



## **WALKERGATE COMMUNITY SCHOOL ADMISSIONS ARRANGEMENTS 2017-2018**

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|---|---|
| <b>Consultation that has taken place</b>                    | <b>Governor Meeting</b>                             |
| <b>Date formally approved by Governors</b>                  | <b>25/05/2016</b>                                   |
| <b>Date Policy became effective</b>                         | <b>01/09/2016</b>                                   |
| <b>Review Date</b>  | <b>July 2017</b>                                    |
| <b>Person responsible for implementation and monitoring</b> | <b>Head Teacher</b>                                 |
| <b>Other relevant policies</b>                              | <b>Newcastle City Council Admission Regulations</b> |

### **Walkergate Community School**

The school is accommodated over two sites. One is on Shields Road which holds Nursery and Reception. The second and main site is on Sutton Street which holds Years 1 - 6.

The nursery has up to 78 places.

The government funds children for 15 hours per week. Our Nursery offers 15 hours over 2.5 days.

Offer 1 is Monday and Tuesday, Wednesday 8:45 until 11:45.

Offer 2 is Wednesday 12:00 until 15:00, Thursday and Friday 8:45 until 15:00.

The school currently has 21 statutory school age classes with 30 places available in each class.

Reception x 3 classes

Year 1 x 3 classes

Year 2 x 3 classes

Year 3 x 3 classes

Year 4 x 3 classes

Year 5 x 3 classes

Year 6 x 3 classes

The school day for Nursery and Reception is Monday to Friday 8:45am – 3:00pm.

Reviewed July 2016

The school day for Years 1-6 is Monday to Friday 9:00am – 3:15pm.

The Governors of the school will offer children a place in Nursery once they have reached their third birthday. In Reception, children are offered a place in the academic year they turn five.

Priority will be given to:

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children who have an older brother or sister (sibling) who will be attending Walker gate Community School in the September of the year of their admission. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, or the child of the parent or carers partner as long as the children live at the same address.
3. Children with a particular compelling educational and/or social or medical need as referred by a professional Walker gate Community School can meet their needs as opposed to an alternative provision.
4. Children living nearest to the main school site on Sutton Street as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Within the above criteria, each application is always considered very carefully on its individual needs.

**If school is oversubscribed then children will be prioritised according to the above.**

#### **Notes**

- If applicants are seeking admission under criterion 3 above they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- Nursery admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.

- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available from the Appeals Service by e-mail to [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk) or phone 0191 2777427.
- If a place is offered on the basis of false information e.g. address or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.
- If the child lives part of the week between two parents the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit if there is any dispute.

### Waiting List

Children who are refused a place will be kept on a waiting list for a maximum of one school term. Waiting lists are cleared termly and parents need to re-apply if they still want to be considered for a place at Walkergate Community School. For applications for reception places, waiting lists are kept until the end of December in the year of admission and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received.

| Timeline    |  |
|-------------|--|
| Date        | Process  |
| 1 Sept 16   | Application process opens  |
| 15 Jan 17   | Closing date for all applications to arrive. By 12 noon.   |
| 3 Feb 17    | Last day for late applications to be submitted and be considered as exceptions   |
| 18 Apr 17   | National offer day for places  |
| 2 May 17    | Deadline for parents to accept or refuse place   |
| 8 May 2017  | First waiting list round to reallocate places that have become available.  |
| 15 May 17   | Deadline for late applications and late changes to be considered   |
| 22 May 2017 | Deadline to submit an appeal to ensure it is heard in the first round of appeals.  |
| 5 June 2017 | Second waiting list run to reallocate places that have become available. Late applicants and late changes will be made offers today. |