



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

2.3 **Point 1-** Gateshead LA 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.

### 3. Tie breaker

3.1 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.

### 4. Sibling link

4.1 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.

### 5. Address

5.1 For the purposes of deciding whether a child lives in the catchment area of a school Gateshead LA will use the Parent/Carers address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children Act, for the child.

### 6. Waiting list

6.1 If places become available Gateshead LA 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.

### 7. Important Dates

7.1 From Monday 10 September 2012 Gateshead Residents can apply on-line at [www.Gateshead.gov.uk](http://www.Gateshead.gov.uk) Applications must be submitted by Wednesday **31 October 2012.**

- 7.2 If your child lives in Gateshead and attends a Gateshead School and is due to transfer to secondary school you will receive information through your child's school on Monday 10 September 2012. If you complete a paper application form you must return it to the Headteacher of the school your child currently attends in Gateshead by Wednesday **31 October 2012**.
- 7.3 If your child does not attend a Gateshead school but lives in Gateshead, you must write to School Admissions, Regent Street, Gateshead, Tyne & Wear, NE8 1HH to request an application form. Alternatively you can apply on-line. Applications must be submitted by Wednesday **31 October 2012**.
- 7.4 If you live outside of 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.

## **8. Offer Date**

- 8.1 The national offer day laid down by parliament is Friday 1 March 2013 a letter will be sent to parents resident in Gateshead by 2<sup>nd</sup> class post informing parents of the school they have been offered for their child. Gateshead residents who apply on-line are informed by E-mail on the national offer day.

## **9. General Information and definitions**

- 9.1 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 2013 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, Civic Centre, Regent Street Gateshead NE8 1HH and on our website given above.