceptional circumstances, a special school. You will have 15 days to do this.

Following any amendments the EHCP will be updated, and the SEND Caseworker will consult (ask for a placement) with the appropriate educational setting. You will be contacted with the results of the discussions and given the opportunity to meet with an SEN Officer if you disagree with the EHCP before it is finalised.

We try to work with parents to come to an agreement about the EHCP but there are times when parents do not agree with our decision not to assess the child or with the contents of an EHCP. If this happens, you have the right to appeal to the Special Educational Needs and Disability Tribunal.

Finding a school for your child

In exceptional circumstances, we cannot offer your child a place at a suitable school in Gateshead. When this happens, we do all we can to find a suitable place in a school maintained by another authority or an independent organisation.

Special Educational Needs Disability Information and Advice Support Service (SENDIASS)

SENDIASS is run by Axis on behalf of Gateshead Council. It offers free independent support and information for parents/carers of children with special educational needs. You can contact SENDIASS on 0115 959 7771 or **info@gatesheadsendiass.org.uk**.

Absence from School for Medical Reasons

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

Section 7
Policy for home-to-school travel

Introduction

This policy sets out the Local Authority's approach to ensuring compliance with its home to school statutory duty under the Education Act 1996 to make travel arrangements for eligible children under section 508B.

It also sets out the discretionary travel arrangements provided under section 508C of the Act by the Local Authority (LA) to other children who are not eligible to free travel under section 508B.

It has been developed with due regard to the Department for Education statutory guidance 'Home to school travel and transport guidance' (July 2014).

This policy applies to:

- children of compulsory school age (aged 5-16 years)
- children normally resident in Gateshead
- Other children where travel support is provided under discretionary arrangements outlined in Section 9.

1. Parent/carer responsibilities

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

2 Eligibility under section 508B Schedule 35B

2.1 The LA provides help with home to school travel for compulsory school-age children who are unable to walk to school:

- because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEN) or disability; or
- because the nature of the route is deemed unsafe to walk; or
- because they live outside statutory walking distance.

2.2 Parents have a right to express preference for the school they wish their child to attend and the relevant Admission Authority is required to offer a place in accordance with that preference if a place is available.

Local authorities are not required to provide free travel if the parent makes a choice to send their child to a school that is not their catchment area school. However, free

travel may be available to children where the distance from home to their catchment area school by the shortest available walking route exceeds:

- two miles for primary-school aged children
- three miles for pupils in the year 7-11 normal age group at a secondary school.

We will not normally provide any help if parents send their child to a school outside of the catchment area or a school which is not their nearest suitable school. Pupils are not entitled to free home to school travel on the grounds of religion or belief, unless they meet the criteria in the second point below.

We may provide free travel for pupils in secondary schools in receipt of free school meals or whose household qualifies for the maximum working tax credit **and** where:

- They live more than 2 miles but not more than 6 miles from one of their three nearest qualifying schools; or
- Where they live more than two miles, but not more than fifteen miles from their nearest suitable school preferred on grounds of religion or belief.

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

The provision described in section 2.2 is usually provided in the form of a free travel permit for use on public transport following an application made directly to Gateshead Council's Benefit Section Tel: 0191 433 4848 for an application form.

2.3 Eligible children only qualify for free travel to their catchment area school, or their nearest suitable school where they have special educational needs, defined as the nearest publicly-maintained school, with places available, that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have. For children with special educational needs, if a school is the only school named in a Statement of SEN or Education, Health and Care (EHC) Plan, this means that it is the nearest suitable school for school transport. All children are assessed on an individual basis so that their particular travel needs are identified and appropriate provision offered if they are deemed eligible.

2.4 It is the general expectation of the LA that a child will be accompanied to and from school by a parent/carer where necessary, unless it is unreasonable to expect the parent to do so. In determining whether a child cannot be expected to walk for the purposes of 'special educational needs, a disability or mobility problems eligibility' or 'unsafe route eligibility' the LA will consider whether the child could reasonably be expected to walk if accompanied and if so, whether the child's parent/carer can be reasonably expected to accompany the child

2.5 It is the general expectation of the LA that where a child is eligible for Higher Rate Mobility Component of Disability Living Allowance (DLA) and this is used to cover the cost of leasing a Motability vehicle, that the vehicle is used to facilitate the child's travel to and from school.

3. Assessment

3.1 In assessing whether a pupil is eligible for support with home to school travel under section 508B and to determine the type of provision that will be offered, the LA takes into account some or all of the following factors:

- whether a parent/carer can accompany the child to school
- the statutory walking distance from home to school
- the nature of the route and the journey time
- the age of the pupil
- whether the pupil is capable of independent travel
- the pupil's special educational needs (if any)
- the pupil's physical disability or mobility problem (if any)
- the pupil's medical condition

3.2 The assessment will be carried out following the receipt of an application form from the parent/carer, which can be submitted at any time during the school year. The LA will consider such additional information about the child as it considers necessary to make an assessment, including the advice of:

- the pupil's school
- LA educational psychologist or other specialist staff
- any social worker involved with the child or family
- any other agency providing support for the child or family
- the local transport authority
- any other person/agency suggested by the parent/ carer
- Where the LA does not already have such information, it is the responsibility of the parent/carer to obtain such advice and submit it to the LA with their application.

4. Provision

Independent travel training and use of public transport will always be investigated as the first option for all pupils applying for support with travel to school, whether on a sole basis or accompanied. Other provision may include:

- a Personal Travel Budget (this is calculated on a mileage allowance but can be used to meet the costs of a parent/carer who makes their own transport/ personal assistant/escort arrangements)
- a permit to travel on public transport
- transport service provided by a school

- escort provided by the LA to assist a child to walk to school
- transport service contracted by the LA

5. Decisions

5.1 The LA will normally process applications made on the basis of a child having special educational needs within 15 working days of the application being received, subject to the necessary information and advice from other services and agencies being made available.

The LA will aim to inform applicants at the earliest opportunity if this target is unachievable.

5.2 If the LA agrees to provide travel support this applies to home to school travel arrangements, and vice versa only and does not relate to travel between educational institutions or other destinations during the school day. Costs of travel over and above the journey to school and the journey to home will be paid for by the parent/carer or the school/educational establishment.

5.3 The LA or travel provider does not provide car seats. Parents/carers are responsible for providing an appropriate car seat for their child and the provider can refuse to transport a child if an appropriate car seat is not provided.

6. Reviewing travel support

6.1 If the LA agrees to provide travel support, the LA may review the provision at any time, but changes to travel provision will normally take effect at the start of a new school year (1 September). There will always be a review of provision via a re-application when a pupil:

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

6.2 It is the duty of the parent/carer to inform the LA of any change in the child's or the family's circumstances, providing reasonable notice to facilitate a change to travel arrangements within the timescales of the application process. Failure to do so may result in travel support being withdrawn temporarily. Provision may also be removed if the parent or child refuses to co-operate with reasonable requests from the LA or transport provider or refuses an assessment for Independent Travel Training. More information about parent/carer responsibilities can be found in our 'Travel Care Guide for Parents/Carers' leaflet.

6.3 Pupils receiving travel support on an interim basis will need to re-apply for travel support when the interim arrangement ends.

6.4 Family circumstances and the development and independence of young people changes over time. All pupils in Year 9 and above should therefore re-apply for travel support ahead of them commencing their next academic year in September (by the end of April). For pupils with an Education, Health and Care Plan (EHCP) receiving travel support, plans for travelling independently will be discussed annually during EHCP review meetings, included in the pupil's Year 9 Transition Report and discussed at the review meeting.

7. Appeals

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

7.2 Appeals will be considered in the first instance by the Service Director, Early Help or their nominee.

7.3 The young person's parent/carer should submit their appeal, their reasons for the appeal and their case in full to the Service Director, Early Help in writing, together with any other evidence or supporting information. There is no entitlement to a hearing in person. The Service Director will normally consider appeals within 10 working days of receipt and will give her/his decision in writing.

7.4 If an application/appeal is unsuccessful, a further appeal can be made in writing, together with any other evidence or supporting information within 15 working days of receipt of the stage one appeal decision letter to the Council's independent Appeals Committee. The committee will consider the appeal within 40 working days of receipt and will give their decision in writing.

7.5 If the application/appeal is unsuccessful following an appeal to the independent appeal panel, a young person parent/carer may only apply for a further assessment after twelve months has elapsed, or if there is a significant change in circumstances in the meantime.

8. Changes to travel arrangements

8.1 The LA is able to make changes to the school travel contracts it commissions with third party providers at any point in time without consulting children, young people, parents or carers. Continuity of driver, escort or vehicle is only granted in exceptional circumstances following a request made in writing and an assessment of need.

8.2 Travel support may be provided for a fixed period to facilitate transition plans or independent travel programmes.

8.3 Travel support may be ceased if a young person becomes capable of independent traveling or if the young person or their parent/carer refuses an independent travel training assessment to take place, where the LA believes this is appropriate.

9. Discretionary arrangements under section 508C of the Education Act 1996

9.1 Discretionary travel support provided under section 508C of the Education Act 1996 is outlined below. The need for travel support provided under these discretionary

arrangements will be assessed as described in section 3 above and will also take into account family circumstances and any other factors the LA considers relevant. Discretionary support with travel is provided by the LA over and above their statutory duty, however this does not need to free of charge and may be subject to a contribution from parents/carers where deemed appropriate.

- Children temporarily attending educational provision other than their usual school. Pupils receiving travel support on a temporary/interim basis will need to re-apply for travel support when the interim arrangement ends.

- Children temporarily residing at a different address (including respite care), travel support will only be maintained if this can be achieved at no additional cost to the LA, unless it is agreed following an assessment of need, prior to the move/stay taking place.

- Pre-school children attending a Gateshead special school may be eligible for travel support however a Personal Travel Budget will always be offered in the first instance as opposed to the provision of a taxi where this is cost effective to the LA.

Sustainable Travel to School

The way pupils travel to school can have a lifetime impact on their health and transport choices. Gateshead Council has a Sustainable Modes of Transport Strategy which promotes sustainable and active travel for the school journey and discourages unnecessary short car trips which cause congestion and make the areas around schools unsafe and unpleasant.

We work with partners to offer a range of engaging projects which encourage healthy and active travel in many of our schools. We also have a number of schools working towards national accreditation for their efforts in promoting sustainable travel through Modeshift STARS.

Children who travel actively are more independent and healthier. We know many children say they enjoy walking or cycling to school as it allows time with caregivers and allows them to explore their local environment. For older children it provides freedom and prepares them for travelling further and more independently as they grow.

For information about bus and Metro travel visit: - **www.nexus.org.uk**

Find out about road safety and sustainable travel at: - **www.gateshead.gov.uk/becool**

Email our team **roadsafety@gateshead.gov.uk**

Section 8
General School Information

Free School meals

School meals are available for all children, however you can apply for Means Tested Free School Meals if you are receiving child benefit and are also receiving any of the following benefits:-

- Universal Credit with an annual net earned income of less than £7,400
- Income Support/Guarantee Pension Credit
- Income Based Job Seekers Allowance
- Employment and Support Allowance (Income Related)
- Support under Part IV of the Immigration & Asylum Act 1999 – you will need to provide evidence of this.

You can apply in the following ways:

- online via Gateshead Council's website www.gateshead.gov.uk
- by telephone - 0191 433 3729

You will be asked to confirm your identity, provide your National Insurance Number, your date of birth and the school details for your child. This will enable us to check your eligibility.

Extra funding for your child's school

For every valid application for free school meals, not only will your child receive a healthy, nutritious meal, but your child's school can claim:

- £1,550 (26/27) per pupil in reception to year 6 - primary
- £1,100 (26/27) per pupil in years 7 to 11 - secondary
- £2,690 (26/27) Looked After Children (LAC)

The school can claim this funding each year for six years, which can really help to provide the best environment to support your child's learning and development.

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

Once your child commences Year 3 (Key Stage 2) the Universal Free School Meals will cease and in order to continue to receive a meal under the means tested scheme, a fully completed free school meals application form must be submitted so that entitlement can be established.

If your child or children attend Heworth Grange or St Aidan's Church of England Primary School please contact the school directly as we do not process free school meals applications for these schools.

If you would like more information on Free school meals :-

Contact us

Free School Meals Team
Benefit Section
Civic Centre
Regent Street
Gateshead
NE8 1HH

0191 433 3729

benefitsfsm@gateshead.gov.uk

School Catering

School lunches in Gateshead's Primary Schools are provided by Gateshead School Catering, the Council's award winning in-house service provider.

All children in Reception, Year 1 and Year 2 in state funded schools in England are eligible for universal free school meals.

Our fully trained catering staff encourage children to eat healthily in school and make good choices. Our menus are fully compliant with the National School Food Standards and all pupils are offered a two-course, nutritionally balanced school lunch. Many of the foods we use have been reduced in fat, sugar and salt, and many of the ingredients we use are sourced locally.

Over 75% of our menu is home-made and meals are freshly cooked every day on-site at school. New menus are introduced in September after trails and consultation with schools and we have a dedicated webpage for parents to view what's on offer each day at their child's school. In most primary schools, pupils choose from 3 main choice options which are available every day, as well as a variety of dessert options including fresh fruit and yoghurts and a variety of drinks including milk and water. The full menus can also be seen on the council's website along with other information about Gateshead school catering.

Please ask your Headteacher if your child needs a special diet for medical or ethnic reasons. For medical diets, the catering management team will require an application form to be completed and correspondence from your child's doctor, consultant or dietician to provide for your child's specific needs and will make arrangements to contact you to discuss the requirements.

If you require further information about school catering or would like to discuss any aspect of the service, please call Gateshead Council's Operations Manager (Catering) on: 0191 433 5516, or contact the Unit Manager at the school.

Alternatively, please see our website: www.gateshead.gov.uk. For school catering at Bede, Parkhead, Riverside Academy, The Cedars Academy and Washingwell please contact the school.

School clothing

Most schools operate a school uniform code however schools must not act as sole suppliers of school uniform. Details of the uniform are usually contained in the school's prospectus that can be obtained from the school. Some schools may provide their own help and support with regards to their school uniform for example for those families who are eligible for free school meals or who are entitled to the maximum level of working tax credit. Parents should contact the Headteacher at the school to ask if they offer support. Gateshead Council do not have any general arrangements for providing help with buying school uniform or PE kit. Gateshead Council do not provide a uniform grant. There are charities in Gateshead who support residents with the cost of a school uniform, such as the Gateshead West Pre-Loved Uniform scheme and The Greggs Foundation

Further information can be found at - School uniform - GOV.UK

Charging for school activities

Under the Education Act 1996 (sections 449-462) each school's governing body must draw up and review their policy for charging arrangements. Academies (including free schools, studio schools) are required through their funding agreements to comply with the law on charging for school activities.

The 1996 Act aims to:

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

The policies determined by individual governing bodies may differ but there is a statutory duty on all governing bodies to act in accordance with the 1996 education act and all policies must adhere to legal requirements. Please contact the school's Headteacher for details of the school's policies.

The 2018 guidance *Charging for school activities* clearly identifies those activities which school governing bodies and local authorities can and cannot charge for, they include:

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2014' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);

- education provided outside school hours if it is part of the national curriculum1, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re- sit(s) at the school.
- Schools and local authorities **can** charge for:
  - any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
  - optional extras
  - music and vocal tuition, in limited circumstances
  - certain early years provision;
  - community facilities.

Residential visits

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours;[5]
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools may ask or voluntary contributions towards the cost of visits, however no pupil will be excluded from participation on the grounds that parents are unwilling or unable to contribute.

Schools **can** charge for:

- board and lodging on residential visits, but the charge must not exceed the actual cost per pupil.

Where a residential visit takes place wholly or mainly during school hours (see section 452 of the Education Act 1996), charges may only be made for board and lodging.

When informing parents about a visit, schools should make clear the charging arrangements and the support available through their charging and remissions policy. This includes remission of board and lodging costs for pupils whose parents are in receipt of qualifying benefits (e.g. Universal Credit).

Further guidance on charging for school activities is available from the Department for Education.

Board and lodging

- State boarding schools may charge for board and lodging, provided charges are based on the actual cost of the provision and do not exceed this cost.

Extended day services

Schools may charge for optional extras, including extended day provision such as breakfast clubs, after-school clubs, supervised homework sessions and similar activities.
•
Any such extended day services for day pupils are optional. Parents must agree to their child's participation and the associated charges. Schools cannot make attendance at, or payment for, these services compulsory.

School Contact Details and Information

PRIMARY SCHOOLS AND ACADEMIES

Schools highlighted are Academies

DfE Number	School / Headteacher	Address and Phone Number	Age range	Nursery	PAN 2027
2226	Barley Mow Primary School Mrs L Cuthbertson	Pembroke Ave, Birtley, DH3 2DJ Tel: 0191 410 2758	3-11	Yes	30
2039	Bede Community Primary School Mr N Anderson	Old Fold Road, Gateshead, NE10 0DJ Tel: 0191 433 4135	4-11	No	30
2197	Bill Quay Primary School Mrs V Page	Davidson Road, Bill Quay, NE10 0UN Tel: 0191 469 3013	2-11	Yes	30
2163	Birtley East Community Primary School Mrs A Miles	Highfield, Birtley, DH3 1QQ Tel: 0191 410 2551	3-11	Yes	30
2182	Blaydon West Primary School Mr S Brown	Blaydon Bank, Blaydon, NE21 4PY Tel: 0191 414 3286	3-11	Yes	30
2200	Brandling Primary School Mrs A Clennell	Mulberry Street, Gateshead, NE10 0JB Tel: 0191 433 4079	3-11	Yes	30
2221	Brighton Avenue Primary School Mrs J Allan	Brighton Road, Gateshead, NE8 1XS Tel: 0191 421 8080	3-11	Yes	60
2233	Caedmon Community Primary School Mr C Wisby	Whitehall Road, Gateshead, NE8 4LH Tel: 0191 433 4095	3-11	Yes	30
2008	Carr Hill Community Primary School Mr P Harris	Carr Hill Road, Gateshead, NE9 5NB Tel: 0191 477 1203	3-11	Yes	45
2235	Chopwell Primary School Mrs K Kelly	Derwent Street, Chopwell, NE17 7HS Tel: 01207 561 322	2-11	Yes	45
2216	Clover Hill Community Primary School Mrs A Holden	Glenhurst Drive, Whickham, NE16 5SJ Tel: 0191 433 4056	4-11	No	30
3313	Corpus Christi Catholic Primary School Mrs C Maxwell	Dunsmuir Grove, Gateshead, NE8 4QL Tel: 0191 477 2175	3-11	Yes	30
2219	Crookhill Community Primary School Miss K McCormack	Hexham Old Road, Crookhill, NE40 3ES Tel: 0191 433 4066	3-11	Yes	30

DfE Number	School / Headteacher	Address and Phone Number	Age range	Nursery	PAN 2027
2164	Dunston Hill Community Primary School Mrs N Rhodes	Market Lane, Dunston, NE11 9NX Tel: 0191 433 4021	3-11	Yes	60
2167	Emmaville Primary School Miss A Armstrong	Main Street, Crawcrook, Ryton, NE40 4ND Tel: 0191 413 2460	3-11	Yes	60
2198	Falla Park Community Primary School Miss V Carr	Falla Park Road, Felling, NE10 9HP Tel: 0191 433 4011	2-11	Yes	30
2232	Fell Dyke Community Primary School Ms K Savage	Springwell Road, Gateshead, NE9 7AA Tel: 0191 433 4111	3-11	Yes	45
2231	Fellside Community Primary School Mrs C Green	Fellside Road, Whickham, NE16 5AY Tel: 0191 488 7486	3-11	Yes	30
2184	Front Street Community Primary School Executive Headteacher Mrs H Gladstone	North View, Whickham, NE16 4AY Tel: 0191 488 1941	3-11	Yes	60
2225	Glynwood Community Primary School Mrs V Nellis	Glynwood Gardens, Gateshead, NE9 5SY Tel: 0191 433 4117	3-11	Yes	60
2181	Greenside Primary School Miss D Foster	Rockwood Hill Road, Greenside, NE40 4AX Tel: 0191 413 2186	3-11	Yes	30
2238	Harlow Green Community Primary School Mr M Malik	Harlow Green Lane, Gateshead, NE9 7TB Tel: 0191 487 6703	3-11	Yes	60
2168	High Spen Primary School Mr A Firth	Hugar Road, High Spen, Rowlands Gill, NE39 2BQ Tel: 01207 542 373	2-11	Yes	30
2186	Highfield Community Primary School Mrs C Spencer	Whinfield Way, Highfield, Rowlands Gill, NE39 2JE Tel: 01207 549 882	3-11	Yes	17
2234	Kells Lane Primary School Mrs R Swinbank	Kells Lane, Gateshead, NE9 5HX Tel: 0191 433 4140	3-11	Yes	60
2012	Kelvin Grove Community Primary Mrs J Thompson	Kelvin Grove, Gateshead, NE8 4UN Tel: 0191 477 4186	3-11	Yes	60
2058	Kibblesworth Academy Mr C Steel	Kibblesworth, Gateshead, NE11 0XP Tel: 0191 410 2975	3-11	Yes	29
2051	Larkspur Community Primary School Mrs K Anglesea	Beacon Lough East, Gateshead, NE9 6SS Tel: 0191 487 5628	2-11	Yes	29

DfE Number	School / Headteacher	Address and Phone Number	Age range	Nursery	PAN 2027
2205	Lingey House Primary School Mrs C Wilkinson	Millford, Leam Lane Estate, Felling, NE10 8DN Tel: 0191 438 1287	3-11	Yes	60
2222	Lobley Hill Primary School Mrs R Hocking	Rothbury Gardens, Gateshead, NE11 0AT Tel: 0191 433 4080	3-11	Yes	60
2055	Oakfield Infant School Executive Headteacher Miss K Chisholm	Chowdene Bank, Gateshead, NE9 6JH Tel: 0191 329 3646	4-7	No	30
2049	Oakfield Junior School Executive Headteacher Miss K Chisholm	Chowdene Bank, Gateshead NE9 6JH Tel: 0191 433 4086	7-11	No	60
2236	Parkhead Community Primary School Mrs Helen Chard	Park Lane, Winlaton NE21 6LT Tel: 0191 433 5618	3-11	Yes	58
2162	Portobello Primary School Mrs J Humphrey	Tamerton Drive, Birtley DH3 2LY Tel: 0191 410 4571	4-11	No	30
2056	Ravensworth Terrace Primary School Mr A Ramanandi	Mount Pleasant Road, Birtley DH3 1AY Tel: 0191 433 4200	4-11	No	60
2220	Riverside Primary Academy Miss L Smith	Colliery Road, Dunston NE11 9DX Tel: 0191 460 1918	3-11	Yes	60
2229	Roman Road Primary School Mrs E Monaghan	Leam Lane Estate, Gateshead NE10 8SA Tel: 0191 438 0510	3-11	Yes	30
2239	Rowlands Gill Primary School Mrs L Clarke	Dominies Close, Rowlands Gill NE39 2PP Tel: 01207 549 359	3-11	Yes	30
2188	Ryton Community Infant School Executive Headteacher Mrs D Ashcroft	Ryton NE40 3AF Tel: 0191 413 2776	2-7	Yes	60
2193	Ryton Community Junior School Executive Headteacher Mrs D Ashcroft	Ryton NE40 3AF Tel: 0191 413 3573	7-11	No	60
3329	Sacred Heart Catholic Primary School Mr S Woods	Byermoor, Burnopfield NE16 6NU Tel: 01207 270 396	4-11	No	30
2036	South Street Community Primary School Ms L Wales	Cramer Street, Gateshead NE8 4BB Tel: 0191 477 3993	3-11	Yes	30
3326	St Agnes Catholic Primary School Ms J Woods	Rosedale Road, Ryton NE40 4UN Tel: 0191 413 2184	4-11	No	30

DfE Number	School / Headteacher	Address and Phone Number	Age range	Nursery	PAN 2027
3322	St Anne's Catholic Primary School Mrs K Watkins	Off Pickering Green, Harlow Green, Gateshead NE9 7HX Tel: 0191 433 4053	4-11	No	30
2237	St Aidan's C of E Primary School Mrs Cheryl Lain	Derwentwater Road, Gateshead NE8 2HQ Tel: 0191 477 2690	3-11	Yes	30
3335	St Alban's Catholic Primary Mrs K Swaddle/Mr S Keys	Rothbury Avenue, Pelaw NE10 0QY Tel: 0191 469 3251	3-11	Yes	30
3336	St Augustine's Catholic Primary School Mrs G Lynch	Colegate, Leam Lane Est, Gateshead NE10 8PP Tel: 0191 469 2949	3-11	Yes	45
3325	St Joseph's Catholic Infant School, Birtley Mrs K Swaddle	Mitchell Street, Birtley DH3 1LU Tel: 0191 410 2324	4-7	No	30
3324	St Joseph's Catholic Junior School, Birtley Mrs K Swaddle	School Street, Birtley DH3 2PN Tel: 0191 410 2231	7-11	No	30
3331	St Joseph's Catholic Primary School, Blaydon Mr P Naughton	Croftdale Road, Blaydon NE21 4BG Tel: 0191 414 3108	3-11	Yes	30
3317	St Joseph's Catholic Primary School, Gateshead Mrs S Fraser	Prince Consort Rd, Gateshead NE8 1LR Tel: 0191 490 1517	4-11	No	30
3328	St Mary & St Thomas Aquinas Catholic Primary School Mr Craig	Stella Lane, Blaydon NE21 4NE Tel: 0191 414 3116	3-11	Yes	30
3333	St Mary's Catholic Primary School Mr J Wheatley	Duckpool Lane, Whickham NE16 4HB Tel: 0191 420 5828	4-11	No	30
3318	St Oswald's Catholic Primary School Mrs T Musgrove	Easington Avenue, Wrekenton, Gateshead, NE9 7LH Tel: 0191 487 8641	3-11	Yes	30
3319	St Peter's Catholic Primary School Mrs P McArthur	Dryden Road, Gateshead NE9 5TU Tel: 0191 487 8233	4-11	No	30
3330	St Philip Neri Catholic Primary School S Williams	Ellison Road, Gateshead NE8 2QU Tel: 0191 460 4378	4-11	No	30
3339	St Wilfrid's RC VA Primary School Mrs C Johnson	Old Fold Road, Gateshead NE10 0DJ Tel: 0191 477 1909	3-11	Yes	20
3327	St. Joseph's Catholic Primary School, Highfield – Ms J Bircham	Whinfield Way, Highfield, Rowlands Gill NE39 2JE Tel: 01207 545 972	4-11	No	15

DfE Number	School / Headteacher	Address and Phone Number	Age range	Nursery	PAN 2027
2172	Swalwell Primary School Mrs R Hocking	South View Terrace, Swalwell NE16 3HZ Tel: 0191 433 4000	3-11	Yes	30
2213	The Drive Community Primary School Mrs R Farren	The Drive, Felling, Gateshead NE10 0PY Tel: 0191 421 0390	2-11	Yes	30
2224	Wardley Primary School Miss L Wigham	Keir Hardie Avenue, Wardley NE10 8TX Tel: 0191 469 3012	3-11	Yes	45
2194	Washingwell Community Primary School Mrs A Hall	Bucks Hill View, Whickham NE16 4RB Tel: 0191 488 4400	3-11	Yes	30
3001	Whickham Parochial C of E Primary School Mr R Warren	Broadway, Whickham NE16 5QW Tel: 0191 488 7867	4-11	No	30
2214	White Mere Community Primary School Mr John Archer	Sherburn Way, Gateshead NE10 8BA Tel: 0191 438 5008	3-11	Yes	30
2227	Windy Nook Primary School Mrs L Forrest	Albion Street, Gateshead NE10 9BD Tel: 0191 469 4954	3-11	Yes	45
2177	Winlaton West Lane Primary School Mrs C Bell	West Lane, Winlaton NE21 6PH Tel: 0191 414 2557	3-11	Yes	45

SECONDARY SCHOOLS AND ACADEMIES

Schools highlighted are Academies

DfE Number	School / Headteacher	Address and Phone Number	Age range	Sixth Form	PAN 2027
4605	Cardinal Hume Catholic School Mr B Robson	Old Durham Road, Gateshead NE9 6RZ Tel: 0191 487 7638	11-18	Yes	260
6900	Emmanuel College Mr N Ogborn	Consett Road, Gateshead NE11 0AN	11-18	Yes	240
4003	Grace College Mrs R Hooker, Principal	Saltwell Road South, Gateshead NE9 6LE Tel: 0191 442 2000	11-18	Yes	210
4002	Heworth Grange School Mr N Rodgers, Principle	High Lanes, Heworth NE10 0PT Tel: 0191 421 2244	11-16	No	240
4041	Kingsmeadow Community School Mr M Barrett	Market Lane, Dunston NE11 9NX Tel: 0191 460 6004	11-18	Yes	195
4027	Lord Lawson of Beamish Academy Dr A Fowler	Birtley Lane, Birtley DH3 2LP Tel: 0191 433 4026	11-18	Yes	240
4606	St Thomas More Catholic School Mrs J Turner	Croftdale Road, Blaydon NE21 4BQ Tel: 0191 499 0111	11-18	Yes	250
4001	Thorp Academy Miss J Macaulay	Main Road, Ryton, NE40 3AH Tel: 0191 413 2113	11-18	Yes	300
4029	Whickham School Mr F Turnbull	Burnthouse Lane, Whickham NE16 5AR Tel: 0191 496 0026	11-18	Yes	266
4004	XP Gateshead Mrs J Mosley	Former Thomas Hepburn Site, Swards Road, Felling, Gateshead, NE10 9UZ. Tel: 01302 898 792	11-16	No	50

SPECIALIST SCHOOLS

DfE Number	School / Headteacher	Address and Phone Number	Age Range
7009	Dryden School (SLD/PMLD) Acting Head – Ms C Lapworth	Shotley Gardens, Low Fell, Gateshead NE9 5UR Tel: 0191 420 3811 / 0191 420 3812	11 – 18
7010	Eslington Primary School (SEMH) Mrs M Richards	Hazel Road, Gateshead NE8 2EP Tel: 0191 433 4131 Rose Street, Gateshead, NE8 2LS Tel: 0191 433 5151	4 – 11
7006	Furrowfield School (SEMH) Miss H E Scott	Whitehill Drive, Felling, Gateshead NE10 9RZ Tel: 0191 495 4700	11 – 16
7007	Gibside School (ASD/ MLD/ PMLD) Acting Head - Mrs E Johnsonr	Shipcote Lane, Gateshead, NE8 4JA Tel: 0191 433 6900	3 – 11
7008	Hill Top School (MLD/ASD) Mrs A Bell	Wealcroft, Leam Lane Estate, Gateshead NE10 8LT Tel: 0191 469 2462	11 – 18
7002	Cedars Academy (Cognition & Learning/ASD/SEMH) Headteacher: Cedars Academy Low Fell – Mrs M O'Reilly Headteacher: Cedars Academy High Heworth – Mrs J Vincent	Cedars Academy Low Fell: Ivy Lane, Low Fell, Gateshead, NE9 6QD Tel: 0191 487 4595 Cedars Academy High Heworth: Colegate West, Gateshead, NE10 9AH Tel: 0191 691 3581	3 – 19

KEY:			
SEMH	Social, Emotional and Mental Health	**SLD**	Severe Learning Difficulties
MLD	Moderate Learning Difficulties	**PMLD**	Profound and Multiple Learning Difficulties
PD	Physical Difficulties	**ASD**	Autistic Spectrum Disorder
LD	Learning Difficulties		