

# Coordinated admissions scheme for Newcastle upon Tyne maintained schools including academies 2016/17

## Introduction

All Local authorities are required by the School Admissions (Co-ordination of Admissions Arrangements) (England) Regulations 2012 to have a scheme in place each year for coordinating admission arrangements for all maintained schools and academies (except special schools and nursery schools) within their area. The scheme has to comply with the provisions of the School Admissions Code 2012.

Coordination schemes are intended to simplify the admissions process whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable that every parent of a child living in a local authority (LA) who has applied to a maintained school is sent a single offer of a school place by their LA.

Coordination schemes do not affect the rights and duties of the governing bodies of voluntary aided and foundation schools to set and apply their own admissions arrangements and oversubscription criteria, nor for academies to agree their own arrangements with the Secretary of State. Admission authorities do not need to determine the same or similar oversubscription criteria, but must ensure that their own admission arrangements are compatible with and do not undermine the coordination scheme for their area.

The following coordinated admission scheme for Newcastle upon Tyne will apply to the admission arrangements for the school year beginning September 2016.

## Interpretation and glossary

In this Scheme -

"The LA" is Newcastle City Council acting in its capacity as a local (education) authority.

"The LA area" means Newcastle upon Tyne.

"School" means a community, voluntary controlled, foundation or voluntary aided school (but not a special school) which is maintained by the LA.

"Academy" means a state funded non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need. Academies include free schools and studio schools.

"Admission authority" in relation to a community or voluntary controlled school means the LA and, in relation to a foundation or voluntary aided school or an academy, means the governing body of that school.

"The specified year" is the school year beginning in September 2016.

"Admission arrangements" are the determined arrangements which govern the procedures and decision making for the purpose of admitting pupils to a particular school or academy.

"Late application" means any application for a place in the first year of entry to the school that is received after the closing date for applications.

"Parent or carer" means any person who (as defined in the 1989 Children Act) holds parental responsibility for a child and with whom the child normally lives.

"Home authority" is the LA that a parent resides in.

## **The scheme**

The scheme will apply to all first, primary, middle, secondary and high schools and academies in the LA area (except special schools and nursery schools) and shall take effect from 15 April 2015.

Under the coordinated scheme, Newcastle City Council will set and apply the oversubscription criteria for all community and voluntary controlled schools in the area. The governing bodies of voluntary aided and foundation schools and academies will set and apply their own oversubscription criteria.

The LA will work with all other admission authorities within Newcastle and with other relevant local authorities to ensure that a fair and transparent system for the allocation of places is achieved.

## **The normal admissions round**

The scheme will apply to all children whose parents are seeking a school place for the school's initial year of entry for the start of Autumn term 2016 (whether or not it is their age cohort). The initial years of entry are:


<b>School type or name</b>	<b>Initial year of entry</b>
First and primary schools	Reception
Middle schools	Y5
Secondary schools	Y7
High schools	Y9
Studio West (a studio school)	Y9
Discovery (a free school)	Y10

There will be a common application form available for all applicants, which will be available online and as paper version. Online applications are positively encouraged.

The common application form must be used by parents who live in Newcastle as a means of expressing up to four preferences for a school place for their child either within or outside Newcastle.

All preferences expressed on the form are valid applications. Preferences should be ranked in the order of preference. Reasons to support each preference can be included on the form.

The form will specify the closing date and where the application form must be returned to. Completed forms must be returned to the LA before the closing date.



The form will be accompanied by an explanation of the coordinated admissions scheme. This will explain that:

- i) the parent/carer will receive one offer of a school place
- ii) all preferences will be treated equally
- iii) a place will be offered at the highest ranking nominated school for which the child is eligible for a place under the admission criteria
- iv) if more than one school is nominated, the parent/carer will be regarded as having ranked the schools in the preference order appearing on the form
- v) if a place is unable to be offered at a nominated school, a place will be offered at an alternative school.

The LA will take all reasonable steps to ensure that every parent resident in their area who has a child due to start primary education or is in their last year of first, primary or middle school is made aware of the procedures for applying for a school place and has access to a copy of the form and supporting guidance.

### **Verification of data**

Parents may be asked to provide proof of address by the LA at the data processing stage.

### **Supplementary information**

Admission authorities can require parents to provide additional information only where the information is required for the governing body to apply its oversubscription criteria to the application. Any requested information should be returned by the dates stated in order to be considered as part of the application.

### **Testing**

Where a selection or aptitude test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the test and inform parents of the outcome prior to preferences being made.

### **Submission dates**

The application period for both reception and transfers will open from 1 September 2015. This is the date from which parents can apply online or request a paper form.


**31 October 2015, midday 12 noon**, is the deadline for parents to apply to the LA for a place in a middle, secondary or high school or academy (including Studio West and Discovery).

**15 January 2016, midday 12 noon**, is the deadline for parents to apply to the LA for a place in a reception class.

It is the responsibility of parents or carers to ensure that applications are returned directly to the home LA by the closing date.

### **Late applications**

Any application for the normal admissions round received after the deadline will be deemed "late". Late applications will be dealt with after all on-time applications have been processed



and places allocated. Late applicants will not be made an offer on national offer day. They will be offered as part of the second waiting list process.

Only in exceptional limited circumstances will late applications be considered at the same time as applications submitted on time. These include:

- The illness/death of a close relative such that making an application during the application period was not possible.
- A move into Newcastle from outside the area after the deadline date. Confirmation of the new address must be provided (in the form of an exchange of contracts or a tenancy agreement).
- Where there has been a delay in the LA receiving the application due to an administrative error.

Documentary evidence should be provided with the application to verify the circumstances which caused the application to be late. If evidence cannot be provided, the application will not be considered as an exception. The LA will determine whether the late application is considered as an exception.

**12 December 2015** is the deadline for asking for a late application for a place in a middle, secondary or high school or academy to be considered as an exception.

**20 February 2016** is the deadline for asking for a late application for a reception place to be considered as an exception.

### **Changing preferences**

No changes will be accepted to applications after the deadline date has passed, unless there is a genuine reason for the change, such as a change of address or siblings have changed schools. The deadlines and evidence requirements are the same as for exceptional late applications. If these are not met, the request will not be considered as an exception.

Any request to change preferences will cancel out and replace the previous application. If submitted after the deadline date, and not agreed by the LA as an exception, this means the original application will be withdrawn by the LA, processed as late, and no offer will be made on national offer day. Places will be offered as part of the second waiting list process.


### **No form received**

Where no form is submitted for a child known to the LA, a place will be offered at the nearest Newcastle school to the home address with a vacancy, measured in a straight line using an electronic map measurement system. This may be a community, voluntary controlled, foundation or voluntary aided school or academy, if the admission authority agrees. Where no form has been submitted, places will not be offered on national offer day. They will be offered as part of the second waiting list process.

### **Processing applications**

After the closing date the LA will forward details of relevant applications received on time to other admission authorities in its area and to other LAs if a preference is made for a school in another area. Late applications will be shared with other admission authorities after offer day.

Parental preferences will be ranked by every admission authority strictly according to the



oversubscription criteria for the relevant school. The ranked lists will be returned to Newcastle LA by the specified date detailing how the oversubscription criteria have been applied to the list.

The order of school preference listed on the application form will not affect these rankings. Completed application forms will be treated as a confidential communication between the parent and the LA.

### **Determining offers**

The LA will act as a clearing house for the allocation of places by the relevant admission authorities. The LA will only make a decision on the offer or refusal of a place in response to any preference expressed on the form where:

- i) it is acting in its separate capacity as an admission authority, or on behalf of another admission authority that has delegated its role to the LA, or
- ii) an applicant is eligible for a place at more than one school, or
- iii) an applicant is not eligible for a place at any school that the parent has nominated.

The LA, using preference data and oversubscription criteria rankings (including those from own admission authority schools and academies), will allocate places according to each parent's preference ranking as follows:

- Where a parent's first preference can be met, a place will be allocated at that school. The LA will not consider any lower ranked preferences.
- Where a parent's first preference cannot be met, but a lower preference can, a place will be allocated at the lower preference school. Any higher preference applications will be placed on the waiting list for that school(s) and ranked according to the oversubscription criteria. Any preferences ranked lower than the preference offered will not be considered.
- Where none of the parent's preference can be met, a place will be allocated at the nearest school with available places based on the straight line distance from home to school. The applications for preferred schools will be placed on the waiting lists for those schools and ranked according to their oversubscription criteria.

### **Distance measurements**

Distances are measured using the Council's electronic map measuring system in a straight line distance from a point in the centre of the home address to the centre of the school.


### **Offers**

Parents will receive one offer of a school place. Parents who applied online will be sent an email advising them they can log in on national offer day to find out their allocated school. Parents who submitted a paper application will be posted a letter on national offer day. Offer information will not be given out over the telephone.

If a parent was refused a place at a preferred school, the letter or email (depending on how parent applied for their place) will explain why the place was refused and that they have the right of appeal.

### **Responding to offers**

Parents are required to respond to the LA regarding the offer of a school place to either accept or refuse it within two weeks of national offer day. If the parent does not confirm to the LA that



they accept the place, the LA may remove the place and reallocate it to another child.

Parents should not refuse a place unless they are certain of a place at an alternative school. This does not remove the parent's right of appeal.

If a parent wishes their child to be considered for an alternative school(s) after offer day, a new application must be completed listing the new order of preferences. This will cancel out and replace the previous application. Parents are only allowed a maximum of four active preferences at any time.

## **Waiting Lists**

Children will be kept on a waiting list for any school ranked higher on their form than the school at which they were offered a place. For example, where a parent has been allocated a place at their second preference school, they may be placed on the waiting list of their first preference school but not their third.

Where a parent has been offered a place at a school they did not nominate on their form, they will be placed on the waiting list of all the schools they did nominate, and considered for places at those schools if any become available.

Waiting lists will be kept by all admission authorities until at least **16 December 2016**. The waiting list will be maintained strictly in accordance with the oversubscription criteria and if a place becomes available this will be offered to the child ranked highest on the list. Places on waiting lists will change over time as new applications are received.

When any place in a school is refused, the LA will reallocate that place to the child at the top of the waiting list for that school. There will be three waiting list phases when places will be reallocated after national offer day:

- i. First waiting list process will reallocate places that have become available since offer day. Only applications received on time are included in this process.
- ii. Second waiting list process will reallocate places that have become available since first waiting list process. Late applications and late changes to preferences are included at this stage.
- iii. Following the second waiting list process, places will be re-allocated as and when they become available.

The only legal offers up until 31 August 2016 will be from the LA. From 1 September 2016, offers can be made directly by schools.


## **Appeals**

All parents have the right of appeal if refused a place at a school. Appeals are coordinated by the relevant admission authority. Appeals will be heard by an independent appeals panel and if the panel uphold the appeal, the decision is legally binding on the admission authority and they must admit the child. Very few appeals are upheld.

## **Applying for a year outside the child's age group**

The LA expects children to attend school within their relevant age group.

Where a parent would like to delay admission to reception by a whole school year, or request



that they start school early, this will be considered by the appropriate admission authority if it is supported by evidence from appropriate professionals. Any request to transfer to middle, secondary or high school a year early or late would be considered and decided at the discretion of the admission authority.

Any request agreed will be included along with all other applications for a school place at a particular school in the process of determining allocation of places.

Full time reception places are available from the September following a child's fourth birthday. Parents can request that the date their child is admitted full time is deferred until the term after which their child reaches compulsory school age (age 5).

### **Shared responsibility**

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools. In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If that is not available, then the address showing on the NHS medical card can be used.

### **Children from overseas**

Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the UK are entitled to apply for a place at a maintained school. The passport or visa may be requested for inspection before an offer of a place can be made. The LA will allocate a place in advance for families of UK service personnel (Armed Forces) with a confirmed posting to the area, where they are moving to the area outside of the normal admission round.

### **Applying for places outside of the normal transfer times**

Parents with children of school age who move into the city and require a school place outside of the normal transfer times should contact the Admissions Team if they require advice on schools with places.

Parents who want a place in a Newcastle school will need to complete the LA's In Year application form and return it to the LA Admissions Team. Parents are allowed to name two preferred schools on the form.

Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed, for example through the exchange of contracts or the signing of a formal lease agreement. Documentary evidence to support the new address will be required.

In Newcastle most schools manage their own in year admissions directly. The LA will forward the application on to the school and the school will inform the parent if they are able to offer a place. If no place is available at a preferred school, the LA will make Newcastle residents an offer of an alternative school.

The child is expected to take up the offer and attend the allocated school within 10 school days of being made an offer.

**Coordination timetable for transfer to middle, secondary or high school in 2016  
(including academies)**

<b>Date</b>	<b>Event</b>
1 September 2015	Application process opens online for 2016/17
7 September 2015	Information packs circulated to parents from this date
Noon 31 October 2015	Closing date for all application forms to be received by the LA
23 November 2015	Applications stating preferences for schools in other LAs will be forwarded to those LAs
27 November 2015	Applications for own admission authority schools and academies in Newcastle will be forwarded to those admission authorities
4 December 2015	Last date for any late applications to be submitted and be considered as exceptions
7 December 2015	Final list (including any late exceptions) to be sent to other admission authorities
15 January 2016	Academies, foundation and voluntary aided schools to provide the LA with their ranked lists of applicants, including details of how the oversubscription criteria were applied
25 January 2016	The LA will inform other LAs of any offers of Newcastle schools to be made to applicants resident in their areas
22 February 2016	The LA will inform Newcastle schools of children to be offered places at their schools
1 March 2016	National offer day for transfer places. Primary schools will be notified of leaver destinations
15 March 2016	Date for parents to accept or refuse the offer from offer day
21 March 2016	First waiting list process will be run to reallocate spaces that have become available since offer day.
4 April 2016	Deadline for parents to respond to offers from first waiting list process
4 April 2016	Deadline for late applications and late changes to be considered in second waiting list process
7 April 2016	Deadline for appeal forms to be submitted for them to be heard in the first round of appeals
11 April 2016	Own admission authority schools will receive final list of late applications and changes for ranking
15 April 2016	Own admission authority schools to return ranked lists
25 April 2016	Second waiting list process will be run to allocate places that have become available. Late applicants and late changes will be included, along with children known to the LA where no application has been submitted
May – July	Appeals are heard



## Coordination timetable for reception places 2016

<b>Date</b>	<b>Event</b>
1 September 2015	Application process opens online for 2016/17
7 September 2015	Information packs circulated to parents from this date
Noon 15 January 2016	Closing date for all application forms to be received by the LA
1 February 2016	Applications stating preferences for schools in other LAs will be forwarded to those LAs
5 February 2016	Applications for own admission authority schools and academies in Newcastle will be forwarded to those admission authorities
19 February 2016	Last date for any late applications to be submitted and be considered as exceptions
22 February 2016	Final list (including any late exceptions) to be sent to other admission authorities
4 March 2016	Academies, foundation and voluntary aided schools to provide the LA with their ranked lists of applicants, including details of how the oversubscription criteria were applied
11 March 2016	The LA will inform other LAs of any offers of Newcastle schools to be made to applicants resident in their areas
24 March 2016	The LA will inform Newcastle schools of children to be offered places at their schools
15 April 2016	National offer day for transfer places. Primary schools will be notified of leaver destinations
29 April 2016	Date for parents to accept or refuse the offer from offer day
6 May 2016	Deadline for late applications and late changes to be considered in second waiting list process
6 May 2016	First waiting list process will be run to reallocate spaces that have become available since offer day.
13 May 2016	Own admission authority schools will receive final list of late applications and changes for ranking
22 May 2016	Deadline for appeal forms to be submitted for them to be heard in the first round of appeals
20 May 2016	Deadline for parents to respond to offers from first waiting list process
27 May 2016	Own admission authority schools to return ranked lists
6 June 2016	Second waiting list process will be run to allocate places that have become available. Late applicants and late changes will be included, along with children known to the LA where no application has been submitted
June/July	Appeals are heard

## List of Newcastle schools covered by this scheme

Name of school	Admission authority	School type	Admissions notes
Archbishop Runcie C of E First School	Governing Body	Voluntary aided	
Archibald First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Atkinson Road Primary Academy	Governing Body	Academy	Applications for reception places are ranked by LA on the school's behalf
Beech Hill Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Benfield School	Governing Body	Foundation	Applications for transfer places are ranked by LA on the school's behalf
Benton Park Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Bridgewater School*	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Broadway East First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Broadwood Primary School*	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Brunton First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Byker Primary School	Local authority	Community	
Canning Street Primary School*	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Central Walker C of E Primary School	Local authority	Voluntary controlled	
Cheviot Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Chillingham Road Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Christ Church C of E Primary	Governing Body	Voluntary aided	
Cragside Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Dinnington First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Discovery	Governing Body	Free school	
English Martyrs' RC Primary	Governing Body	Voluntary aided	
Excelsior Academy	Governing Body	Academy	Applications for reception places are ranked by LA on the school's behalf
Farne Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Gosforth Academy	Governing Body	Academy	Applications for transfer places are ranked by LA on the school's behalf
Gosforth Central Middle School	Governing Body	Foundation	Applications for transfer places are ranked by LA on the school's behalf
Gosforth East Middle School	Governing Body	Foundation	Applications for transfer places are ranked by LA on the school's behalf
Gosforth Junior High Academy	Governing Body	Academy	Applications for transfer places are ranked by LA on the school's behalf
Gosforth Park First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Grange First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Hawthorn Primary School*	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf

<b>Name of school</b>	<b>Admission authority</b>	<b>School type</b>	<b>Admissions notes</b>
Heaton Manor School	Governing Body	Foundation	Applications for transfer places are ranked by LA on the school's behalf
Hilton Primary Academy	Governing Body	Academy	Applications for reception places are ranked by LA on the school's behalf
Hotspur Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Kenton Bar Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Kenton School	Governing Body	Academy	Applications for transfer places are ranked by LA on the school's behalf
Kingston Park Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Knop Law Primary School	Local authority	Community	
Lemington Riverside Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Milecastle Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Moorside Community Primary School	Local authority	Community	
Mountfield Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Newburn Manor Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
North Fawdon Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Our Lady and St Anne's RC Primary	Governing Body	Voluntary aided	
Ravenswood Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Regent Farm First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Sacred Heart Catholic High School	Governing Body	Academy	
Sacred Heart RC Primary	Governing Body	Voluntary aided	
Simonside Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
South Gosforth First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
St Alban's RC Primary	Governing Body	Voluntary aided	
St Bede's RC Primary	Governing Body	Voluntary aided	
St Catherine's RC Primary	Governing Body	Voluntary aided	
St Charles' RC Primary	Governing Body	Voluntary aided	
St Cuthbert's Catholic High School	Governing Body	Academy	
St Cuthbert's Catholic Primary (Kenton)	Governing Body	Voluntary aided	
St Cuthbert's RC Primary (Walbottle)	Governing Body	Voluntary aided	
St George's RC Primary	Governing Body	Voluntary aided	
St John Vianney RC Primary	Governing Body	Voluntary aided	
St John's Primary School*	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf

Name of school	Admission authority	School type	Admissions notes
St Joseph's RC Primary	Governing Body	Voluntary aided	
St Lawrence's RC Primary	Governing Body	Voluntary aided	
St Mark's RC Primary	Governing Body	Voluntary aided	
St Mary's Catholic School	Governing Body	Academy	
St Michael's RC Primary	Governing Body	Voluntary aided	
St Oswald's Catholic Primary	Governing Body	Voluntary aided	
St Paul's C of E Primary	Governing Body	Voluntary aided	
St Teresa's Catholic Primary	Governing Body	Voluntary aided	
St Vincent's RC Primary	Governing Body	Voluntary aided	
Stocksfield Avenue Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Studio West	Governing Body	Studio School	Applications for transfer places are ranked by LA on the school's behalf
Thomas Walling Primary School	Governing Body	Academy	
Throckley Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Tyneview Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Walbottle Campus	Local authority	Community	
Walbottle Village Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Walker Technology College	Governing Body	Foundation	Applications for transfer places are ranked by LA on the school's behalf
Walkergate Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Waverley Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Welbeck Academy	Governing Body	Academy	Applications for reception places are ranked by LA on the school's behalf
West Denton Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
West Jesmond Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
West Newcastle Academy	Governing Body	Free school	
West Walker Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Westerhope Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Westgate Hill Primary School	Local authority	Community	
Wingrove Primary School*	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Wyndham Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf

\*Proposed to convert from community schools in February 2015.  
Information correct as of 11 December 2014.