

Admission to Newcastle secondary schools 2011

A guide on transferring to middle, secondary and high schools in the city



Apply online at
www.newcastle.gov.uk/admissions
Remember the deadline is **31 October 2010**

Newcastle
City Council 



If you need advice or help with the admissions process or want admissions information in another format or language, please:

Contact Families Information Service
Newcastle City Council
Civic Centre
Newcastle
NE1 8PU

Phone 0191 277 4133

Email fis@newcastle.gov.uk

Website www.newcastle.gov.uk/admissions

Please include your child's full name and date of birth in any correspondence.

Newcastle Families Information Service (FIS) is an impartial service that can provide a range of information and assistance relevant to your application decision, including details of pre- and after school activities, childminders and other registered childcare in the local area. They can also help you to apply.

If you need more in-depth support, our dedicated School Choice Adviser can give you independent guidance on a range of admission issues including help with making your application. Christine Clark can be contacted via the FIS number above.

Office hours are 8.30am – 4.30pm but appointments can be arranged outside these times and at a venue convenient to you.

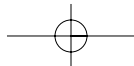
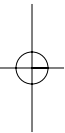
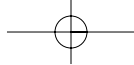
Newcastle Families Information Service and the School Choice Adviser will be running a number of school admission information sessions in the autumn term where you are welcome to come along for information, advice and support. Details are published online and in the separate school admissions leaflet.

If you want to use the internet for free to make your application or find out more general information about school admissions, call in to your local Customer Service Centre or Library.

Apply online at www.newcastle.gov.uk/admissions by 31 October 2010 (midnight)

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Dear Parent or Carer



Transferring on to middle, secondary or high school is a very exciting part of every child's life and an important step towards becoming a responsible adult. Newcastle schools have very high standards with dedicated staff committed to helping your child to achieve to the best of their ability. We have some of the best equipped, most modern schools in the country. Our schools work with each other and in exciting partnerships with local business, Universities and Newcastle College. Personalised learning means the establishment of challenging targets for every student to enable them to reach their full potential.

Newcastle City Council co-ordinates the school admissions process for Newcastle residents. Each school produces its own prospectus and has a website containing information about the school. We advise you to look at these, talk to your child and take the opportunity

to visit our schools and speak to the staff. Please read the information in this booklet and online before you make your decision.

Think about how your child will travel to school. We would encourage your child to walk or travel on public transport to encourage their independence, enable them to keep fit and to meet new friends.

We can provide support to guide you through the admissions process, both at the application stage and when you receive the offer of a school place. It is important to submit your application by the closing date on 31 October 2010.

You can apply for a school place online at www.newcastle.gov.uk/admissions or use the paper form in this booklet. We will be pleased to help you with any questions you may have regarding your application. Offers of school places will be made on 1 March 2011.

I wish your child every success as he or she enters the next stage of their education at middle, secondary or high school.

A handwritten signature in cursive script that reads "John Collings".

John Collings
Executive Director of Children Services

Introduction

Please read the information in this booklet carefully before completing the online or paper application form.

The booklet is aimed at parents and carers whose children are due to transfer to the next stage of their education in September 2011.

It also includes details of how you apply for a place in-year, for example if you are moving to Newcastle.

There are some important points that we would ask you to remember.

- The closing date and time for receipt of applications is **midnight on 31 October 2010**. If you apply after the closing date you are less likely to be offered a place at your preferred school.

Transfer applications should be made online by visiting **www.newcastle.gov.uk/admissions**

This is a secure and well tested system and the council's preferred method of application because:

- The system helps you by checking for errors.
- There is no risk that the application will get lost.
- It is quick and easy to do.
- You will get an immediate email confirmation that your application has been received.
- A paper application form is available on request (and is enclosed in the booklet).
- Applications for in-year admissions cannot currently be made online.

Important dates for transfer admissions

1 September 2010	The admissions process for 2011 begins.
31 October 2010 (midnight)	You need to apply online or complete the paper application form and return it to the local authority by this deadline. Medical evidence to support your application must also be submitted by this date.
1 March 2011	If you applied online, we will email you by late afternoon to tell you the outcome of your application. Letters will be posted to all parents today by second class mail.
15 March 2011	you need to accept the offer of a school place by today.
30 March 2011	Appeal forms should be returned to enable these to be heard in the first round of appeals in April/May 2011.
5 September 2011	Start of new school term.

When does my child transfer from primary school?

Start to consider your preferred middle or secondary school as soon as your child enters the final year of their current school.

By 31 October 2010,

If your child is currently in Year 4 in a first school you should apply for a place in Year 5 in a middle school.

If your child is currently in Year 6 in a primary school you should apply for a place in Year 7 in a secondary school.

If your child is currently in Year 8 in a middle school you should apply for a place in Year 9 in a high school.

Can I apply for my child to change between the two-tier and three-tier school systems?

Yes but applications can only be considered for any vacancies that may be available in the appropriate year group.

Please consider the impact of your child joining school when other pupils have already attended that school, made friends and been part of the school community since the usual age of transfer. Contact us for advice and information on available places before you apply.

Does every parent or carer with a child due to transfer to secondary school have to apply?

Yes. All parents and carers need to make an application - even if your child's current school is linked to the school you want them to go to next or if you already have an older child at the school.

You will not be considered for a school place unless you apply.

If you do not apply, we will offer a place at the nearest available school for which your child is eligible, after considering all on time applications. This could be some distance from your home.

What if my child has special educational needs?

The majority of children with special educational needs are able to have their needs met at any mainstream school.

If your child has a Statement of Special Educational Needs (SEN) naming a particular school, you do not need to apply for a place.

In all other cases, including where your child has a Statement of SEN that does not name a school, an application form should be submitted by the closing date of 31 October.

If you have any specific questions or concerns, please discuss these with the schools you are considering.



How do I apply?

Newcastle City Council is your home local authority. We are required by law to co-ordinate the admission process for all secondary and middle school transfers, including faith schools.

Apply for school transfers online at www.newcastle.gov.uk/admissions

The closing date for applications is midnight on 31 October 2010.

- Applying online is quick and easy to do.
- You will get email confirmation that your application has been received.
- The system helps you by checking errors.
- There is no risk that your application will get lost in the post.
- You can check or change the details on your application up until the closing date.
- Every time you make or change your online application, you will receive an e-mail confirming the status.
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to.
- The system is available 24 hours a day 7 days a week up until the closing date.
- If you apply online, we will email to let you know which school your child has been offered the day before you receive your letter.

Do I need to provide any proof to support my application?

If you are required to provide evidence to support your application, it will say so in the admissions criteria.

It is extremely important that you read and understand the admissions policy for every school you are applying for.

Faith schools have different admissions criteria to Newcastle community schools. They will give priority to children of their faith.

You may be asked to provide proof of your address. This must be the permanent address at which the child is living with a parent or person with parental responsibility.



What if I want to apply for a school outside Newcastle?

If you want to apply for a place at a school in another local authority you will need to apply on the Newcastle application form. We transfer the information to other local authorities and they will inform us if a place can be offered. We will contact you on the outcome. If you live outside England, contact us for further information.

Please note that other local authorities may have different timescales for dealing with applications. You are strongly advised to contact the appropriate admissions authority to enquire about their admissions arrangements.

We do not co-ordinate our admission arrangements with independent schools or City Technology Colleges, for example Emmanuel College. You should apply to these schools directly.

Please let us know for our records if you live in Newcastle and are not applying to any state schools.

Which address should I use for my child's application?

By law, you must use the permanent address at which the child is living with a parent or a person with parental responsibility. The address of a childminder or relatives must not be used. If you move house after 31 October 2010, you must inform us and provide proof of address as it may affect the offer of a place.

What do I need to apply online?

You need access to the internet and an email account. The council offers free internet access at all libraries and customer service centres. Staff will be able to help you to set up a free email account.

What if I need help filling in my application?

- There is a step-by-step help guide online at www.newcastle.gov.uk/admissions
- Ring the Families Information Service on 0191 277 4133. They will help you or will put you in touch with the School Choice Adviser if you need more detailed support.
- Ask at school or your local Sure Start Children's Centre where staff may be able to help.
- Call in to your local customer service centre or library for general support.

You can make an appointment with the Families Information Service and the School Choice Adviser outside normal opening hours and at a venue to suit you.

If I apply online should I submit a paper form as well?

No. You should submit one application. Do not submit a paper application as well as an online application. Submission of duplicate information can slow the process down.

How will I know if you have received my form?

Applications made online will be acknowledged by return email. This is the most secure process

as there is no risk that it will get lost in the post or input incorrectly.

If you submit a paper application form a receipt will not be provided. It is your responsibility to ensure that your application is submitted on time.

Can I change my preference?

If you apply online you can change your preference any time online until the closing date of midnight on 31 October 2010. You will get a confirmation email each time.

If you submit a paper application, write to tell us about any changes. Please include your child's full name and date of birth in any correspondence. The information must be received before the closing date. Any changes received after 31 October 2010 will be treated as a late application and will not be considered in the first round of allocations.

Will it make a difference if my application is received late?

Yes. If your application is received after 31 October 2010, we will process your application after we have processed forms received on time.

This means you are less likely to get a place at one of the schools listed on your form. We also cannot guarantee that we will make an offer on 1 March 2010.

Exceptional circumstances

If there are exceptional circumstances for your application being late such as:

- you are a lone parent and have been ill for some time,
- you have just moved into the area,
- you have just returned from abroad,

you must write and tell us why your application is late and provide proof.

We will consider each case individually and may - as an exception - process your form as though it was received on time.

If you apply after 18 January 2011 we will not be able to consider your late application as an exception because the allocations process will have started. We will deal with your application after the others.

Please be honest when applying for a school place.

You must make sure that everything you tell us is true and accurate. If there is proof that you have given us false or misleading information the offer of a school place may be withdrawn.

We may ask you to provide evidence to support your application. We can ask schools, other council departments, other admission authorities and the health authority for information.

How do I decide which schools to apply to?

You can apply to schools located in any authority on our application form except for independent schools.

How many schools can I list?

You can list up to four schools. Each school listed counts as a separate application so you are increasing your chances of getting a school you would like by listing four.

Do I have to express more than one preference?

You do not have to express a preference for more than one school. However, if you only list one school and we are unable to offer your child a place there, you will be offered another school with spaces. Be aware that this might not be near your home.

Listing more than one school will not affect your chances of being offered your first preference.

In which order should I list the schools?

It is important that you list your schools in order, with the school you most want first.

The local authority is required by law to operate an equal preference system for admission to schools. This means that all school preferences are assessed equally and in accordance with the oversubscription rules regardless of the order they appear on the application form.

Where a place is available at more than one of the preferred schools, the local authority will offer the school listed highest by the parent.

Please understand that:

- Listing just one school on your form does not improve your chances of getting a place there.
- There is no advantage in listing the same school more than once because we can only process one application per child per school.
- Listing schools of the same type (e.g. faith schools) does not mean that your application for any of these schools will be looked at more favourably.
- Schools will not be told where you listed them on your form.
- The applications are entered into a database which processes the rules and allocations automatically - staff do not influence results.

Demand for places at particular schools varies from year to year and it is not possible to give firm indications of your chances of being offered a place.

The fact that your neighbour's children were given a place last year does not mean you will definitely get a place this year.

How do I get more information on different schools?

Newcastle has both a two-tier and three-tier school system.

Please note the different transfer ages for each school system.

Elsewhere in this booklet middle and high schools are sometimes referred to as secondary schools for ease of reading.

System:	Reception	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Two tier	Primary school							Secondary school						
Three tier	First school					Middle school			High school					

Middle schools

In the Gosforth and Dinnington areas of Newcastle children transfer from first schools at the end of Year 4. They are educated in middle schools from age 9 to 13 before moving on to high school at the end of Year 8 (age 13). There are 3 community middle schools in Newcastle.

Secondary and high schools

Children are educated in secondary school from age 11 to 18. In Newcastle there are 10 schools for secondary age pupils from age 11:

- 5 community schools
- 3 Roman Catholic schools
- 1 Church of England school
- 1 Academy

There is 1 community high school in Newcastle educating pupils from Year 9 (age 13 entry).

Secondary schools may have a number of specialisms (see the school directory). We do not offer places on the basis of applications related to the specialism.

To help you decide which schools to apply to, you can:

- Find schools in your area by looking in the directory section of this booklet or online at www.newcastle.gov.uk/admissions.
- Find out which is your nearest Newcastle school by using our online school finder at www.newcastle.gov.uk/admissions or ring us on 0191 277 4133.

- Read the school's admission criteria. This is particularly important if you are applying to a faith school as different schools may have different admission criteria. If the school you're interested in is popular, the admissions criteria will give you a realistic idea of your child's chances of getting a place there.
- Consider the information on offers made to parents and carers in previous years as this will help you see how likely it is that your child will be offered a place.
- Visit the schools you are interested in.
- Read the school prospectus and look at the school's website.
- Read academic results and Ofsted inspection reports on the school pages online at www.newcastle.gov.uk/admissions
- Consider transport arrangements to the school.
- Contact us to find out about childcare, including which after school providers pick up at the school.
- Contact us if you want to find out what activities are available after school.
- Talk to your child and to friends and neighbours with school age children.

Can I apply for an independent school?

Independent schools set their own curriculum and admission policies. They are funded through fees paid by parents. The School Admissions and Appeals Codes do not apply to them. If you want to apply to an independent school, contact them directly.

Please be aware that if you do not apply for a state school before the closing date, and your child is not offered a place at an independent school, you reduce your chances of obtaining a place at your preferred state school.

If you apply for a state school and an independent school and are offered a place at both, please tell us by letter or email which school place you are accepting.

Does attendance at a feeder school give my child the right to a place in the receiving school?

If your child attends a feeder school they are not guaranteed a place in the receiving school if there are more applications than places available. But attendance at a feeder school is one of the rules we apply in Newcastle when allocating places at transfer age.



Can I apply to a faith school?

Faith schools have a religious basis and serve their local community. Anyone can apply for a place at a faith school but be aware that priority for admission is given to children of their faith.

The admission rules for faith schools are different to those for community schools. Each school has its own admission policy. You are therefore advised to carefully read the admission rules before you apply.

What is the procedure for allocating places?

Admissions to faith schools are the responsibility of the school governing body. The local authority coordinates the admissions process and will forward the applications on to the school governing body.

If there are more applications than places available, the governors will apply their admission rules and allocate places accordingly up to the specified admission number.

The governors of faith schools decide the policy for allocation of places at their own school.

Details of these admission rules are also included in this book.

How do I apply?

Apply for places at Newcastle faith schools online at www.newcastle.gov.uk/admissions or complete a paper application form.

You can apply for both faith schools and community schools on the same application.



Apply online at www.newcastle.gov.uk/admissions by 31 October 2010 (midnight)

Do I need to provide any evidence?

If you are applying for faith reasons, the school may ask you to provide evidence of faith. This can be a certificate of baptism, letter of support from a minister or faith leader, letter from a mosque or suitable equivalent.

Schools will contact you directly for this information. It is therefore very important that the information on your application form (such as address and telephone number) is correct and up to date. Please ensure that you submit this information in the timescale requested by the school.

Admission rules for Newcastle community and voluntary controlled schools and Excelsior Academy

First we offer places to children with a Statement of Special Educational Needs naming the school.

If there are more places at a school than there are applications, every child who wants a place at the school will be offered a place.

What happens if there are more applications to a school than there are places available?

We need a fair way to decide which children get places at oversubscribed schools. The law says that we must use oversubscription criteria, or rules, to ensure that school places are allocated fairly. These are applied in the order shown. We apply these equally to all applications for a school. Our aim is to meet the highest preference possible for every applicant.

Faith schools make their own admission decisions. They may have different oversubscription criteria and may use different definitions. These are described in their admission policies.

What are the oversubscription criteria?

The following criteria are applied for Newcastle community and voluntary controlled schools and the Excelsior Academy when there are more applications than places available:

Rule 1 - Children in Public Care (looked after children)

This means a child who is looked after by a local authority in accordance with section 22 of

the Children Act 1989 at the time the application for admission to a school is made, and who the local authority has confirmed will still be looked after at the date of admission.

Rule 2 – Where the child attends a designated ‘feeder’ school

Each first, primary and middle school in Newcastle, including voluntary aided faith schools, has a feeder link with a particular school. Feeder links are listed in the school directory and online.

Rule 3 - Children with an older sibling who will be attending the school at the time of admission

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer’s partner where the children live at the same address.

Rule 4 - Children with a specific medical reason to go to the school

An example of medical need is a family where one or both parents or the child has a disability that means they can only go to one school.

Supporting evidence from a doctor or other professional involved with the child must be provided. The evidence must relate specifically to the school for which the application is made and clearly demonstrate why this is the only school that can meet the needs of the child. It should also explain the difficulties that would arise if the child had to attend an alternative school.

Apply online and then send us the proof by the closing date. Include your child's full name and date of birth in any correspondence.

If you do not provide evidence of medical need, we are unable to give your child higher priority.

Rule 5 - Children living nearest to the school

We decide which your child's nearest school is by using an electronic map measurement system (GIS). We measure a direct line from a single fixed point in the centre of your child's home address to a point in the centre of the school.

This is an objective measurement which does not take into account factors such as the safety of routes or the needs for some families to take other children to a different school or schools.

How do I find out my nearest school?

You can find out your nearest school using our online school finder at www.newcastle.gov.uk/admissions or by calling us on 0191 277 4133.

What do I do if I move house?

You should contact us as soon as possible. If you move after you have made an application but before the places are allocated it may affect the offer of a place. We will require documentary evidence of your new address.

What happens in a tie-break situation if there are two equal rights but only one available place?

In the event that two children have an equal right to one available place (such as twins) the place will be offered to the older child. The remaining child will be offered an alternative school. They will be considered under the sibling rule at the original school if further places become available.

Can I tell you my reason for wanting a particular school?

Yes you can but we can only consider information directly related to your application where it means that you qualify under an admission rule. We cannot use any other information to increase your priority for a school place.

Do I have to apply for a school in my area? I live in Newcastle but I want a school outside Newcastle – can I do this?

You can apply on our application form for any school in any local authority. You are advised to read each school's admission criteria carefully as different schools and local authorities may have different arrangements.

If the school you are interested in is popular, the admissions criteria will give you a realistic idea of your child's chances of getting a place there.

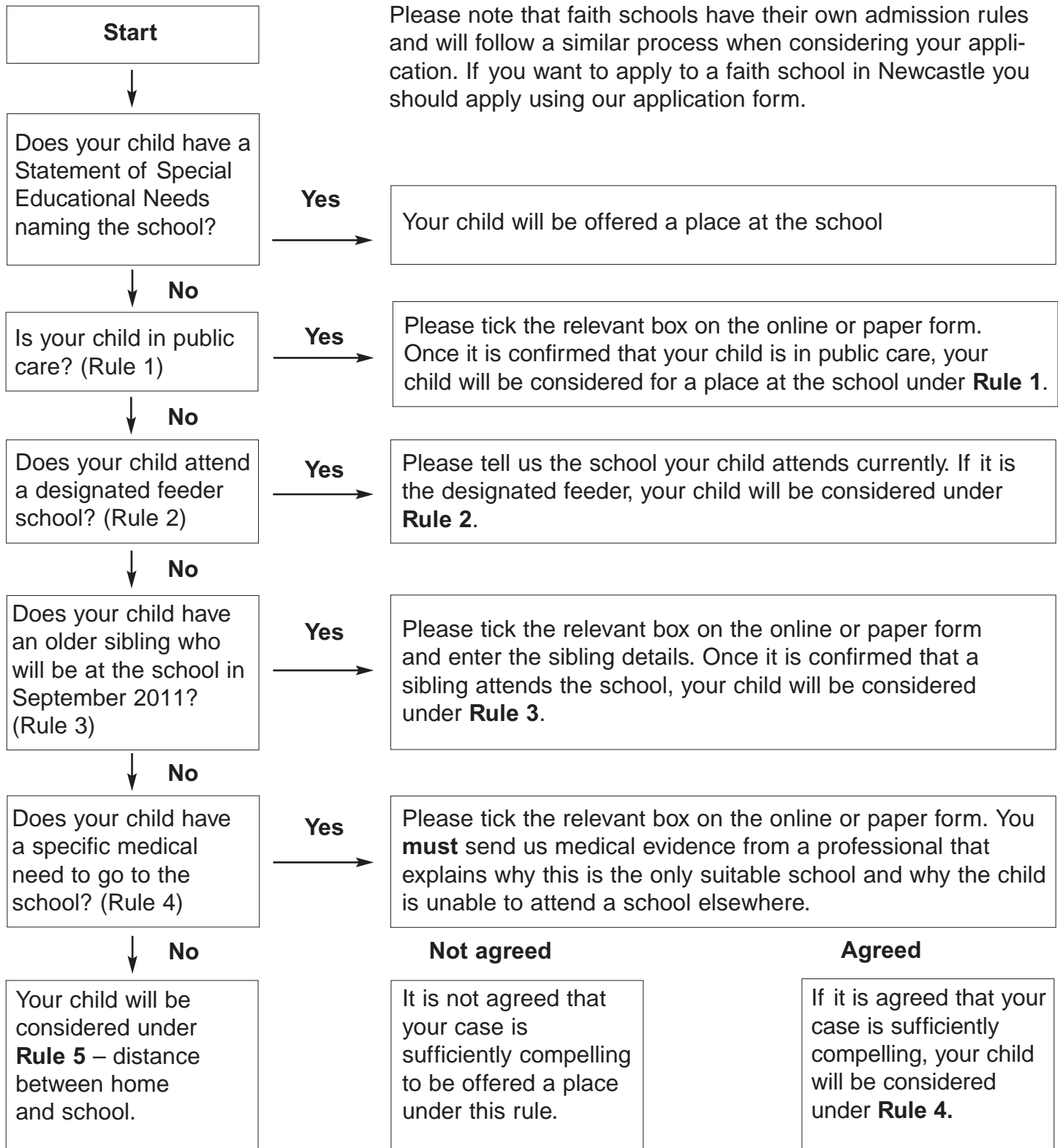
We do not co-ordinate our admission arrangements with independent schools or City Technology Colleges, for example Emmanuel College. You should apply to these schools directly.

All applications we receive will be considered on the same basis regardless of where the parent lives.

How likely is it that my child will be offered a place at a particular school?

Before you go through the flowchart covering the admission rules for community and voluntary controlled schools and Excelsior Academy, please:

- (a) consider how well your child meets the rules for each school by reading the rules
- (b) consider whether there are likely to be more children applying to a school than there are places available by looking at the statistical information for each school.



Admission rules for Newcastle voluntary aided faith schools

Admission Policy - Sacred Heart Catholic High School

Introduction

The Admissions Authority for Sacred Heart Catholic High School is the Governing Body, which is responsible for determining and applying this policy. This Admissions Policy has been formally adopted by the Governing Body.

Sacred Heart is a voluntary aided Catholic High School which provides secondary education for girls aged from 11 to 19 years.

The Admission Number is 225 students for each of Years 7 to 11.

Oversubscription Criteria

The school will admit students in the order of priority listed below. The notes referred to can be found after the policy and gives further information which must be read carefully.

First priority within each category will be given to children with a sibling in Years 7-11 at Sacred Heart. See Note 1

- A. Looked-after-children (children in the care of a Local Authority who are Catholics. Read Note 2.
- B. Catholics who attend a Catholic Partner primary school. Read Notes 3a and 3b.
- C. Catholics who attend another Catholic primary school. Read Notes 3a and 3b.
- D. Catholics who attend a non Catholic school. Read Notes 3a and 3b.
- E. Looked after students who are not Catholics. Read Note 2.
- F. Up to 10% of the annual intake of children who demonstrate an aptitude for Performing Arts. An objective method of determining aptitude and not of general ability will be used. Read Note 4.
- G. Children who are baptised or dedicated members of other Christian churches, recognised by Churches Together in England, who attend a Catholic primary school. A letter of support must be provided. Read Note 5

- H. Children of other churches, recognised by Churches Together in England, not in a Catholic primary school. A letter of support must be provided. Read Note 5.
- I. Children of other faiths who are being educated in a Catholic primary school.
- J. Children of other faiths who are not being educated in a Catholic primary school.
- K. Other children

Additional notes/definitions

1. Sibling: sister, half sister, adopted sister, or child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling who is already at Sacred Heart.

2. Children in the Care of a Local Authority (LAC): children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application is made for admission to the school and who, the Local Authority can confirm, will still be looked after at the date of admission.

3a. Catholic: children baptised as Catholics or formally received into the Catholic Church. Evidence of this must be provided for children seeking admission under criteria A-E. A baptismal certificate or letter from a priest confirming reception into the Catholic Church must be sent to the school.

3b. Partner Catholic Primary Schools:

Sacred Heart, Fenham
 St Bede's, Denton Burn
 English Martyrs, Fenham
 St George's Bells Close
 St Oswald's Gosforth
 St John Vianney, West Denton
 St Charles' Gosforth
 St Cuthbert's Kenton
 Our Lady and St Anne's
 St Cuthbert's Walbottle
 St Michael's, Elswick
 St Mark's Westerhope
 St Joseph's Benwell.

4. As a Specialist School we are allowed by law to select up to 10% of the intake based on our specialism. Judgement on aptitude will be made from any evidence provided by the parents, and from the student taking part in workshops in Performing Arts set by the school, designed to establish aptitude. This will lead to the creation of a rank order. There will be a maximum of 22 places available under this criterion depending on how many places are available after the other criteria A-E have been applied. The assessor will have skills in the Performing Arts, be independent of the school, and will have no family connection with any applicant. The assessor's judgement on aptitude on the day is final.

Any evidence that the parents wish to submit must be sent to the school.

5. Churches Together in England
See www.churches-together.org.uk.
Recognised Christian churches are:

- Church of England
- Baptist Union
- Church of Scotland in England
- Methodist Church
- Church of God Prophecy
- Congregational Federation
- Coptic Orthodox
- British Antiochian Orthodox
- Council of African & Caribbean Churches
- Council of Oriental Orthodox Churches
- Icthus Christian Fellowship
- Joint Council for Anglo Caribbean Churches
- Lutheran Council of Great Britain
- United Reform Church
- Wesleyan Holiness Church

Evidence must be sent to the school in the form of a baptismal certificate or letter of support from a minister of faith, or suitable equivalent, confirming church membership.

6. Children with Special Educational Needs

Children with a formal Statement of Special Educational Needs which names Sacred Heart will be given a place.

7. Oversubscription Criteria

Where there are insufficient places to meet all applications, distance from home address to school will be the deciding factor. This will be measured using the Newcastle Local Land and Property Gazetteer (LLPG) as a tie-breaker.

8. The home address must be that of the parent/guardian and must be put on the Application Form. The address of family members or others who may share in the care of the child must not be used.

9. How and when to apply

Applications must be made using the Local Authority Common Application Form. These are available from primary schools or the Civic Centre and they must be returned to the Local Authority by the closing date set out on the form.

Parents applying to Sacred Heart must send the extra information required, to the school marked for the attention of the Admissions Officer, within two weeks of the closing date for applications.

Late applications will be considered only after all those received by the closing date have been processed

10. Waiting List

If admission is not granted, the Local Authority will offer the child a place in another school. The child will be kept on a waiting list for Sacred Heart which will be maintained for the full academic year. If a place becomes available, the policy will be applied and parents will be informed.

11. Right of Appeal

Parents who are unsuccessful in obtaining a place have a statutory right of appeal. Parents should contact the Admissions Manager at the school for an Appeal Form. The completed form and an accompanying statement setting out the ground, for the Appeal should be returned to the Admissions Manager and marked "For the attention of the Admissions Manager."

Admission Policy – St Cuthberts High School

The Governing Body of St Cuthbert's Catholic High School, Newcastle is the Admissions Authority for this school. The Governing Body intends to admit up to 190 pupils to Year 7 in September 2011. This number will apply to Years 7 to 11.

Separate arrangements are made for admission to Year 12 (sixth form) and are available from the school.

St Cuthbert's Catholic High School serves the parishes of: English Martyrs, Stamfordham Road; St Mary's Cathedral; St Robert's, Fenham; St Bede's, Denton Burn; St Charles', Gosforth; St Cuthbert's, Kenton; St Cuthbert's, Throckley; St George's, Bells Close; St John Vianney, West Denton; St Joseph's, Benwell; St Mark's, Westerhope and St Michael's, Elswick. These are referred to hereafter as the partner parishes.

English Martyrs' Primary, Fenham; Our Lady and St Anne's, Newcastle; Sacred Heart Primary, Fenham; St Bede's, Denton Burn; St Charles' Primary, Gosforth; St Cuthbert's Primary, Kenton; St Cuthbert's Primary, Walbottle; St George's Primary, Bells Close; St John Vianney Primary, West Denton; St Joseph's Primary, Benwell; St Mark's Primary, Westerhope; St Michael's Primary, Elswick and St Oswald's Primary, Gosforth are referred to as Catholic Primary Partner Schools.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

- 1) Looked-after children (children in the care of the Local Authority) who are Catholics
- 2) Catholic children
- 3) Looked-after children who are not Catholics
- 4) Children who are baptised or dedicated members of other Christian churches, recognised by Churches Together in England
- 5) Children of other faiths
- 6) Other children

Within each of the above categories (1-6), children will be admitted in the following order:

- i. Children in a Partner Primary School
- ii. Children in another Catholic Primary School
- iii. Children in a non-Catholic school

Within each of the sub-categories above (i-iii), priority will be given to children with a brother at St Cuthbert's

Additional notes

The Admissions Policy Criteria will be applied on an Equal Preference basis.

Catholic children are children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under this criterion will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

If applicants are seeking admission under any of the faith criteria (1-5 above), they will be asked for a letter of support from their minister or faith leader or suitable equivalent. For Christian applicants a baptismal certificate must be provided.

Special medical or social needs

Children who have a statement of Special Educational Need which names our school will be admitted to the school.

We will consider individual applications involving medical or social needs. This kind of application must be supported in writing by relevant professional agencies i.e. a doctor or social worker. This supporting evidence should set out the particular reasons why the school is most suitable and the difficulties that would be caused if the child had to attend another school.

If your child has Special Educational Needs but does not have a "statement" of need then your application will be considered on the basis of the school's admission policy.

If you believe your child's special needs are relevant to the reasons for applying to our school, for example on medical or social grounds, then you should tell us about this on

your application form including why you want your child to attend our school and what difficulties it would cause should they not be accepted. In these circumstances you must also provide supporting evidence, in writing, from a professional i.e. a doctor or a social worker.

In exceptional circumstances we will determine if it is appropriate to allocate your child a place.

Tie-breakers

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance on Gretna Road will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by the shortest walking route.

Definition of a brother

- A brother sharing the same parents;
- Half-brother, where two children share one common parent;
- Step-brother, where two children are related by a parent's marriage;
- Adopted or fostered children.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Application

Formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified by the Local Authority as to whether or not their child has been allocated a place.

Right of Appeal

Parents who are refused a place have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Governors at the school address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application.

Dr M McDade, Chair of Governors
September 2009

Admission Policy – St Marys Catholic High School

The Governors intend to admit up to 196 pupils into year 7 in September 2011. Children must be eleven years of age as at 31 August 2011

Children who have a statement of **Special Educational Needs** which names our school will be admitted to the school.

Oversubscription Criteria

The school will normally admit pupils in the following categories in order of priority: (First priority in each category will be given to siblings, that is, children who will have an older sibling in the school in 2011) (See note3)

1. Catholic children in the care of a Local Authority. (See note 2)
2. Catholics living in the promoter parishes or attending the partner primary schools. (See note 1)
3. Catholics living in other parishes or attending other schools.
4. Other Children in the Care of a Local Authority.
5. Children in the partner primary schools not covered by 2 or 3.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together. (See note 4)
7. Children of other Faith traditions.
8. Other Children

The promoter parishes are:

- Holy Name Jesmond
- Sacred Heart Gosforth
- St Aidan's Benton
- St Anthony of Padua Walker
- St Charles' Gosforth
- St Dominic's Shieldfield
- St Francis of Assisi Walkergate
- St Lawrence's Byker
- St Mary's Forest Hall
- St Peter and Paul Longbenton
- St Teresa's Heaton
- St Vincent's Walker

The partner primary schools are those which serve the promoter parishes, namely:

- St Alban's Walker
- St Catherine's Shieldfield
- St Charles' Gosforth
- St Lawrence's Byker
- St Mary's Forest Hall
- St Oswald's Gosforth
- St Stephen's Longbenton
- St Teresa's Heaton
- St Vincent's Walker

Applications will be co-ordinated by the Local Authority according to their published time-table.

Parents or carers wishing to apply for a place for their child must complete the application form provided by the Local Authority and return it to the Local Authority by the stated date.

If applicants are seeking admission in category 1, 2 or 3 above, they may be asked to provide evidence that the child is a baptised Roman Catholic or has been formally received into the Roman Catholic Church.

If applicants are seeking admission in category 6 and 7 above, they may be asked for evidence that the child is baptised or a letter of support from their minister or Faith leader, or suitable equivalent.

Additional notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide

evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of a Local Authority

A child, who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Churches Together in England

(See www.churches-together.org.uk for further details on membership)

The Baptist Union

British Antiochian Orthodox Church

Cherubim and Seraphim Council of Churches

The Church of England

Church of God Prophecy

Church of Scotland (in England)

Congregational Federation

Coptic Orthodox

Council of African and Caribbean Churches

Council of Oriental Orthodox Churches

Ichthus Christian Fellowship

Independent Methodist Churches

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

The Methodist Church

United Reform Church

Wesleyan Holiness Church

Tie-breaker

Where there are places available for some, but not all applicants within a particular category, distance from home address to school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by the shortest walking route from the front door of the house or flats to the main school entrance.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained for the full academic year.

All admissions are determined by the Governing Body. The Governing Body supports the LA's co-ordinated approach to admissions and will adopt the equal preference principle. Appeals against any decision of the Governing Body should be submitted to: **The Secretary of the Appeals Board**, St. Mary's Catholic Comprehensive School, Benton Park Road, Newcastle upon Tyne. NE7 7PE.

The written appeal must set out the grounds on which the appeal is made.

How do you process my application?

Each school you list on your form is considered as a separate application. This is a legal requirement and is called equal preference.

- Our computer system is set up to apply the rules for community and voluntary controlled schools. Faith schools apply their own rules to decide who will get a place.
- We will be told if a school outside Newcastle can offer your child a place.
- We co-ordinate this information for each school you have listed on your form to ensure that each child is only offered one place.
- If just one school you have applied for can offer you a place, then that is where we will offer your child a place.
- If your child is eligible for more than one school place we will offer you a place at the school you listed highest.
- We repeat these steps until every child has been offered a place.

Is a first come, first served system used to allocate places?

No. All applications received by the closing date of midnight on 31 October 2010 will be considered in the first round of allocations.

How are places allocated?

If there are enough places then they will be offered to all applicants. If the school is over-subscribed all places are allocated in line with the admission rules.

What happens if you cannot offer any school that I list?

If we cannot offer your child a place at any school that you list, you will be offered a place at your nearest school with an available place.

How many places are available at each school?

The admission number for each school is shown in the school directory. This number indicates the maximum number of children the school can take in any one year, from September to July. It takes into account the size of the school.



How and when will I hear?

If you apply online, we will email on 1 March 2011 to tell you the school that we have offered your child.

All parents and carers will be sent a letter telling you the name of the school we have offered your child. This will be posted by second class post on 1 March 2011.

Emails will be sent to the email address you gave on your online application form. You may re-enter the system until the closing date and change this if necessary. Letters will be sent to the address you gave on your application unless you have advised us that your contact details have changed.

What happens after 1 March 2011?

You must reply by 15 March 2011 to accept the place offered.

Please let us know if you do not require the place so we can offer it to another child.

What can I do if my child is not offered a place at my preferred school?

If you are not offered your first preference, we will offer you a place at another school. If possible, this will be your second, third or fourth preference or will be the nearest school with a place available. You can:

- Accept the alternative place.
- Ask about availability of places at other schools.
- Have your child's name held on a waiting list for places at your preferred school.
- Appeal to an independent appeal panel against the decision to refuse a place.

You should accept the place offered even if it is not at the school you wanted and you want to lodge an appeal. If you do not respond by 15 March we will assume the offer is no longer required and may reallocate the place.

Are any places allocated after the initial round of offers?

Yes. Some parents offered places decide they no longer wish their child to attend the particular school. Waiting lists for all schools will be set up the week following the letters being sent to parents.

We will maintain the waiting lists for all community and voluntary controlled schools until the end of the autumn term 2011. Your child will be automatically placed on the waiting list for any school that is ranked higher on your application than the one they have been

offered. You may also request that your child is placed on a waiting list for a school that was not an original preference.

We will use the oversubscription criteria to decide where your child is on the waiting list for a particular school. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on submitting an appeal. Waiting lists will change as late applications are received. Your child can go up or down the list. Late applicants will be slotted into the list according to where they meet the oversubscription criteria.

Faith schools maintain their own waiting lists in accordance with the school's admissions policy.

Can the offer of a place be withdrawn?

We reserve the right to withdraw an offer of a place in certain limited circumstances.

You should be aware that by submitting your application you are stating that the information is true and accurate.

Examples of when a place could be withdrawn include:

- Where you have given fraudulent or intentionally misleading information such as a false address.
- Where you have not responded to an offer within a reasonable time.
- Where the offer was made in error by the local authority for a voluntary aided school.
- Where the authority is able to meet a higher preference.

If an offer is withdrawn as a result of misleading information, your application will be reprocessed. You have a right of appeal if a place is refused.

Appeals

If you are not offered a place for your child at the school you wanted then you have the right to appeal against the decision to an Independent Appeal Panel. If you want to

appeal for more than one school you will need to appeal separately for each one.

We will be able to advise you about waiting lists and the appeals process. You will not be able to appeal until you have been formally refused admission.

Post-16 school admissions

All Newcastle secondary and high schools and Excelsior Academy provide courses of study for post 16 students. Entry requirements are largely dependent on the course of study that a student wishes to access.

Details of specific entry requirements and courses available are available from individual schools.

Further education colleges like Newcastle College can offer similar courses to school sixth forms.

Students can apply to more than one sixth form or college. Many colleges let you apply online through their website, or you can contact them for an application form.

Students should start applying for popular or specialist courses in the Autumn term of Year 11. For other courses, you normally apply in the

Spring. You may not need to formally apply if you want to stay on at your school's own sixth form.

One of the best ways to find out what a school or college is really like is to go to an open day or evening.

You will get to see the facilities and meet the staff and some of the students.

You can get advice from your current teachers, parents or carers, friends, relatives or your Connexions personal adviser at school.

Whatever you study, remember that you could qualify for help with study costs through the Education Maintenance Allowance.

www.ema.direct.gov.uk

Routes is Newcastle's online prospectus providing information on options:
www.newcastleroutes.co.uk

Applying outside the normal transfer times

Changing your child's school can affect him or her in many ways and the decision should not be taken without careful thought. We know that some families will need to transfer their child to another school during the academic year, rather than at the usual transfer times. This may be because they are moving into Newcastle or moving within the city. These school moves are called 'in-year' or 'casual' admissions.

If you have not moved house, please consider the following before deciding to change your child's school:

- Each school teaches the National Curriculum in different ways and at different times of the academic year. How will your child cope with learning new rules and doing things in different ways? They may have done the work before, missed important earlier work, or find

the work new or strange. This is particularly important in Year 10 and 11 when pupils are undertaking GCSE courses.

- Children need to feel happy at school and relationships with the right friends, and with teachers, are an important part of this. Will your child be able to settle in and get to know new people quickly, so that their learning does not suffer?
- If you have other children attending the same school, will it be a problem for you to have your children attending different schools? There is no automatic right for your other children to transfer to the new school either now or in the future. Will you be able to transport your children to different schools at the appropriate times?

- You might need to buy a completely new uniform, including PE kit, if your child changes school.
- How would your child get to a new school? What will be the cost involved? A change will usually be regarded as parental choice. In most circumstances you are unlikely to be eligible for travel assistance to the preferred school.

Many things that worry parents or carers and children can be sorted out without the need to move schools. Often moving schools will not resolve some of your concerns and can even have a bad effect on your child's education.

If you are not happy about the way in which the school is working with your child you should speak to the Head teacher first. If you need further help, please contact us.

How are 'in year' admissions managed?

As required by law, Newcastle City Council will coordinate 'in year' admissions for state schools including faith schools for children of families living in Newcastle.

You cannot currently apply online for 'in year' admissions. If you wish to apply for a school place in a year group other than at the normal transfer stage, please contact us for an 'in year' application form or download the application form from our website

www.newcastle.gov.uk/admissions.

Applications will be considered according to the School Admissions Code and where appropriate the Newcastle Fair Access Protocol.

Local authorities are required by law to operate a Fair Access Protocol to ensure that potentially vulnerable children are effectively provided for in admission arrangements and that all schools admit a fair proportion of these pupils. A professional panel determines the most suitable placements for these pupils.

We are required to give children in the following categories priority for in-year admissions:

- Children attending Pupil Referral Centres who need to be reintegrated to mainstream education.
- Children out of education for longer than one school term.
- Children who have moved to the area and do not have a place due to a shortage of school places.
- Children withdrawn from schools by their family following fixed term exclusions without a school place.
- Children of refugees and asylum seekers.
- Homeless children.
- Children with unsupportive family backgrounds where a place has not been applied for.
- Children known to the police and other agencies.
- Children with serious attendance problems and no school place.
- Traveller children.
- Children who are carers.
- Children with special educational needs without a statement.
- Children with disabilities or medical conditions.
- Children returning from the criminal justice system.
- Children of UK service personnel and other Crown Servants.

Our commitment to you

Who can I talk to about the information in this booklet?

Both Newcastle Families Information Service (FIS) and our specialist School Choice Adviser can provide support and guidance on the application process.

Contact details are online and on the inside cover of this booklet.

How quickly will my query be dealt with?

Phone calls

Most queries can be dealt with straight away. However, at peak times such as the weeks before and after the deadline for applications to be received (31 October 2010) and allocation day (1 March 2011) the volume of calls and correspondence is high.

We aim to deal with your telephone enquires as quickly as possible, usually within three working days. However, to ensure that each case is thoroughly investigated, response times may be longer at these particular times of the year.

Letters and emails

You will normally receive an answer within fifteen days. If this is not possible, the officer dealing with your query will let you know the reasons for the delay and when you will receive a response.

What do I do if I want to make a complaint?

Please discuss your concerns with the Policy Specialist, Admissions and Transport. Phone: 0191 277 7428.

We find that most concerns can be resolved in this way.

If you still want to make a formal complaint, you should write to:

The Complaints Officer
Children's Services Directorate
Civic Centre
Barras Bridge
Newcastle upon Tyne
NE1 8PU

What happens if people provide fraudulent or misleading information?

We take allegations that parents or carers have provided false information on their application form very seriously. We work closely with schools to ensure that fraudulent applications are detected. We also carry out spot checks.

- If we write to you, please provide copies of the evidence we ask for within the timeframe given.
- If you do not provide the evidence we ask for and your application is found to be fraudulent, it will be reprocessed based on the correct information.
- If an offer of a school place has already been made, it may be withdrawn and we will offer your child a place at the nearest school to your home address with an available place (if you live in Newcastle). This may be some distance away.



Use of information and data security

Data protection

In addition to processing your application for a school place, under the data protection legislation we may use your application information for the following purposes:

- To co-operate with our partners in health and youth justice to improve the well being of children in the Newcastle area as required by the Children Act 2004. Information sharing

between partner organisations is sometimes necessary to help provide better services.

- To provide statistical data to other organisations for the purpose of statistical analysis, statistical surveys or research purposes only. Each request will be individually assessed by Newcastle City Council. It will not be possible for any individual to be identified from this data.

- We are required to publish statistical data about the number of applications for places at each school, the number which were successful and the criteria under which they were accepted.

Data security

All admissions application data is stored, maintained and transferred by secure methods in accordance with the Data Protection Act.

The Newcastle online school admission system is regularly independently tested to guard against unauthorised entry.

Other information to consider

Information, advice and assistance

The Families Information Service (FIS) can provide a range of information as well as impartial advice and assistance relevant to your application including:

- Ofsted inspection reports
- School performance data
- Term dates
- Provision for special educational needs
- Pre- and after school activities at the school or in the local area
- Childminders and other registered childcare, including which schools they collect from
- Local authority and school policy information, for example, uniform, charging policy

They can also help you to apply.

FIS works closely with the School Choice Adviser who can provide more in-depth advice and support for the admissions and appeals processes should you require it.

Contact Families Information Service on 0191 277 4133 or email fis@newcastle.gov.uk

Home to school transport

Getting a child to school on time and safely can be a challenge. In some cases children are eligible for free school transport, usually a school bus permit, which could help.

Applicants who choose to use the paper form will have their details entered by local authority officers into our admissions database.

We will not share personal data for admissions applications with anyone except other admitting authorities that require the data in order to process applications for schools within their own authority.

If your child is not entitled to free home to school transport it is your responsibility to ensure your child can get to school. When choosing your preferences for a school place, please consider how your child will travel to and from school.

There are healthy and green alternatives to driving your child to school, including:

- public transport
- cycling
- walking

If you must drive, please try and car-share with another parent and remember to drive and park safely.

Active travel including cycling and walking has been shown to help children keep fit and improve their independence and life skills. They have opportunities to meet and make friends. There will also be benefits for the local community through improved road safety, reduced traffic congestion and associated noise and air pollution

The Council has written a Sustainable School Travel Strategy that sets out how children will be helped to travel safely, independently and sustainably. This is available on our website at www.newcastle.gov.uk. Every school has its own Travel Plan aimed at improving road safety and reducing car use.

Which children qualify for free home to school transport?

1. Distance

Your child will be eligible for a bus permit if they:

- are between 5 and 16 years old, and
- attend the nearest suitable school, and
- the school is further away than the 'statutory walking distance' of:
 - two miles for pupils aged under eight
 - three miles for those aged eight and over.

The nearest suitable school is defined as the nearest qualifying school with places available and that provides education appropriate to the age, ability and aptitude of the child.

The measurement of the 'statutory walking distance' is not necessarily the shortest distance by road. It is measured by an electronic map as the shortest route along which a child, accompanied as necessary, can walk with reasonable safety.

As such, the route measured may include footpaths, bridleways and other pathways, as well as recognised roads.

2. Safety

If it is considered unsafe for your child, accompanied as necessary, to walk to their nearest suitable school which is within the statutory walking distance your child will be entitled to free travel.

3. Income

Your child will be automatically entitled to free transport if your family has low income and your child is:

- Aged 8 to 11 years, goes to their nearest suitable school, and lives more than two miles away
- Aged 11 to 16 years and goes to any one of their three nearest suitable schools, and the schools are between two and six miles away from their home address
- Aged 11 to 16 years and goes to the nearest school preferred by their parents on the grounds of religion or belief, and the school is

between two and 15 miles away from their home address

Children from low income families are defined as those who are entitled to free school meals, or those whose parents are in receipt of their maximum level of Working Tax Credit. Your level of entitlement to Working Tax Credit is shown on the notice issued to you by HM Revenues and Customs (TC602). Your eligibility for transport will be assessed annually.

4. Special Educational Needs

Where the child's statement of special educational needs specifies the need for free transport.

Do I have to apply for school transport for my child?

Yes. In March we will tell you which school your child has been allocated a place at. If your child is entitled to free school transport, we will send you a transport application form in late May or June. It is important that you return the application form with a passport photograph as soon as possible. If you have not been contacted and think your child should get free transport, please call us for advice.

What happens if I have a complaint or disagreement concerning my child's eligibility for free home to school transport?

You will need to follow the complaints procedure outlined on page 24.

If I am not eligible for free home to school transport will my child pay full fare on public transport?

Accompanied children under the age of five travel free in Tyne and Wear.

Children aged 5 to 16 can get reduced fares with an Under-16 card on weekdays until 7pm on local bus services, Metro, Shields ferry and Northern Rail services from Sunderland to Blaydon. Without the Under-16 card, children may be expected to pay the full adult fare. The card is valid until your child finishes Year 11.

Application forms are available from any Nexus Travel Shop or online at www.how2get2.co.uk.

Free school meals (FSM)

A healthy nutritious mid-day meal is available at every school in the city. Your child may be entitled to a free school meal if you are in receipt of:

- Income Support
- Income Based Jobseekers Allowance
- Income-related employment and support allowance
- Support from the National Asylum Support Service
- Child Tax Credit and not in receipt of Working Tax Credit with an annual income defined by HM Revenues and Customs the Guarantee element of State Pension Credit.

If you are a young person who receives income support or income based jobseeker's allowance in your own right you are also entitled to receive free school meals.

You can find further details and apply for free school meals online at www.newcastle.gov.uk or contact the Families Information Service.

School uniform

School uniform policies are decided by the Governing Body of each school. Details should be available in the school prospectus. Newcastle City Council does not provide financial assistance towards the purchase of clothing for school.

Insurance

Newcastle City Council is insured against its legal liability for any injury, loss or damage caused to pupils as a result of negligence on its part or that of its employees.

Your child is not insured for personal accident benefits while on education premises or on work experience schemes. However, insurance cover is provided for pupils taking part in organised school trips and visits and the Headteacher will be able to provide details.

Education maintenance allowances (EMAs) for pupils over compulsory school age

Young people aged 16, 17 or 18 who stay on in education at school or college after their GCSEs may be able to claim up to £30 per week plus bonuses. They need to be enrolled on one of the following courses:

- A full-time further education course at college or school
- An LSC funded Diploma or course that leads to an Apprenticeship
- An LSC funded Entry to Employment (E2E) course

To find out more speak to your school, college or Connexions Personal Adviser or log on to www.ema.direct.gov.uk

Learner Support Allowances

Learner Support Allowances are used to help students aged 16+ who may have difficulties in completing their course because of financial considerations. Contact the Families Information Service for further information.



Explanation of terms

The terms and abbreviations used in this booklet can be unfamiliar to those not previously involved in the education system. These explanations should help but if you require further clarification please phone 0191 277 4133.

Admission authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this is Newcastle City Council; for faith schools, this is the school governing body.

Admission arrangements

The procedures, practices and oversubscription criteria used to decide the allocation of school places, including any means used to determine whether a school place is to be offered.

Admission (oversubscription) criteria

These are the rules that decide which children will be given priority where there are more applications than places.

Admission number

The number of school places offered in normal year of entry.

Child's home address

This is the child's permanent address where he or she resides with a person with parental responsibility or with a parent (as defined in Section 576 of the Education Act 1996).

Common application form

The form parents complete and submit to local authorities listing their preferred choices of schools when applying for a school place.

Community schools

These schools are maintained fully by the local authority (LA). The LA is the admission authority and it is responsible for determining the admission arrangements and for allocating school places.

First schools

These schools cover the reception to Year 4 age groups (4 to 9 years). Many will also take younger children into designated nursery classes.

Governing bodies

These are bodies with responsibility for the performance, framework and standards under which schools are expected to operate.

Home Local Authority (LA)

A child's home local authority is the local authority in which they live.

Medical need

In the oversubscription criteria this means a specific medical reason to go to a particular school. Evidence must be provided by a professional indicating why the school is the only one that can meet the needs of the child and explaining why alternative schools are unsuitable.

Oversubscription

This means that there have been more applications than there are available places.

Parent/carer

This includes all those people who have parental responsibility for a child who fall under the definition of "parent" as set out in Section 576 of the Education Act 1996.

Parental responsibility

The mother of a child always has parental responsibility. The father also has parental responsibility if named on the birth certificate or by agreement with the mother, or by court order. Parents do not lose parental responsibility if they divorce. In relation to school admissions, this applies to the role of choosing and providing for the child's education.

Preference

The school you would most like your child to attend.

Primary schools

These schools cover the reception to Year 6 age groups (4 to 11 year olds). Many will also take younger children into designated nursery classes.

State schools

All children in England between the ages of 5 and 16 are entitled to a free place at a state school. State schools all receive funding from

local authorities. They all follow the National Curriculum and are regularly inspected by Ofsted. There are four main types of state schools – community, foundation, voluntary aided and voluntary controlled. Academies are also state schools but have different funding arrangements.

Statement of Special Educational Needs (SEN)

A legal document issued by the local authority specifying the particular needs, resources and provision required to support the child, and can include a named school that is suitable for providing education for that child.

Under-subscription

This means that there have been fewer applications than there are available places within the admission number.

Voluntary aided schools

In Newcastle these schools are either Church of England or Catholic and responsibility for management is shared between the LA and the church but with the church playing a greater role. The governing body is the admission authority and it is responsible for determining the admission arrangements. These are different from those used by the LA.

Voluntary controlled (VC) schools

The only VC school in Newcastle is All Saints College. Management is shared between the LA and the Church of England. As with community schools the LA is the admission authority and it is responsible for determining the admission arrangements and for allocating school places.

Middle, secondary and high school admissions 2010 - allocation of places and appeals

Community and voluntary controlled schools and Excelsior Academy

Name of School	No of places 2010	Number of Applications	Places Offered 1 March 10	Places allocated according to each rule								No of Appeals		
				Named school	Care Rule 1	Feeder Rule 2	Sibling Rule 3	Medical Rule 4	Distance Rule 5	Number	Heard	Upheld		
All Saints College	180	250	89	1	2	57	13			16				
Benfield School	207	359	140		2	78	8			52				
Excelsior Academy	300	339	190			173	2			15	4	4	0	
Gosforth Central Middle School	126	250	126			101	5			20	4	4	1	
Gosforth East Middle School	116	214	117			117					6	6	5	
Gosforth High School	360	396	375			358	1			16	4	4	1	
Gosforth Junior High School	118	166	94			71	5			18	2	2	0	
Heaton Manor School	310	570	305			264	7			33	2	2	2	
Kenton School	342	550	343	1	4	244	24			70	10	10	5	
Walbottle Campus	330	363	261		1	221	9			30				
Walker Technology College	252	285	175			130	15			30				

Faith schools

Name of School	No of places 2010	Number of Applications	Places Offered 1 March 10	No of Appeals		
				Number	Heard	Upheld
Sacred Heart RC High *	225	387	225	3	3	0
St Cuthbert's Catholic High *	190	340	190			
St Mary's RC School *	196	489	198			

* Please note that faith schools have their own admission rules

Newcastle middle schools

Gosforth Central Middle School

Headteacher: Lorna Anderson
Great North Road, Gosforth, Newcastle upon Tyne, NE3 1UN
0191 285 1793
admin@gosforthcent.newcastle.sch.uk
www.gosforthcent.newcastle.sch.uk
Type: **Community mixed middle**
Age range: **9-13**
Published admission number: **126**
Expected Number on roll : 504
Pupils normally transfer to: Gosforth High
School code: **4190**

Gosforth Junior High School

Headteacher: Mr David Shepherd
Jubilee Road, Newcastle upon Tyne, NE3 1DY
0191 285 3060
admin@gosforthjunior.newcastle.sch.uk
www.gosforthhigh.newcastle.sch.uk
Type: **Community mixed middle**
Age range: **9-13**
Published admission number: 118
Expected Number on roll : 386
Pupils normally transfer to: Gosforth High
School code: **4303**

Gosforth East Middle School

Headteacher: Mr Geoff Oliver
Harewood Road, Gosforth, Newcastle upon Tyne, NE3 5JT
0191 285 5445
admin@gosfortheast.newcastle.sch.uk
www.gosfortheast.newcastle.sch.uk
Type: **Community mixed middle**
Age range: **9-13**
Published admission number: **116**
Expected Number on roll : **469**
Pupils normally transfer to: Gosforth High
School code: **4305**

The contents of this booklet are correct at the time of printing.

The schools listed on these two pages follow the local authority admission arrangements. Read the admissions criteria within this book to understand what happens if more people apply than there are places. There may be changes to the status of some of these schools in the future due to new legislation.

Newcastle secondary and high schools

All Saints College

Headteacher: Mrs Lesley Craig
Off West Denton Way, West Denton, Newcastle upon Tyne, NE5 2SZ
0191 267 7036
admin@allsaints.newcastle.sch.uk
www.allsaints.newcastle.sch.uk
Type: **Voluntary controlled (Church of England) mixed**
Age range: **11-18**
Published admission number: 180
Expected Number on roll incl sixth form: 764
Specialist Status: **Business and Enterprise**
School code: **4500**

Benfield School

Headteacher: Mr Neil Walker
Benfield Road, Newcastle upon Tyne, NE6 4NU
0191 265 6091
admin@benfield.newcastle.sch.uk
www.benfield-school.co.uk
Type: **Community mixed**
Age range: **11-18**
Published admission number: 207
Expected Number on roll incl sixth form: 838
Specialist Status: **Sports**
School code: **4480**

Excelsior Academy

Headteacher: Philomena Marshall
 Denton Road, Newcastle upon Tyne, NE15 6AF
 0191 228 8400
 info@excelsiornewcastle.org.uk
 www.excelsiornewcastle.org.uk
 Type: **Academy mixed**
 Age range: **11-18**
 Published admission number: **300**
 Expected Number on roll incl sixth form: **1167**
 Specialist Status: **Business Enterprise**
 School code: **6905**

Gosforth High School

Headteacher: Mr Hugh Robinson
 Knightsbridge, Great North Road,
 Newcastle upon Tyne, NE3 2JH
 0191 285 1000
 admin@gosforthhigh.newcastle.sch.uk
 www.gosforthhigh.newcastle.sch.uk
 Type: **Community mixed**
 Age range: **13-18**
 Published admission number: **360**
 Expected Number on roll incl sixth form: **1705**
 Specialist Status: **Language**
 School code: **4429**

Heaton Manor School

Headteacher: Mrs Lynne Ackland
 Jesmond Park West,
 Newcastle upon Tyne, NE7 7DP
 0191 281 8486
 admin@heatonmanor.newcastle.sch.uk
 www.heatonmanor.newcastle.sch.uk
 Type: **Community mixed**
 Age range: **11-18**
 Published admission number: **310**
 Expected Number on roll incl sixth form: **1915**
 Specialist Status: **Maths, Computing and Humanities**
 School code: **4494**

Kenton Technology College

Headteacher: Mr David Pearmain
 Drayton Road, Kenton, Newcastle upon Tyne,
 NE3 3RU
 0191 214 2200
 admin@kenton.newcastle.sch.uk
 www.kenton.newcastle.sch.uk
 Type: **Community mixed**
 Age range: **11-18**
 Published admission number: **342**
 Expected Number on roll incl sixth form: **2117**
 Specialist Status: **Technology and Arts**
 School code: **4485**

Walbottle Campus

Headteacher: Mr Paul Sampson
 Hexham Road, Newcastle upon Tyne,
 NE15 9TP
 0191 267 8221
 admin@walbottlecampus.newcastle.sch.uk
 www.walbottlecampus.newcastle.sch.uk
 Type: **Community mixed**
 Age range: **11-18**
 Published admission number: **330**
 Expected Number on roll incl sixth form: **1599**
 Specialist Status: **Technology**
 School code: **4430**

Walker Technology College

Headteacher: Dr Steven Gater
 Middle Street, Walker, Newcastle upon Tyne,
 NE6 4BY
 0191 262 0911
 admin@walker.newcastle.sch.uk
 www.walker.newcastle.sch.uk
 Type: **Community mixed**
 Age range: **11-18**
 Published admission number: **252**
 Expected Number on roll incl sixth form: **1172**
 Specialist Status: **Technology and Arts**
 School code: **4450**

Newcastle faith secondary schools

Admissions to faith schools (also known as voluntary aided schools) are the responsibility of the school governors. The governors decide the policy on how they will allocate places if more people apply than there are places available.

Please read each individual faith school prospectus and admission policy carefully to consider how well your child meets the rules for this school.

If applicants are applying for faith reasons, the school will ask you to provide evidence of faith.

This can be a baptism certificate, letter of support from a minister of faith or other religious leader or a suitable equivalent, confirming reception into the church or other membership.

Sacred Heart High School

Headteacher: Mrs Pat Wager
Fenham Hall Drive, Newcastle upon Tyne,
NE4 9YH
0191 274 7373
admin@sacredheart.newcastle.sch.uk
www.sacredheart-high.org
Type: **Voluntary Aided (Roman Catholic) school for girls**
Age range: **11-18**
Published admission number: **225**
Expected Number on roll incl sixth form: **1359**
Specialist Status: **Technology, Performing Arts and Leading Edge**
School code: **4716**

St Cuthbert's Catholic High School

Headteacher: Mr Gerard Murphy
Gretna Road, Newcastle upon Tyne, NE15 7PX
0191 274 4510
admin@st-cuthbertshigh.newcastle.sch.uk
www.st-cuthbertshigh.newcastle.sch.uk
Type: **Voluntary Aided (Roman Catholic) school for boys**
Age range: **11-18**
Published admission number: **190**
Expected Number on roll incl sixth form: **1129**
Specialist Status: **Science and Modern Foreign Languages**
School code: **4715**

St Mary's RC School

Headteacher: Mr John Foster
Benton Park Road, Newcastle upon Tyne,
NE7 7PE
0191 266 8813
admin@st-marys.newcastle.sch.uk
www.st-marys.newcastle.sch.uk
Type: **Voluntary Aided (Roman Catholic) mixed**
Age range: **11-18**
Published admission number: **196**
Expected Number on roll incl sixth form: **867**
Specialist Status: **Humanities**
School code: **4714**

Apply online for places at all schools including voluntary aided schools at
www.newcastle.gov.uk/admissions

Application form for Transfers 2011

Closing date: midnight, 31 October 2010

The best way to apply for a school place is online. Our online form is easy to use, safe and secure. Our web pages have lots of information about the different schools and tips for making your application. Apply online at www.newcastle.gov.uk/admissions

Alternatively, complete this paper application form for school transfers in September 2011.

If you live in Newcastle, use this form to apply for a place in any state school including faith schools and schools in other authorities. You may **select up to four school preferences**. Listing more than one does not affect your chances of getting the first one. List the school you most want first.

Before listing your preferred schools, it is important that you read the information for parents in the booklet or on line. Consider the information on offers made in 2010. This will give you a realistic idea of your child's chances of getting a place. Visit the schools, consider travel arrangements and childcare.

We are unable to provide a receipt for paper applications. We will acknowledge online applications by return email.

Do not submit a paper application if you have applied online.

Before you submit your application please ensure that:

- You have read and understood the admission guidance
- You have completed all the boxes on the form that are relevant to your application
- The information you have provided is accurate
- If you have ticked the 'medical need' box you have arranged to send the required evidence to the Admissions Team in the Civic Centre before the closing date
- If you are applying to a school for faith reasons you have ticked the 'faith' box and indicated your religion in the relevant box

If you apply to any school for medical reasons, you must send us supporting evidence from a professional involved with your child.

Include your child's full name and date of birth in any correspondence. Newcastle City Council cannot accept any responsibility for the loss of documents sent by post. We will only return documents if you enclose a stamped addressed envelope.



Please use black ink and write in block capitals.

Your child's details

Surname First name

Date of birth / / (day/month/year) Gender Boy Girl

Current address

.....

..... Postcode.....

What is your child's current school?

.....

Is your child in public care (looked after)?

Yes No

If yes, which local authority looks after your child?

.....

Does your child have a Statement of Special Educational Need?

Yes No

Are you a Service family or Crown Servant relocating to the area

Yes No

(If yes then proof of relocation or a unit postal address will need to be submitted before the closing date)

Your details

Title (for example, Mr, Mrs, Miss).....

Surname First name

Current address (if different from child)

.....

..... Postcode.....

Home phone Business phone

Mobile phone.....

Email address (optional)

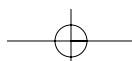
.....

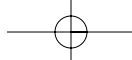
What is your relationship to the child? (for example, mother)

.....

Do you have parental responsibility for this child?

Yes No





My first preference school is:

.....

Medical reason Yes No Faith reason Yes No

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate if you have a faith: Roman Catholic Church of England

Other (please indicate which faith)

A brother or sister (sibling) will be at the school in September 2011 Yes No

Sibling's date of birth...../...../.....(If more than one, pick the one closest in age)

Sibling's surname First name

If you wish to provide any supporting information to support your school preference please give details below:

.....
.....
.....

My second preference school is:

.....

Medical reason Yes No Faith reason Yes No

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate if you have a faith: Roman Catholic Church of England

Other (please indicate which faith)

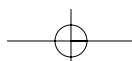
A brother or sister (sibling) will be at the school in September 2011 Yes No

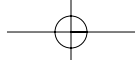
Sibling's date of birth...../...../.....(If more than one, pick the one closest in age)

Sibling's surname First name

If you wish to provide any supporting information to support your school preference please give details below:

.....
.....
.....





My third preference school is:

.....
Medical reason Yes No Faith reason Yes No

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate if you have a faith: Roman Catholic Church of England

Other (please indicate which faith)

A brother or sister (sibling) will be at the school in September 2011 Yes No

Sibling's date of birth...../...../.....(If more than one, pick the one closest in age)

Sibling's surname First name

If you wish to provide any supporting information to support your school preference please give details below:

.....
.....
.....

My fourth preference school is:

.....
Medical reason Yes No Faith reason Yes No

If you are applying to a school for faith reasons the school will contact you for evidence of your faith.

Please indicate if you have a faith: Roman Catholic Church of England

Other (please indicate which faith)

A brother or sister (sibling) will be at the school in September 2011 Yes No

Sibling's date of birth...../...../.....(If more than one, pick the one closest in age)

Sibling's surname First name

If you wish to provide any supporting information to support your school preference please give details below:

.....
.....
.....

I confirm that the information on this form is true and accurate.

Parent or carer signature

Date...../...../.....

Return your application form and supporting evidence by 31 October 2010 to:
Admissions and Student Support, Children's Services, Newcastle City Council,
Room 308, Civic Centre, Newcastle upon Tyne NE1 8PU.

