



# Admission Policy

## Gateshead Council Community Secondary Schools and Academies Admission Policy 2017/2018

We allocate places at Gateshead Community Secondary schools using the policy below and co-ordinate the admissions to Gateshead schools using the co-ordinated admission scheme.

The admission policy is as follows:

- Secondary schools will normally admit pupils between the ages of 11 and 16, or 11 and 19, depending upon the school.
- We will accept pupils up to the school's agreed planned admission number for the year group unless we feel there are lawful grounds not to do so.

### *Oversubscription Criteria*

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

- (1) Children in Public Care (as defined under Section 22 of the Children Act 1989) including a child who was previously "looked after" but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order (see definition\*).
- (2) Children who live in the school's catchment area.
- (3) Children who will have a brother or sister at the secondary school during the coming academic year.
- (4) Other children who have exceptional medical and social grounds see point 1 below
- (5) All other children.

(\*see definitions of our criteria in priority 1 and 3 above in our parent's information booklet and at [www.gateshead.gov.uk](http://www.gateshead.gov.uk))

**Point 1-** We can consider individual applications in cases involving exceptional medical or social needs. This kind of application must be supported in writing from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is the most suitable and what difficulties would be caused if the child were to attend another school. We will not consider such applications if the relevant evidence is not provided. If provided the evidence will be assessed by the LA Admission Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

### **Tie breaker**

If within any of the above criteria there are more applicants than places available priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' in a

straight line from the centre of the home residence to the school's main entrance . Children living nearest to the school will have priority. Where two or more applicants share the exact same distance, a random allocation process will be used to determine the ranked order of the applications in question.

### **Sibling link**

For your child to receive priority because of an older brother or sister in the sixth form at the school, the brother or sister must have been at the school at the start of Year 11.

### **Address**

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

### **Waiting list**

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

### **Important Dates**

From Friday 9 September 2016 Gateshead residents can apply on-line at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) Applications must be submitted by **Monday 31 October 2016**.

If your child attends a Gateshead Primary/Junior School and is due to transfer to secondary school you will receive information via your child's school on Friday 9 September 2016.

If your child does not attend a Gateshead school but lives in Gateshead, you can apply online at [www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions). Alternatively any Gateshead resident can request a paper application form from The School Admissions Team on telephone number 0191 433 2757. Paper applications must be submitted by **Monday 31 October 2016**.

If you live outside Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Secondary school" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) . Your own Council will send us notification of your application and they will let you know the final allocation of a school place for your child.

### **Offer Date**

A letter will be sent to parents resident in Gateshead on or around Wednesday 1 March 2017 informing them of the school they have been offered for their child. Gateshead residents who apply on-line are also informed by e-mail on 1 March 2017.

### **General Information and definitions**

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Secondary school" booklet for 2017 at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at School Admissions Team, Dryden Centre, Evistones Road, Gateshead, NE9 5UR and on our website given above.