

# Information for Parents

## School Education in September 2014

### Admission to Secondary Schools

Closing date 31st October 2013 at 4.30pm  
Apply on-line at [www.southtyneside.info/schooladmissions](http://www.southtyneside.info/schooladmissions)



**South Tyneside Council**



# Foreword

Dear Parent

This booklet is to help you, as a parent/carer of a child who is about to transfer into Secondary School in September 2014. It contains information about all of our schools and we hope you will find it easy to read and understand and helpful in its content.

The Council is committed to working in partnership with yourselves, teachers, governors and other partners to provide the best educational and learning opportunities for South Tyneside children. This includes providing you with accurate and up to date information to help you decide which school is right for your child. Please read this booklet carefully and make sure you understand how your application will be processed.

Applying for a school place online is quick, safe and an efficient way of making your application. The process offers many benefits, which are outlined in this booklet. Whilst we recommend that you apply online, we appreciate you may alternatively prefer to complete a paper application.

The Council is keen to improve the quality of the information we provide to parents. If there is anything else you would like to see in this booklet or have any other comments about the service you have received from the Authority please let us know by contacting the School Admissions Team on telephone number (0191) 424 7706 or (0191) 424 7767.

The Authority believes that school attendance is the best opportunity for your child to learn and develop friendships; we seek your support in this area. We wish your child every success in their future.



**Cllr Joan Atkinson**  
Lead Member for  
Children, Young People & Families



**Helen Watson**  
Corporate Director  
Children, Adults and Families

# Contact Information

The School Admissions Team – Tel: 0191 424 7706/ 7767

- Admission to Community and Voluntary Controlled Schools
- Admission to Voluntary Aided Schools (Church Schools) Trust and Academies
- Your Catchment Area
- In Year Transfers

Email – [school.admissions@southtyneside.gov.uk](mailto:school.admissions@southtyneside.gov.uk)

## Performance Tables

Department for Education Tel: 0870 00 2288

## Exclusions from School

Services for Young People Tel: 0191 424 6306

## School Attendance

Services for Young People Tel: 0191 424 6306

## Parent Partnership Officer

Tel: 0191 424 6345

## Elective Home Education

Tel: 0191 454 6254

## Alternative Education Behaviour Support Service

Tel: 0191 454 6254

## School Transport (Travel Passes)

Tel: 0191 424 7755

## Bullying in Schools

The school direct

## Gateshead Admissions Team

Tel: 0191 433 2757

## North Tyneside Admissions Team

Tel: 0191 643 8724

## Sunderland Admissions Team

Tel: 0191 520 5553

## Apna Ghar

Tel: 0191 456 4147

## Other Enquiries

Tel: 0191 427 1717

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This information can be made available in large print, Braille, audio and other languages. Please contact the School Admissions Team on 0191 424 7706/7767 or email [school.admissions@southtyneside.gov.uk](mailto:school.admissions@southtyneside.gov.uk)

# How do I apply

## How do I get an application?

From 6 September 2013 you can apply online at [www.southtyneside.info/schooladmissions](http://www.southtyneside.info/schooladmissions) this is a quick and easy process and will provide immediate notification of receipt of your application, please ensure you apply by the closing date. Alternatively you may complete a paper application (available to download from the website or by contacting the Admissions Team).

**\*\*You can submit only one application therefore there is no need to submit both an online and paper application.**

## Advantages of applying on-line:

- Applying online is quicker, as well as safe and secure
- There are clear simple prompts to guide you through making your application
- You will get an email confirmation that we have received your application
- By making a note of your reference number you can change the details on your application up until our deadline date
- Your application cannot get lost in the post
- Available 24 hours a day 7 days a week up until the deadline date of Thursday 31 October 2013 at 4.30pm
- **IF YOU APPLY ONLINE, YOU WILL BE NOTIFIED ON MONDAY 3 MARCH 2014, OUR 'OFFER DAY' VIA YOUR E-SERVICES ACCOUNT.**



Use this space to record your user name and password, from your online application in case you want to make a change:

User name

Password

If you want to change anything on your form prior to the closing date you can do so by accessing your form by typing in the website address: [www.southtyneside.info](http://www.southtyneside.info) Log into your eservices account. Select your online application, and make any changes.

You must then click 'submit application'. You will get a message to say that your application has been re-submitted successfully.

**If you have any questions about the online admissions process please contact:  
The School Admissions Team on telephone number 0191 424 7706/7767**

**Alternatively you can complete your paper copy to apply for a school place**

**You will not be able to apply on-line after the closing date of: Thursday 31 October 2013 at 4.30pm**

# Completing your on-line application

Access the internet on your computer and type in

1. [www.southtyneside.info/schooladmissions](http://www.southtyneside.info/schooladmissions)
2. Click on 'Online Admissions', read the guidance notes carefully and follow the instructions for completing the form.
3. Press the 'submit application' button
4. You will then receive an e-mail with a reference number confirming receipt. If you do not receive an e-mail, please contact the School Admissions Team immediately.

## Returning your Application

If you have applied online you will have received notification that we have received your application. However, if you have chosen to complete a paper application you must return it to

**The School Admissions Team, Chuter Ede Centre, Galsworthy Road, South Shields, NE34 9UG by the closing date of Thursday 31st October 2013 at 4.30pm.**

**\*\*Do not return your application form to your child's current school.**

**\*\*Please ensure you put the correct postage on your envelope, as your application may not reach us.  
You may want to return your application by recorded delivery to ensure you have receipt of postage.**

**\*\*Do not include Private/Independent Schools on your application form.**

# Admissions Timetable

Friday 6 September 2013	Applications are available via Junior and Primary Schools, we recommend that you apply online at <a href="http://www.southtyneside.info/schooladmissions">www.southtyneside.info/schooladmissions</a>
Thursday 31 October 2013 at 4.30pm	Deadline date for applications to be received. Any applications received after this date will be considered as 'Late' applications. Online system is not available after this date.
By the end of December 2013	All parents who have completed and returned their application will be sent an acknowledgement letter to confirm that we have received and are processing your application.
Monday 3 March 2014	'Offer Day' If you have applied online, you will be notified via your e-services account which school your child has been offered. If you have not applied online, you will receive a letter which is sent out in the second class post on offer day.
Friday 14 March 2014	Deadline for parents to accept the school place offered (for oversubscribed schools only)
Friday 14 March 2014	Deadline for parents to request to place their child's name on a waiting list.
Friday 14 March 2014	Deadline for parents to request an appeal form for Secondary Schools
Wednesday 19 March 2014	Any places that have become available after the 1 March 2013 will be allocated from the waiting list in criteria order
Friday 28 March 2014	Where parents have not returned their acceptance slip for oversubscribed schools the Authority will withdraw the offer of the school place
June 2014	Appeals to be heard.

## Remember

it is your responsibility to 'complete an application form. Paper forms to be returned to

The School Admissions Team, Chuter Ede Centre, Galsworthy Road, South Shields, NE34 9UG by Thursday 31 October 2013 at 4.30pm.

We recommend you complete your form via the Internet:  
Log onto [www.southtyneside.info/schooladmissions](http://www.southtyneside.info/schooladmissions)

# Introduction

South Tyneside Council is responsible for all admissions to all Community and Voluntary Controlled schools. As a parent or carer you have the right to express a preference for the school you would like your child to attend. Parental preference will be followed as far as possible but this clearly depends on the number of places available. We will admit pupils up to the published admission number shown in this booklet. If a school is not oversubscribed all parents who apply will be normally given a place.

## School Organisation

South Tyneside has a two- tier school system with children progressing from Primary and Junior Schools to Secondary Schools.

**There are: -**

45 Primary Schools

## Below is a breakdown of the organisation of our schools

**There are: -**

4 Infant Schools for children aged 3 to 7

4 Junior Schools for children aged 7 to 11

37 Primary Schools for children aged 3 to 11

**Consisting of –**

27 Community Schools

1 Voluntary Controlled (Church of England) Schools

3 Voluntary Aided (Church of England) Schools

3 Academy School

11 Voluntary Aided (Roman Catholic) Schools

**There are: -**

9 Secondary Schools

**Consisting of –**

5 Community Schools

1 Trust School

2 Academy Schools

2 Voluntary Aided (Roman Catholic) Schools

## Academy

An Academy is a school that is directly funded by central government (the Department for Education) and is independent of local government control. An academy may receive additional support from personal or corporate sponsors, either financially or in kind. They must meet the National Curriculum core subject requirements and are subject to inspection by Ofsted. Academies are self-governing and most are constituted as registered charities or operated by other educational charities. Most are secondary schools but some cater for children from nursery age upwards.

## Trust School

A Trust School is a state-funded foundation school supported by a charity, referred to as a Trust. The Trust is made up of partners working together for the benefit of the school. The Governing Body decide their own admissions using their own admission policy, which may be different to Voluntary Controlled and Community Schools in South Tyneside.

## Voluntary Aided Schools (VA)

Governing Bodies of Roman Catholic and Church of England schools decide their own admissions using their own Policies and Admission Criteria, which will be different to Voluntary Controlled and Community schools in South Tyneside. Their respective Admission Policies can be found in this booklet or in the individual school prospectuses.

## Community and Voluntary Controlled Schools

Places are allocated at Voluntary Controlled Schools using the Council's Admission Criteria published in this booklet. We consult with Governing Bodies each year about our Admission Criteria and arrangements.

## Other Admission Authorities

**Additional information about Roman Catholic schools in the Diocese of Hexham and Newcastle can be obtained from:**

Diocesan Education Service  
St Vincent's Diocesan Offices  
St Cuthbert's House  
West Road  
Newcastle Upon Tyne  
NE15 7PY

Tel: 0191 243 3313

**Additional information about Church of England schools in the Diocese of Durham can be obtained from:**

Durham Board of Education  
Carter House  
Pelaw Leazes Lane  
Durham  
DH1 1TB

Tel: 0191 374 6018

# Admission Arrangements

## Community and Voluntary Controlled Schools

In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date Thursday 31 October 2013 at 4.30pm.

All Community Secondary Schools in South Tyneside operate an equal preference system for processing parental preferences.

Where we receive more applications than places available at a particular school, the following admission arrangements are used to decide on admissions to Secondary Schools.

In accordance with the Education Act (1996), children with a Statement of SEN are required to be admitted to the school named in the Statement. Thereafter, the following oversubscription criteria will apply.

## Oversubscription Criteria

That the criteria to be utilised in the event of oversubscription at Community and Voluntary Controlled schools be as follows:-

"In determining admissions where there is pressure on places, account will be taken of the following factors, in priority order:-

1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See Note 1 below.
2. Parental home residence within the defined catchment area of school.
3. Concurrent sibling link (an older brother or sister attending the school at the same time and residing at the same address, to include adoptive siblings, half siblings, step siblings and long term fostered children,).
4. Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

**The above distance measurement will also be used as a 'tie breaker' within each criterion, if necessary.**

Note 1: 'Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A 'residence order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.
- 'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).

## How will the equal preference system work?

### Stage 1

All first, second, and third preference applications are considered equally against the admission criteria. At this stage there is no distinction between first, second and third preference applications. For example, if the school has 120 places and there are 300 first, second and third preference applications all applications are considered equally against the admission criteria.

### Stage 2

If a pupil qualifies for a place at more than one school the parents highest ranked preference will be offered and any lower ranking offers will be disregarded. For example, a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

## Explanation of Oversubscription Criteria

### A 'Looked After Child'

We give a 'Looked after Child' priority in our oversubscription criteria. This means that when a place becomes available in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school. This is necessary as it is recognised that such children are a disadvantaged group who, because of frequent changes of school following their care placements, may have lower than average levels of attainment. It is also a statutory requirement that Admission Authorities give top priority to 'Looked after Children' in their oversubscription criteria.

## Parental Home Residence

A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:

- Owned by the child's parent(s) or the person with parental responsibility for the child; or
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

## Parental Responsibility

Who is a 'parent' in relation to education legislation?

Section 576 of the Education Act 1996 defines the term parent as:

- All natural parents married or not
- Any person who has obtained 'parental' responsibility (we will require documentary evidence)
- Any person without being a natural parent or having 'parental responsibility' who has care of the pupil (we will require documentary evidence)

## Shared Parental Responsibility

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

## Catchment Areas

All community and voluntary controlled schools in South Tyneside have a defined geographical area called a catchment area. You can find out which particular school's catchment area you live in by contacting the School Admissions Team on telephone number 0191 424 7706/7767. Catchment area maps are available on our website at [www.southtyneside.info/schooladmissions](http://www.southtyneside.info/schooladmissions)

## Sibling Link

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children) attending your preferred school in September 2014, we will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.

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.

## Distance from Parental Home Address

Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

## 'Tiebreaker' - Distance Measurement

Where there are not enough places to admit all the children falling within a particular criterion the above distance measurement will also be used as a 'tie breaker' within each criterion, if necessary.

# Advice for Parents

## Deciding your Child's School

The most important decision you will make in your child's education will be to decide on the right school. Making the right choice for you and your child will involve a lot of research and planning. The most important thing you can do before deciding on a school for your child is to find as much information as possible about the school you are interested in. Please follow the advice below before completing your application for your child.

**\*\*You do not have a right to choose which school your child will go to, you only have a right to express a preference. Our ability to meet your preference will depend upon not only the demand for places at an individual school but also on the number of places available.**

## Visit the School

One of the best ways to assess the school is by visiting it in person. You should make an appointment with the Head Teacher. Consider the distance and accessibility of the school. When your child is older, will they be able to safely walk to the school? A visit to a school does not constitute an offer of a place, nor does it give priority for places. Parents should not assume that an offer of a visit by a school constitutes any obligation on the part of the school or the Local Authority. The school cannot offer your child/ren a school place.

## Attend the Open Evenings

It is strongly recommended that parents/carers and pupils attend the open evenings of the schools, which interest them. Open evenings give parents and pupils the opportunity to gain a good overview of the school by meeting staff and pupils and gathering information about the school. You should note attending an open evening does not guarantee your child a place at the school.

School	Date	Time
Boldon School	1st October 2013	6.00pm – 8.00pm
Harton Technology College	2nd October 2013	6.00pm – 8.00pm
Hebburn Comprehensive	12th September 2013	6.15pm – 8.00pm
Jarrow School	16th September 2013	6.00pm – 8.00pm
Mortimer Community College	9th October 2013	6.00pm – 8.00pm
South Shields Community School	25th September 2013	6.00pm – 8.00pm
St Josephs RC Comprehensive	3rd October 2013	6.00pm – 8.00pm
St Wilfrid's RC College	26th September 2013	6.30pm – 8.30pm
Whitburn Church of England Academy	19th September 2013	6.30pm – 8.30pm

## Obtain the School Prospectus

Each year, every school publishes a brochure called a prospectus. The prospectus can tell you more about a particular school than the Council booklet. You can obtain a copy from the school direct. It is an important document, so be sure to receive the prospectuses from all the schools you are interested in.

## Check the Performance Tables

Every year the Department for Education (DfE) publishes performance tables for Primary and Secondary Schools. Though they cannot give a complete picture of a school, performance tables provide a guide to how well a school is doing.

You can obtain a copy of the schools performance tables from [www.dfe.gov.uk](http://www.dfe.gov.uk)

## Research OFSTED Reports

It may also be helpful to read the Office for Standards in Education (OFSTED) reports, which are produced by the Government's School Inspectors. A report is available for every school and copies of the reports are available from the schools direct or by logging onto [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## Consider the Admission Policy

A School admission policy lays down the method by which a school will allocate its places. Admission Authorities have a legal responsibility to publish a clear admission policy and to implement it rigorously when considering applications. This is to ensure that the process is fair and transparent. You can find the admission policy for all Secondary Schools in this booklet. Before completing your application consider the admission policy for the school(s), at which you are applying for a place and estimate your realistic chance of being offered a place at a particular school. You can assess this by working out how high up in the oversubscription criteria your child will be.

## If you have special reasons for wanting a place at a particular school will they be considered?

Your views are very important to us; however, we cannot always comply with your wishes. Where a school is oversubscribed, places are allocated according to the published oversubscription criteria, which does not take into account individual reasons (for example school links, medical and social reasons).

## Check the Published Admission Number (PAN) for a School

All schools have a published admission number largely based on the size of the school buildings and their capacity to accommodate pupils. Once a published admission number has been set, the Authority must respect that number. Pupils should not normally be admitted above the published admission number unless exceptional circumstances apply. Each school's published admission number (PAN) is on page 24 of this booklet,

## Look at the Statistics from Previous Years

You can check which schools were oversubscribed in the last two years from the statistical information (please see page 24), this will tell you the number of applications which we received and the number of appeals that were heard. However, these figures should not be taken as a guarantee that your child will automatically transfer to that Secondary School; you should also be aware that these figures could change dramatically from year to year.

## Completing your Application Form

When completing your application, you need to consider very carefully at which schools you wish to apply for a place and assess accurately at which school you have the best chance of being offered a place for your child. Some parents assume that because their child is attending a particular Primary/Junior School that their child will automatically transfer into the Secondary School. We do not operate a feeder school system for any Community Secondary Schools and therefore you should be aware that your child will not automatically feed into the Secondary School you need to apply for your child's school place. You can submit only one application form for consideration and can apply for up to 3 schools. We strongly recommend that you name more than one school. If you have a preference for a Voluntary Aided School (VA) you must list it on your application form. There is no need to put the same school down more than once. Putting down more than one preference does not affect how your application is dealt with. \*\*You should not include Private and Independent schools on your application.

If you would like your child to attend your catchment area school you must specify the school as a preference on your application form. Where your catchment area school is oversubscribed, those living in the catchment area and not identifying it as a preference will forfeit a place at the school. You should state on the form your reasons why you have chosen your preferences. You may include preferences for schools in other neighbouring Authorities.

**\*\*The Council is not in a position to guarantee a place being offered at any school including your catchment area school in response to your preferences.**

## Applying for a Voluntary Aided, Trust or Academy school

If you wish to apply for a Voluntary Aided (VA) School you should include it on your application. Everyone must complete the Council's application as well as any other supplementary form which may be required as part of the school's own application process. You need to be aware that Voluntary Aided (VA) schools have different Admission Policies and Admission Criteria to Community and Voluntary Controlled schools in South Tyneside which decide how they will offer places; their respective Admission Policies can be found on page ? of this booklet. You will need to consider the Admission Policy for any VA school you express a preference for, whether this is in South Tyneside or a neighbouring Authority in order to determine what criteria each individual school will use to consider your application. Requests to VA schools will be forwarded to the individual school so they can consider your application. They will let us know the outcome of your application to their school.

## Contacts in Other Authorities

You can seek advice about admission to schools in neighbouring Council's on the following telephone numbers.

Gateshead Council	0191 433 2757
North Tyneside Council	0191 643 8724
Sunderland Council	0191 520 5553

## Parents with Twins and Triplets

Where parents have twins and only one school place is available on 3 March 2014 the parent will be notified in writing and the decision will lie with the parent as to whether they take up the school place or decide to send their children to different schools. The same will apply to parents with triplets. However, where parents do not take up the school place the place will be offered to the next child on the waiting list.

## Make Sure your Application is Received on Time

The preference period lasts for 6 weeks from 6 September 2013 to 31 October 2013. It is your responsibility to ensure your application is received by Thursday 31 October 2013 at 4.30pm. We recommend that you apply online at [www.southtyneside.info/schooladmissions](http://www.southtyneside.info/schooladmissions) as it is quicker and easier.

**If you have decided to complete a paper application please ensure your application reaches The School Admissions Team, Chuter Ede Centre, Galsworthy Road, South Shields, NE34 9UG by the deadline date.**

You may want to return your application form by recorded delivery as, in the event that we do not receive your application proof of posting will be required. Allegations from 'Late' applicants stating that their application form has been lost in the post or lost by the school or the council will not be considered without proof of receipt from you. Remember it is your responsibility to ensure that the application is received on time.

**\*\*If you submit a late application you may not be offered a place at your preferred school.**

## Fraudulent Address Claims

Places are withdrawn every year because parents give a false or misleading address on their application form. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, the council will investigate all allegations of fraudulent addresses brought to their attention and, where appropriate, may seek further proof of residency details you provide, particularly if use of a temporary or permanent address causes concern.

## Change of Address after Closing Date (moving into a particular schools catchment area)

It is the parent's responsibility to notify the School Admissions Team in writing of any change of address. We cannot reserve places for pupils moving into a catchment area. Therefore, if you have not exchanged contracts or have not signed a tenancy agreement we cannot use your new address. Any school place offered would be on the basis of the address on the application and the assumption that your child will still be living at this address in September 2014. We may ask for supporting documentation if necessary.

## Fraudulent address claims may lead to a school place being withdrawn

You should note if you move into a particular schools catchment area and do not notify us by 6 January 2014 your new address will not be considered before the 'offer' day of 3 March 2014.

## Change of Address after Closing Date (moving out of a particular schools catchment area)

It is the parent's responsibility to notify the School Admissions Team in writing of any change of address. We cannot reserve places for pupils moving into a catchment area. Therefore, if you have not exchanged contracts or have not signed a tenancy agreement we cannot use your new address. Any school place offered would be on the basis of the address on the application and the assumption that your child will still be living at this address in September 2014. We may ask for supporting documentation if necessary.

## Children with Statements of Special Educational Needs

The admission arrangements for children with Statements of Special Educational Needs are specifically excluded from the usual arrangements, including the appeal arrangements, under Section 424(3)b of the Education Act 1996. The appeal in the case of a child with a Statement is to the First Tier Tribunal (Special Educational Needs & Disability), which is different from an admissions appeal panel. If your child has a Statement of Special Educational Needs you will still need to complete an application to express your preference(s). Children with a Statement of Special Educational Needs that names a school are required to be admitted to the school that is named. The Admission Authority (even when it is the Governing Body) does not have a right to refuse admission. Children with Statements naming schools count toward the published admission number. If your child has special needs but not a Statement your application for a school place will be considered on the basis of the Admission Authorities published admission arrangements.

## At What Age Does my Child Transfer into Secondary School?

Every parent whose child is in their last year of Junior or Primary education (year 6) whose date of birth is between 1 September 2002 to 31 August 2003 will need to complete an application for admission into Secondary School.

## What happens if I do not reside in South Tyneside?

If you do not reside in South Tyneside and would like your child to be admitted to one of our Secondary schools, you will need to contact your 'Home' Authority for an application and return it to them by our deadline date of Thursday 31 October 2013 at 4.30pm. However, if you are not offered the South Tyneside School you applied for, you need to know that we will not automatically offer you an alternative school in South Tyneside if no other preferences were expressed. It is up to your 'Home' Authority to ensure your child has a school place.

**\*\*Where we receive more applications than places available at a particular Community Secondary School the Oversubscription Criteria on page ? will be applied.**

## Applying for Schools outside of South Tyneside

If you reside in South Tyneside and would like your child to be admitted to a Secondary school outside of this Authority you will need to complete one of our application forms. However, if you are not offered the School you applied for, you need to know that we will automatically offer you an alternative school in South Tyneside if no other preferences were expressed. It is up to your 'Home' Authority to ensure your child has a school place.

**\*\*Where we receive more applications than places available at a particular Community Secondary School the oversubscription criteria on page ? will be applied.**

# The Procedure

## Co-ordinated Admission Scheme

South Tyneside operates a Co-ordinated Admissions Scheme for Secondary Schools with our neighbouring Authorities. These Authorities are North Tyneside, Gateshead, and Sunderland. This means that we compare applications we receive against those submitted to the Authorities above to ensure we have received only one application for each child who is due to transfer into a Secondary School. The procedure makes it simpler for parents to apply on one form for schools administered by different Admission Authorities. All parents will be sent an offer of a school place on Monday 3 March 2014. You may obtain a full copy of our Co-ordinated Admission Scheme by contacting the School Admissions Team on telephone number 0191 424 7706/7767 alternatively you can download a copy by visiting our web site at [www.southtyneside.info/schooladmissions](http://www.southtyneside.info/schooladmissions)

## Acknowledgement Letter

All application forms received will be sent an acknowledgement letter by the end of December 2013 to confirm that we have received and are processing your application. If you do not receive an acknowledgement letter please contact the School Admissions Team on telephone number 0191 424 7706 immediately.

## Proof of Address

If you have listed a school which is normally oversubscribed on your application form (please see statistics on page 24 you will be asked to provide us with proof of address to confirm that you are living within the schools catchment area. Each year Admission Authorities have to withdraw offers of places because parents have given false information about their child's true residence. If the address on your application form is not your child's normal address, you must provide a Residence Order, issued by a court, if you wish that address to be considered.

## Change of School Preference(s)

Once you have submitted your application form and the closing date has passed you cannot change your preferences without a genuine reason i.e. you have moved address proof of ownership or tenancy of a South Tyneside property will be required.. Your original application will be cancelled and a new application must be submitted which will be considered as 'Late'. You should be aware that this will reduce your chance of gaining a place at the school(s) you want. If you change your preference(s) after the 'offer' date any place previously offered at a school in South Tyneside will be withdrawn and you will be notified of the outcome.

**Please contact the School Admissions Team on telephone number 0191 424 7706 to obtain an application form.**

## Late Applications

If you return your application after Thursday 31 October 2013 at 4.30pm your application will be considered as 'LATE' unless exceptional circumstances exist. You should be aware that this will reduce your chance of gaining a place at the school you want. Parents returning their application after the deadline date must give a reason why their application is 'LATE'. The Council will consider your reasons and if they are exceptional will consider your application along with those received on time. Applications received before 6 January 2014 for a good reason or in exceptional circumstances may be considered. Examples of what may be considered as a good reason or exceptional circumstances include a family who has just moved into the area (proof of ownership or tenancy of a South Tyneside property will be required in this case), other cases may be considered and each case will be decided on its own merits. All applications received by the closing date will be considered before any applications received after this closing date unless exceptional circumstances apply.

## No Application Received

If you do not complete your application, on 3 March 2014 your child will be allocated a place at your catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy as measured by the shortest distance in a straight line.

**\*\*Parents should be aware this applies to South Tyneside residents only.**

## 3 March 2014 - 'Offer Day'

**ON MONDAY 3 MARCH 2014, PARENTS WILL BE NOTIFIED VIA THEIR E-SERVICES ACCOUNT IF THEY HAVE APPLIED ONLINE. FOR THOSE PARENTS WHO HAVE NOT APPLIED ONLINE, A LETTER WILL BE SENT OUT TO YOU BY 2ND CLASS POST INFORMING YOU WHICH SCHOOL YOUR CHILD HAS BEEN OFFERED.** Parents who have not been allocated a place at any of their preferred schools, will be allocated a place at their catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy as measured by the shortest distance in a straight line. If parents are dissatisfied with the response to their preferences they have the right to present their case to an Independent Appeals Panel. (Please see page 22).

## Acceptance Slip – Deadline Date 15 March 2014

If your child has been allocated a place at a school which is oversubscribed you must ensure you accept the place by completing and returning the acceptance slip to: The School Admissions Team, Town Hall & Civic Offices, Westoe Road, South Shields NE33 2RL by the deadline date 15 March 2013.

## Pro-forma – Deadline Date 15 March 2014

If your child has not been allocated a place at any school that you ranked higher on your application than the school you were offered on 3 March you may request to place your child's name on a waiting list by completing and returning the pro-forma to: The School Admissions Team, Chuter Ede Centre, Galsworthy Road, South Shields, NE34 9UG by the deadline date 14 March 2014.

## Waiting Lists

The Council will hold waiting lists for all Community Schools and where requested for VA and Trust Schools. Whitburn C of E Academy will hold their own waiting list. If you have been refused any of your preferred school(s), you will have the opportunity to place your child's name on a waiting list. You may wish to place your child's name on a waiting list for more than one school. Waiting lists are established after 14 March 2014. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance. If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria. However, children who have been the subject of a direction by an Authority to admit or who have been referred for admission by the In Year Fair Access Protocol Placement Panel will receive priority above children in all other criterion. If appropriate we may decide to exceed the Published Admission Number to admit a child who is referred for admission through the In Year Fair Access Protocol. Waiting lists for all schools will be kept for the first term in the academic year; no lists will be kept for any school thereafter, either by the Council or by any individual school. If the school is a Voluntary Aided School you should contact the school direct to discuss their admission policy.

**\*\* Please note your child's name will not automatically be placed on the waiting list.**

## Withdrawing Offers of a School Place

It should be noted that an offer of a school place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent (for example, a false claim to residence in a catchment area). We may also withdraw places if acceptance slips are not returned by the deadline of Friday 28 March 2014.

## Cancelling your School Place

If you move out of South Tyneside or your child will be attending a Private School you should notify the School Admissions Team immediately in writing, as your child may be holding a place at an oversubscribed school. This will enable the admission authority to offer a place to the next child on the waiting list.

## Reserved Places

Places in South Tyneside Schools will not be held back or reserved in the expectation of further applications from families moving into the area.

# Education Appeals

If parents are dissatisfied with the response to their preferences they have the right to present their case to the Independent Appeals Panel. Before deciding to appeal you will probably want to think about the Admission Policy, your reasons for wanting your child to attend the school, your child's view of what school he/she should attend and how strong a case you have. You can express a preference for up to three schools in order of priority; you may want to attend an appeal for more than one school. The outcome of one appeal does not prevent you from attending another.

## Who is at the appeal?

The Panel – who make the decision

Note taker – who records the content of the appeal but does not take any part in the decision

Clerk to Panel – who advises the Panel

Presenting Officer – who presents the case on behalf of the admission authority

Possibly, a staff member from the school

You and your representative (please see below)

## Who are the Panel?

The Appeal Panel will be made up of three (or possibly five) Panel members who have no connection with the people and schools involved in the appeal. At least one panel member will have experience in education and another will be a lay member (an independently appointed member of the public). The other members may be drawn from either of these categories. No member of the panel will have been involved in the decision against which you are appealing.

## Date, time and place

Staff from Democratic Services will give you notice in writing no later than 10 school days of the date, time and place for your appeal hearing. This will usually be at the Town Hall, Westoe Road, South Shields, NE33 2RL.

## Preparing for the appeal

You will receive a copy of the same papers that are sent to the Appeal Panel a reasonable time before the date of the hearing. If you have any additional documents such as a letter or medical report, which you want to bring to the attention of the Appeal Panel, please send a copy to the Democratic Support Officer, Town Hall, Westoe Road, NE33 2RL as soon as possible. If new issues are raised for the first time at the hearing it may be necessary to adjourn the hearing to allow the other party to consider them. However, it may not be possible for the evidence to be considered at all.

## Can I bring someone with me?

You can bring a friend, adviser, family member or representative (or interpreter) to either help you, offer support or speak on your behalf. The friend or adviser can be a locally elected politician or a Council employee such as an educational social worker provided that this will not lead to a conflict of interest. A member of staff from the school in question or a member of the admission authority cannot attend. Legal representation is not necessary. It is not necessary for your child to attend. If necessary, you may also call a witness to help you put your case. If you require the services of an interpreter or signer the Council can provide one.

## What happens if I do not come to the appeal?

It is better if you can attend, as you are the best person to tell the Panel why you want your child to go to the school. If you cannot attend the Panel will give the same attention to your appeal by considering your written reasons.

## Attendance on the Day

Unless you tell us otherwise, we will assume that the date and time we have given you is convenient. If the date is not convenient, it may not be possible to change it but please ask as soon as possible. If you tell us that you will attend and fail to do so, the Panel may decide to hear the appeal in your absence.

The appeal is heard in private and all papers and discussions are treated as confidential. However, a representative of the Council on Tribunals is entitled to attend as an observer.

We try to make your appeal as informal as possible, but to make sure everyone has their say there is a simple order of speaking that we follow. A copy of the procedure will be sent to you with your papers.

## Further Appeals

You cannot appeal again until the next academic year unless there has been an exceptional change in the circumstances of the parent, child or school, since the original application e.g. you have changed address.

## What can I do if I'm unhappy about the Panel's Decision?

Nothing, there is no further appeal. There is no right of appeal to the Secretary of State for Education, but you are entitled to write to the Secretary of State about any aspect of your child's education.

The Local Government Ombudsman can investigate written complaints about maladministration on the part of an admission appeals panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than just the person making the complaint thinks the decision is wrong.

For further information please call the Advice Line on 0300 061 0614 or visit the web site, [www.lgo.org.uk](http://www.lgo.org.uk)

The Governing Body manages pupil admissions to Voluntary Aided, Trust and Academy schools and any appeals should be made directly to the Chairman of the Governors at the school address.

# Statistics

## Admission in September 2012

Community Secondary Schools – Admission into year 7 (numbers as at 1 March 2012)

SCHOOL	No. of Preferences Recd.								Preferences Offered 1 March 2011									
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Offered by LA	No pref received	Places Offered	Places refused
Boldon School	220	130	1	71	6	37	1	246	130	1	7	0	0	0	1	3	142	0
Harton Technology College	271	307	4	152	10	43	2	518	269	0	2	0	0	0	0	0	271	43
Hebburn Comprehensive	237	119	10	43	5	11	1	189	119	10	5	1	0	0	1	11	147	0
Mortimer Community College	218	104	10	107	8	33	2	264	104	10	16	1	0	0	6	5	142	0
South Shields Community School	200	126	17	60	1	27	3	234	126	17	10	1	0	0	4	10	168	0

Education Appeals - Community Secondary Schools – Admission into year 7 (numbers as at July 2012)

School	No. of Appeals Lodged	No. of Appeals Withdrawn	No. of Appeals Heard by Appeals Panel	No. of Appeals Upheld	No. of Appeals Dismissed	Total Pupils Admitted
Harton Technology College	11	2	9	3	6	274

Community Secondary Schools – Admission into year 7 (numbers as at July 2012)

SCHOOL	Places offered under Admission Criteria as at July 2012										
	PAN	SEN	LAC	Catchment	Late Catchment	Sibling Link	Late Sibling Link	Distance	Late Distance	Appeals upheld	Total admitted
Boldon School	220	1	0	102	3	14	0	21	2	0	143
Harton Technology College	271	6	2	226	0	8	0	28	1	3	274
Hebburn Comprehensive	200	0	1	123	15	0	0	7	0	0	146
Mortimer Community College	217	0	1	46	10	18	3	52	4	0	134
South Shields Community School	200	2	1	124	17	4	1	8	0	0	157

Trust School – Admission into year 7 (1 March 2012)

SCHOOL	No. of Preferences Recd.								Preferences Offered 1 March 2012									
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Offered by LA	No pref received	Places Offered	Places refused
Jarrow School	198	83	8	43	4	12	1	151	83	8	3	0	0	0	0	0	94	0

Trust School – Admission into year 7 ( July 2012)

SCHOOL	Places offered under Admission Criteria as at July 2012										
	PAN	SEN	LAC	Sibling Link	Late Sibling Link	Feeder Primary School	Late Feeder Primary School	Distance	Late Distance	Appeals upheld	Total admitted
Jarrow School	198	2	2	25	4	51	6	3	2	0	95

Academy School – Admissions into year 7 (1 March 2012)

SCHOOL	PAN	No. of Preferences Recd.							Preferences Offered 1 March 2012							
		1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Places Offered	Places refused
Whitburn C of E	195	199	1	110	2	46	2	360	192	0	2	0	1	0	195	11

Academy School - Places offered under Published Criteria as at (July 2012)

SCHOOL	PAN	SEN	LAC	Sibling Link	Late Sibling Link	Pupils from Cleadon Village C of E Primary	Late Pupils from Cleadon Village C of E Primary	Pupils from East Boldon Junior	Late Pupils from East Boldon Junior	Pupils from Marsden Primary	Late Pupils from Marsden Primary	Pupils from Whitburn Village Primary	Late Pupils from Whitburn Village Primary	Shortest Distance	Late Shortest Distance	Appeals upheld	Total Admitted

Voluntary Aided Secondary Schools – Admission into year 7 (numbers as at 1 March 2012)

SCHOOL	PAN	No. of Preferences Recd.							Preferences Offered 1st March 2012							
		1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Places Offered	Places refused
St Josephs RC	198	216	1	77	4	30	0	328	196	0	2	0	0	0	198	20
St Wilfrids RC	180	121	3	94	3	28	1	250	121	2	6	0	0	0	129	0

Education Appeals - Voluntary Aided Secondary Schools - Admission into Year 7 (numbers as at July 2012)

School	No. of Appeals Lodged	No. of Appeals Withdrawn	No. of Appeals Heard by Appeals Panel	No. of Appeals Upheld	No. of Appeals Dismissed	Total Pupils Admitted
St Joseph's RC	1	0	1	1	0	199

Voluntary Aided Secondary Schools - Places offered under Published Criteria as at July 2012

		St Josephs RC
	SCHOOL	
	PAN	198
Places offered under Admission Criteria as at July 2012	SEN	0
	Baptised Roman Catholic LAC	0
	Roman Catholic Children whose home address is within the parish boundaries of one of the partner parishes and who attend a Catholic Partner School	116
	Roman Catholic Children whose home address is within the parish boundaries of one of the partner parishes and who attend a Catholic Primary School	4
	Roman Catholic Children whose home address is outside the parish boundaries of one of the partner parishes and who attend a Catholic Partner Primary School	3
	Roman Catholic Children whose home address is outside the parish boundaries of one of the partner parishes and who attend a Catholic Primary School	16
	Roman Catholic Children who have a sibling(brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	0
	Non catholic LAC	0
	Non-Catholic children who attend a Catholic Primary Partner school	34
	Roman Catholic children whose home address is within the parish boundaries of one of the partner parishes (who do not attend a Catholic Primary school)	4
	Roman Catholic children whose home address is outside the parish boundaries of one of the partner parishes (who do not attend a Catholic Primary school)	1
	Children of other Christian denominations who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	1
	Children of other Faith traditions who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	0
	Children who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	2
	Children of other Christian denominations who do not have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	4
	Children of other Faith traditions who do not have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	3
	Other children	9
	Appeals upheld	1
	Total admitted	199

SCHOOL		St Wilfrids RC
PAN		180
Places offered under Admission Criteria as at July 2012	SEN	0
	Catholic Children who are in the care of a Local Authority	0
	Catholic children resident in one of the partner parishes who attend a Catholic primary school	60
	Catholic children resident in one of the partner parishes who do not attend a Catholic primary school	2
	Other Catholic children who attend a Catholic primary school	0
	Other Catholic children who do not attend a Catholic primary school	0
	Other Children who are in the care of a Local Authority	0
	Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England and attend a Catholic Primary school	0
	Children of other Faith traditions who attend a Catholic primary school	0
	Other children who attend a Catholic primary school	49
	Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England and do not attend a Catholic Primary School	0
	Children of other Faith traditions who do not attend a Catholic primary school	0
	Other children who do not attend a catholic primary school	17
	Other Children	0
	Late Other children	11
	Appeals upheld	0
	Total admitted	139

## Admission in September 2013

Community Secondary Schools – Admission into year 7 (numbers as at 1 March 2013)

SCHOOL	No. of Preferences Recd.								Preferences Offered 1 March 2013									
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Offered by LA	No pref received	Places Offered	Places refused
Boldon School	220	109	3	69	4	28	2	215	109	3	2	0	2	0	1	5	122	0
Harton Technology College	271	321	2	150	3	31	1	508	270	0	1	0	0	0	0	0	271	54
Hebburn Comprehensive	237	92	3	44	1	3	1	144	92	3	0	0	1	0	0	2	98	0
Mortimer Community College	218	110	6	105	4	36	13	274	110	6	14	1	1	0	5	4	141	0
South Shields Community School	200	102	4	56	2	3	3	170	102	4	4	0	0	1	9	8	128	0

Education Appeals - Community Secondary Schools – Admission into year 7 (numbers as at July 2013)

School	No. of Appeals Lodged	No. of Appeals Withdrawn	No. of Appeals Heard by Appeals Panel	No. of Appeals Upheld	No. of Appeals Dismissed	Total Pupils Admitted
Harton Technology College	17	0	17	5	12	274

Community Secondary Schools – Admission into year 7 (numbers as at July 2013)

SCHOOL	Places offered under Admission Criteria as at July 2013										
	PAN	SEN	LAC	Catchment	Late Catchment	Sibling Link	Late Sibling Link	Distance	Late Distance	Appeals upheld	Total admitted
Boldon School	220	0	0	85	1	7	1	17	2	0	113
Harton Technology College	271	9	0	249	1	5	0	10	0	4	274
Hebburn Comprehensive	200	1	2	88	4	1	0	0	0	0	96
Mortimer Community College	217	0	0	55	5	20	1	46	11	0	138
South Shields Community School	200	0	0	102	11	2	0	4	1	0	120

Trust School – Admission into year 7 (1 March 2013)

SCHOOL	No. of Preferences Recd.								Preferences Offered 1 March 2013									
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Offered by LA	No pref received	Places Offered	Places refused
Jarrow School	198	111	3	30	1	11	0	156	111	3	1	0	0	0	0	0	115	0

Trust School – Admission into year 7 ( July 2013)

SCHOOL	Places offered under Admission Criteria as at July 2013										
	PAN	SEN	LAC	Sibling Link	Late Sibling Link	Feeder Primary School	Late Feeder Primary School	Distance	Late Distance	Appeals upheld	Total admitted
Jarrow School	198	13	0	28	2	66	5	4	0	0	118

Academy School – Admissions into year 7 (1 March 2013)

SCHOOL	No. of Preferences Recd.								Preferences Offered 1 March 2013							
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Places Offered	Places refused
Whitburn C of E	195	196	0	122	4	37	1	360	193	0	2	0	0	0	195	11

Academy School - Places offered under Published Criteria as at (July 2013)

SCHOOL	Places offered under Published Criteria as at July 2013																
	PAN	SEN	LAC	Sibling Link	Late Sibling Link	Pupils from Cleadon Village C of E Primary	Late Pupils from Cleadon Village C of E Primary	Pupils from East Boldon Junior	Late Pupils from East Boldon Junior	Pupils from Marsden Primary	Late Pupils from Marsden Primary	Pupils from Whitburn Village Primary	Late Pupils from Whitburn Village Primary	Shortest Distance	Late Shortest Distance	Appeals upheld	Total Admitted
Whitburn C of E Academy	195	0	2	47	0	40	0	35	0	19	0	19	0	28	3	0	193

Voluntary Aided Secondary Schools – Admission into year 7 (numbers as at 1 March 2013)

SCHOOL	No. of Preferences Recd.								Preferences Offered 1st March 2013							
	PAN	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Total Preferences	1st	Late 1st	2nd	Late 2nd	3rd	Late 3rd	Places Offered	Places refused
St Josephs RC	198	207	1	68	2	16	1	295	197	0	1	0	0	0	198	6
St Wilfrids RC	180	164	2	79	1	30	1	277	162	2	13	0	3	0	180	0

Voluntary Aided Secondary Schools - Places offered under Published Criteria as at July 2013

		St Josephs RC
SCHOOL		
Places offered under Admission Criteria as at July 2013	PAN	198
	SEN	0
	Baptised Roman Catholic LAC	0
	Roman Catholic Children whose home address is within the parish boundaries of one of the partner parishes and who attend a Catholic Partner School	102
	Roman Catholic Children whose home address is within the parish boundaries of one of the partner parishes and who attend a Catholic Primary School	3
	Roman Catholic Children whose home address is outside the parish boundaries of one of the partner parishes and who attend a Catholic Partner Primary School	13
	Roman Catholic Children whose home address is outside the parish boundaries of one of the partner parishes and who attend a Catholic Primary School	14
	Roman Catholic Children who have a sibling(brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	0
	Non catholic LAC	0
	Non-Catholic children who attend a Catholic Primary Partner school	46
	Roman Catholic children whose home address is within the parish boundaries of one of the partner parishes (who do not attend a Catholic Primary school)	3
	Roman Catholic children whose home address is outside the parish boundaries of one of the partner parishes (who do not attend a Catholic Primary school)	2
	Children of other Christian denominations who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	2
	Children of other Faith traditions who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	0
	Children who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	0
	Children of other Christian denominations who do not have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	9
	Children of other Faith traditions who do not have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission	0
	Other children	9
	Appeals upheld	0
	Total admitted	203

SCHOOL		St Wilfrids RC
PAN		180
Places offered under Admission Criteria as at July 2013	SEN	0
	Catholic Children who are in the care of a Local Authority	3
	All Catholic children who attend a Catholic primary school	110
	Other Catholic children who have an older sibling at the school at the time of admission	1
	Catholic children resident in one of the partner parishes who do not attend a Catholic primary school	0
	Other Catholic children who attend a Catholic primary school	1
	Other Catholic children who do not attend a Catholic primary school	1
	Other children who have an older sibling at the school at the time of admission	6
	Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England and do not attend a Catholic Primary School	0
	All Other Children	48
	Late All Catholic children who attend a Catholic primary school	2
	Late Other children who have an older sibling at the school at the time of admission	1
	Late Other children	7

Please note the admission criteria for previous years might have been different to the admission criteria for September 2014, therefore this is only offered as a guide to show whether schools were over subscribed

# Admission Policies for Voluntary Aided Schools

## St Wilfrids Roman Catholic Voluntary Aided College

This Admissions policy has been formally adopted by the Governing Body of the above Catholic Secondary School in South Tyneside.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2014 is 180.

**The partner primary schools are;**

St. Gregory's,  
St. Bede's,  
St Peter and Paul's,  
St. Oswald's,  
St. Bede's, Jarrow  
St. Mary's, Jarrow

**The partner parishes are**

St Peter and Paul's  
St. Oswald's  
St. Bede's  
St. Gregory's  
Sacred Heart, Boldon  
Holy Rosary  
St. Bede's, Jarrow  
St. Mary's, Jarrow

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

### How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the Local Authority.

### Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### Oversubscription Criteria

Children who have statement of Special Educational Need which names our school will be admitted to the school. 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 in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order. (see note 2)
2. All children who attend a Catholic partner Primary school.

3. Other Catholic children who have an older sibling at the school at the time of admission. (see note 3)
4. Catholic children resident in one of the partner parishes who do not attend a Catholic Primary school.
5. Other Catholic Children who attend a Catholic Primary school.
6. Other Catholic Children who do not attend a Catholic Primary school.
7. Other Children who have an older sibling at the school at the time of admission. (see note 3)
8. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) and attend a Catholic Primary school.
9. All other children.

If applicants are seeking admission under criteria 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

## ADDITIONAL NOTES

### 1. Definition of Catholic

Children who have been baptised as Catholics or who have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 3-6 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 looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the time of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians (section 14A Children Act 1989)

### 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](http://www.churches-together.org.uk) for further details on membership)

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured by a straight line from the centre of the front door of the child's home address (including flats) to the main entrance of the school, (Temple Park Road) using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### 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, 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. The waiting list will be open until the end of the Autumn term.

**Application Information**

Places will be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 3rd March 2014.

**Open Evening**

Places will be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 3rd March 2014.

# Admission Policies for Academy Schools

## Whitburn Church of England Academy

### Admissions Policy 2014

1. Decisions concerning the admissions of pupils to Academies and the attendant administrative procedures are the responsibility of the Governing Body.
2. Section 89 of the Schools Standards and Framework Act 1998, however, required that school Governors should consult the Local Authority (LA) on an annual basis, concerning the arrangements for the admissions.
3. The general admission arrangements of the LA for all schools, including academies, are set out in the booklet „Information for Parents School Education in September 2013.
4. The Academy will admit pupils in accordance with the Local Authority’s coordinated admissions scheme
5. The Academy will normally admit pupils who have named Whitburn Church of England Academy (described as „the Academy in the remainder of this document), in the following order of priority:  
The Academy operates an equal preference system which means that all first, second and third preference applications are considered equally against the following criteria.
  - a. A “Looked after Child” or a child previously accommodated by a Local Authority following which they immediately became subject to an adoption, residence, or special guardianship order. (See note 1).
  - b. Children who have a concurrent sibling link and are residing at the same address (brother or sister including adoptive siblings, half siblings, step siblings, and long term fostered children) attending the Academy in September 2014. (See note 2).
  - c. Pupils from Cleadon Village C of E Primary, Marsden Primary, Whitburn Village Primary and East Boldon Junior Schools.
  - d. Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the main academy entrance, using South Tyneside Council’s Geographic Information System (GIS), with those living closer to the Academy receiving higher priority. (See note 3).

In determining admissions, priority would be given to those applications where the parental application form is received by the published deadline date.

It should be noted that we will give priority to pupils with a Statement of Special Educational Needs which names the Academy.

#### Note 1:

“Looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

A “residence order is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.

“Special guardianship order is an order appointing one or more individuals to be a child’s special guardian or guardians (Section 14A of the Children Act 1989).

We give a "Looked after Child" priority in our oversubscription criteria. This means that when a place becomes available in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school.

This is necessary as it is recognised that such children are a disadvantaged group who, because of frequent changes of school following their care placements, may have lower than average levels of attainment. It is also a statutory requirement that Admission Authorities give top priority to a "Looked after Child" in their oversubscription criteria.

### Note 2

If your child has an older brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children) attending Whitburn Church of England Academy in September 2014, the Governing Body will consider this as a sibling link. The Governing Body will not consider any "reverse sibling links" i.e. a younger child gaining entry to the school will not mean an automatic place for an older sibling.

### Note 3

A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:

- Owned by the child's parent(s) or the person with parental responsibility for the child; or
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned. Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

The above distance measurement will also be used as a "tiebreaker within each criterion if necessary. Where there are places available for some, but not all applicants within a particular criterion, distance from the shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the main academy entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the Academy receiving higher priority will be used. The Academy will seek proof of residency.

## Year 6 to Year 7 Transfer - Waiting Lists

If you have been refused a place at Whitburn Church of England Academy, you will have the opportunity to place your child's name on a waiting list if you have ranked the school as a higher preference than the one you have been offered. Waiting lists are established after 14th March 2014. (You should contact the Academy to request that your child's name is placed on the waiting list as this is not an automatic procedure). Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by the shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the main academy entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the Academy receiving higher priority. The Academy will request proof of residency for parents/carers who wish their child's name to be placed on the waiting list.

If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. A child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria. Waiting lists will be held for one term in the academic year i.e. September 2014 until December 2014; no lists will be kept after this date.

Children who are the subject of a „direction to admit" by a local authority or who are allocated to Whitburn Church of England Academy in full accordance with a Fair Access Protocol take precedence over those on the waiting list.

## Withdrawing Offers of a School Place

When considering your application, only the address of the parent/carer with whom the child normally resides will be taken into account (a parent/carer means any person who holds parental responsibility, and with whom the child normally resides). The address of childminders or other relatives or friends who may help you look after your child must not be used on your application. We reserve the right to seek proof of your address and it should be noted that an offer of a place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent (for example, a false claim to residence). Where a place is withdrawn, your application will be considered afresh, and the right to appeal offered if a place is refused.

## Parental Responsibility

Who is a 'parent' in relation to education legislation? Section 576 of the Education Act 1996 defines the term 'parent' as:

- All natural parents married or not
- Any person who has got 'parental' responsibility (we will require documentary evidence)
- Any person without being a natural parent or having 'parental responsibility' who has care of the pupil (we will require documentary evidence)

## Shared Parental Responsibility

When considering your application the Governing Body will use the address of the parent who receives the child benefit. This will apply even where parents have shared responsibility for a child for equal parts of the week. Documentary evidence will be required i.e. copy of child benefit annual statement which shows your address.

## At What Age Does my Child Transfer into Secondary School?

Every parent whose child is in their last year of Junior or Primary education (Year 6) whose date of birth is between 1 September 2002 to 31 August 2003 will need to complete an application for admission into Secondary School.

Most children will be admitted to a school within their own age group but it is possible for you to request a place outside your child's normal age group. This might be because you have a particularly gifted and talented child, or your child has missed part of a year maybe due to ill health. This option should be discussed with the Academy's Special Educational Needs Co-ordinator and an Educational Psychologist. We will consider such requests on the basis of the circumstances of each individual child and in consultation with the appropriate colleagues and with the written recommendation of an Educational Psychologist. If your application for a place outside the normal age group is refused, you have a right to appeal against the decision.

# St Josephs Catholic Academy

The Governing Body of St. Joseph's Catholic Academy is the Admissions Authority for this school. The Governing Body intends to admit up to 210 students to year 7 in September 2014. 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. Joseph's Catholic Academy serves the parishes of:

St. Aloysius (Hebburn)  
St. James (Hebburn)  
St. Matthew's (Jarrow)  
St. Joseph's (Jarrow)  
St. Alban's (Gateshead)

These are referred to hereafter as the partner parishes.

St. Aloysius (Hebburn)  
St. James (Hebburn)  
St. Matthew's (Jarrow)  
St. Joseph's (Jarrow)  
St. Alban's (Gateshead)

These are referred to hereafter as our Roman 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 or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (see Definitions)
2. Roman Catholic Children whose home address is within the parish boundaries of one of the partner parishes and who attend a Catholic Partner School as named above:
3. Roman Catholic Children whose home address is within the parish boundaries of one of the partner parishes and who attend a Catholic Primary School.
4. Roman Catholic Children whose home address is outside of the parish boundaries of any of the partner parishes and who attend a Catholic Primary Partner School.
5. Roman Catholic Children whose home address is outside the parish boundaries of one of the partner parishes and who attend a Catholic Primary School
6. Roman Catholic Children who have a sibling (brother, sister, step- children or other children living permanently in the household) attending the school at the time of admission.
7. Non – Catholic children who attend a Catholic Primary Partner school.
8. Roman Catholic children whose home address is within the parish boundaries of one of the partner parishes and who do not attend a Catholic Primary School.
9. Roman Catholic children whose home address is outside the Parish boundaries of one of the partner parishes (who do not attend a Catholic primary school).
10. Children of other Christian denominations who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission.
11. Children of other Faith traditions who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission.
12. Children who have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission.
13. Children of a member of school staff who has been employed at the school for two or more years at the time at which application for admission to the school is made.

14. Children of other Christian denominations who do not have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission.
15. Children of other Faith traditions who do not have a sibling (brother, sister, step-children or other children living permanently in the household) attending the school at the time of admission.
16. Other children.

## Additional Notes

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

Catholic Children are Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under criteria 2, 3, 4, 5, 6, 8 and 9 will be asked to provide a baptismal certificate or a letter of confirmation of baptism as evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church.

If applicants are seeking admission under any of criteria 10, 11, 14 and 15 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.

## Definitions

### Looked after Children

Looked after Children A looked-after child is a child who is in the care of the Local Authority in accordance with section 22 of the children Act 1989 at the time of application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission.

### An Adoption Order

is an order made under section 46 of the Adoption and Children Act 2012.

### A Residence Order

is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

### A Special Guardianship Order

is an order appointing one or more individuals to be the child's special guardian or guardians under section 14A Children Act 1989.

### Special Educational Needs

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

### Definition of siblings

sibling refers to brother or sister, half brother or sister, adopted 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.

### Tie breakers

Where there are places available for some, but not all applicants within a particular criterion, distance from the home address to the school entrance (as measured by Ordinance Survey Co-ordinates) will be the deciding factor, with preference being given to those whose home address is nearest to the school. The GIS used by the LA will be used.

### 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 as to whether or not their child has been allocated a place on 3 March 2014.

**Waiting Lists (if applicable)**

If your child has been refused admission, a waiting list, which will be available for one term in 2014, is available where priority will be given according to the above criteria based on the information provided at the time of application

The closing date for this waiting list will be 31/12/14

No waiting list will be held after this date by the school or the local authority.

**Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

# Admission Policies for Trust School

## Jarrow School

### Admission Criteria September 2014/2015

Decisions concerning the admissions of pupils to Jarrow Trust School and the attendant administrative procedures are the responsibility of the Governing Body.

Where the governors receive more applications than places available, the following admission criteria are used to decide on admissions to the school.

In accordance with the Education Act (1996), children with a Statement of Special Educational Needs are required to be admitted to the school named in the Statement. Thereafter, the following oversubscription criteria will apply.

### Oversubscription Criteria

- 1) A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (See below).
- 2) Concurrent sibling link – brother or sister only attending the school in September 2014 (to include adoptive siblings, half siblings, step siblings, long-term fostered children residing at the same address)
- 3) Pupils from Bedeburn Primary, Dunn Street Primary, Fellgate Primary, Hedworthfield Primary, Jarrow Cross Primary, Simonside Primary and Valley View Primary
- 4) Shortest distance from the centre of the parental home residence (including flats) to main school entrance measured as a straight line using a Geographical Information System (GIS), with those living closer to the school receiving higher priority

**N.B. The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary.**

### Closing date

In determining admissions, priority will be given to those applications where the parental application is received by the published deadline date 4.30pm Thursday 31 October 2013.

### Late Applications

If you return your application after the closing date your application will be classed as late unless exceptional circumstances exist. The governors will consider your reasons and if they are exceptional consider your application along with those received on time. Examples of what may be considered as exceptional circumstances are a family who have just moved into the area (proof of ownership or tenancy agreement will be required). If your reasons are not exceptional then your application will not be processed until after 3 March 2014. You should be aware that this will reduce your chance at gaining a place at Jarrow School.

### Offer Date

On 3 March 2014 you will be sent a letter by the Local Authority informing you if your child has been offered a place at the school.

## Parental Home Address

When considering your application the governors will use the parental home residence of the Parent/Carer who receives the child benefit for the child/ren.

Your home address is an important factor as school places are allocated on the basis of the home address of each child. This must be the child's permanent home address, where he/she lives with a person of parental responsibility as the main carer (as defined by the Children Act 1989). If the address on your application form is not your child's normal address, you must provide a Residence Order, issued by a court, if you wish that address to be considered. The governors reserve the right to request independent confirmation of the child's place of residence, as felt appropriate.

## Equal Preference System

The governors operate an equal preference system for processing applications. This means that all first, second and third preference applications are considered equally against the admission criteria.

## Waiting list

If you have been refused a place at Jarrow School you will have the opportunity to place your child's name on a waiting list. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance to the school measured as a straight line from the centre of the parent's home address (including flats) to the main school entrance of the school. If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria. The waiting list will be held for one term in the academic year i.e. December 2014.

## Explanation of Oversubscription Criteria

### **'Looked After Child'**

'Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.
- A 'residence order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.
- 'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).

The governors give a 'Looked After Child' priority in our oversubscription criteria. This means that when a place becomes available in the school year it can be offered to these children to ensure that they are quickly placed in an appropriate school. This is necessary as it is recognised that such children are a disadvantaged group who, because of frequent changes of school following their care placements, may have lower than average levels of attainment. It is also a statutory requirement that Admission Authorities give top priority to a 'Looked After Child' in their oversubscription criteria.

### **Sibling Link**

If your child has a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children) attending your preferred school in September 2014, the governors will consider this as a sibling link. However, no guarantee is given that siblings can transfer to the same school where the school is oversubscribed.

### **Distance from Parental Home Address**

The distance will be measured from the centre of the parent's home address (including flats) to the main school entrance using the Local Authority's Geographic Information System (GIS) with those living closer to the school receiving higher priority. Where a child lives with parents with shared responsibility, each for part of the week the distance will be measured from the parental home residence of the Parent/Carer who receives the child benefit for the child/ren (documentary evidence will be required).

## Tiebreaker' - Distance Measurement

Where there are not enough places to admit all the children falling within a particular criterion a distance measurement will also be used as a tiebreaker using the Local Authority's Geographic Information System (GIS). The distance will be measured in a straight line from the centre of the parent's home address (including flats) to the main school entrance using the Local Authority's Geographic Information System (GIS) with those living closer to the school receiving higher priority. Where a child lives with parents with shared responsibility, each for part of the week the distance will be measured from the parental home residence of the Parent/Carer who receives the child benefit for the child/ren (documentary evidence will be required)

# General Information

## In Year Transfers

In Year admissions are those that occur other than at the normal time of entry to school. South Tyneside Council operates a Co-ordinated Admission Scheme with other Admission Authorities within the Borough. You can submit only one application form for consideration, which may include preferences for schools in other neighbouring Local Authorities. You may express up to three preferences, we strongly advise that you name more than one school. If any of your preferences are for a school other than a South Tyneside School, then we will contact the appropriate Admission Authority of that school to enable a decision to be made on your application

If there are places available the start date may not be immediate and would normally be at the beginning of a half term. If the year group is full, the admission authority will write to you and inform you of your right to appeal to the Independent Appeals Panel.

Before submitting your request to the Local Authority you must discuss the transfer with the Head teacher of your Child's current school. If this is a school within South Tyneside Local Authority, you must get him/her to sign the application form.

We do not advise you to withdraw your child from one school before you have made satisfactory arrangements for admission to another and it is expected that your child will continue to attend his/her current school.

In the case of house moves or permanent exclusion, a move of schools may be unavoidable. At other times your application to change your child's school will need careful consideration. It is vital that parents consider the effect on their child(ren) if they are considering changing schools.

Changing schools may mean that some topics or areas of work are repeated and some missed because subjects are taught at different times, in different ways in different schools. The last two years of Secondary School (years 10 and 11), when pupils prepare for their GCSE and other public examinations, are particularly important. It is generally considered that changing schools at this stage should be avoided if possible, because it might have a damaging effect on the examination results a pupil may achieve. At public examination level, schools do not always offer the same combination of subjects and syllabi. Examination requirements can also differ as schools do not all use the same examination boards. Problems may arise in subjects involving course work that must be sent to examination boards by set dates, and pupils who have not completed essential course work may be unable to complete the examination.

Sometimes a change is considered because there has been a disagreement between the parents or child(ren) and school. There are very few differences that cannot be resolved if an issue is

discussed openly and reasonably between the school and parent. The Youth Support Leads can also be contacted to help parents resolve difficulties. Parents are encouraged to settle any differences with schools and only move their child(ren) to another school as a last resort. If you believe your child is being bullied you should contact your child's school who will advise you of the procedure to follow. The Council will not process such applications until all actions have been taken to try to resolve the problem.

## Bullying in Schools

It is a statutory responsibility for all schools to have an Anti-Bullying Policy. This Policy will explain how they will respond to all reported incidents. If you are worried or concerned about bullying issues, or your child has reported bullying to you, it is important that you make contact with the Head Teacher of the school, who will ensure a member of staff follows up your enquiry, as outlined in their schools policy. Schools will endeavour to meet with you to discuss your concerns so that they can work with you and your child to resolve the issues. If the matter remains unresolved the next step would be to refer the matter through the schools complaints procedure, which would involve the Schools Governing Body.

## Excluded Pupils

Exclusion from school is viewed as a very serious step, for this reason only the Head Teacher has the power to exclude a pupil. There are two types of exclusion –

**Fixed Term Exclusion** – these are usually for short periods (up to 45 days in an academic year). Pupils can be excluded from school across a lunch period, for statistical purposes this is counted as a half day. The pupil returns after the exclusion period has expired. In the case of one to five days exclusion, pupils are excluded to home with work set by the school. Pupils must not be in a public place, during school hours, without justifiable cause during this period of exclusion and if caught, their parents may face a fine of up to £100. Pupils who have been excluded for more than five days are entitled to full time education from the sixth day, this is provided by the pupils home school using a range of alternative options. Schools should aim to provide full time education from day one of exclusion for a vulnerable pupil. The Head Teacher will inform you in writing of the period of the exclusion and the reason for the decision. If you are unhappy about the exclusion you have the right to put your case to the Governing Body Discipline Committee. If you wish to make representations to the Governing Body Discipline Committee you should write to the Chair of Governors c/o the school.

## Permanent Exclusion –

**this means the child cannot return to the school unless re-instated.**

In the case of permanent exclusion the above procedures will be followed but if the Discipline Committee upholds the Head Teacher's decision to permanently exclude your child you have the right to appeal to an Independent Appeal Panel. If you decide to appeal it is important that you lodge your appeal within 15 school days from the date of the Discipline Committee decision. If your child is not re-instated by the Independent Appeal Panel your child's name will be removed from the school roll. If your child is permanently excluded, the Local Authority has the duty to provide other suitable education. This may be a place in another school or in alternative provision.

**\*\*For further information please contact the Services for Young People on telephone number 0191 424 6306**

## Exceptions to the Duty to Offer a School Place

If there are more places available than applicants, the Admission Authority must accept all the applications except in the circumstances described below: -

### 1. **Twice-Excluded Pupils**

Where a child has been permanently excluded from two or more schools parents can still express a preference for a school place, but the requirement to comply is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to children with a statement of special educational needs; children who were below compulsory school age when excluded; children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do so.

### 2. **Pupils with Challenging Behaviour**

It is normally unacceptable for a school to refuse to admit a child on the basis of their behaviour elsewhere. It is also unacceptable for a school to refuse to admit a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that the child ought first to be assessed for Special Educational Needs. If a pupil, once admitted is found to be seriously disruptive then the school may consider disciplinary action, including exclusion procedures.

Exceptionally outside the normal year of entry, and where an application is made outside arrangements covered by an In year Fair Access Protocol, admission authorities may decide to refuse to admit a child with challenging behaviour even though there are places available, on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. This will normally only be appropriate where a school has a particularly high concentration of pupils with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:

- a) requires special measures or has recently come out of them (within the last 2 years);

- b) has been identified by Ofsted as requiring significant improvement and therefore given 'notice to improve';
- c) is subject to a formal warning notice by the Council;
- d) is a Fresh Start school or Academy open for less than two years; or
- e) is a secondary school where fewer than 20 per cent of children are achieving 5 or more A\* -C GCSEs including English and mathematics, or a primary school where fewer than 55 per cent of pupils achieve Level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

### 3. In Year Fair Access Protocols (Hard to Place Pupils)

In Year Fair Access Protocols exist to ensure that access to education is secured quickly for pupils who have no school place, and to ensure that all schools admit their fair share of pupils with challenging behaviour. All schools in South Tyneside participate in the protocol in order to ensure that unplaced children, especially the most vulnerable are offered a place at a suitable school as quickly as possible. The protocol ensures that no school, including those with places available is asked to take an excessive or unreasonable number of pupils who have been excluded from other schools. Pupils placed by the Fair Access Panel are given priority for admission over others on a waiting list or awaiting an appeal.

### 4. Pupils with Special Educational Needs

The Special Educational Needs (SEN) Code of Practice recommends that when a child is identified as having special educational needs the school should intervene initially through School Action. If concerns about a pupil's progress continue then an outside agency such as the Education Psychology Service may be involved at what is termed School Action Plus. For a few pupils, the Council may make additional resources available through the Inclusion Panel or through a Statement of Special Educational Needs. Most pupils with special educational needs are educated within mainstream school, some are in specialist units attached to mainstream schools and others are in special schools. Detailed information relating to special schools and units in South Tyneside can be obtained from the individual school or on our website [www.southtyneside.info](http://www.southtyneside.info)

## Parent Partnership Service

The Parent Partnership Service is an independent service offering impartial support and information to parents whose child(ren) have, or may have, Special Educational Needs (SEN). The service offers parents and carers information and advice about the following:

- How special educational needs (SEN) are identified and assessed by schools and the Local Authority
- How progress is monitored and reviewed
- Who to talk to in school about your concerns
- The SEN Code of Practice, Statutory Assessment and the Statementing process
- Parents/Carers rights and responsibilities
- Someone to attend meetings and reviews with about your child's needs
- Help with filling in forms and expressing your views in writing
- What to do if you are not happy with a decision made about your child's SEN
- Details of local and national organisations, which may be able to offer help and support in relation to your child's SEN

**\*\*To contact the service please telephone 0191 424 6345.**

## Pupils with Disabilities

If your child has a disability he/she will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage.

## Admissions Outside the Normal Age Group

Most children will be admitted to a school within their own age group but it is possible for you to request a place outside your child's normal age group. This might be because you have an exceptionally gifted and talented child, or your child has missed part of a year maybe due to ill health. In addition South Tyneside operates a flexible admission system particularly in Infant and Nursery schools to help pupils with special educational needs to be placed in the most appropriate year group. This might be because your child was born prematurely or has some degree of special educational needs and would be better placed within the following year group. This option should be discussed with the school's Special Educational Needs Co-ordinator and Educational

Psychologist. We will consider such requests on the basis of the circumstances of each individual child and in consultation with the appropriate colleagues and with the written recommendation of an Educational Psychologist. If your application for a place outside the normal age group is refused, you have a right to appeal against the decision but this does not apply if parents are offered a place other than the year group in which they applied for.

## Elective Home Education

It is the duty of parents to secure an appropriate education for their child(ren). This can be done either by regular attendance at a school or 'otherwise'. For most children in South Tyneside this means that they will attend their local school, but for a wide variety of reasons a minority of parents decide to take on the 'duty to educate' their child at home. Parents are advised to carefully consider the decision to Home Educate, as it is a great responsibility and a considerable commitment of time and energy.

**\*\*For further information on Elective Home Education please contact telephone number 0191 424 6204.**

## Education for Children and Young People with Medical Needs

Section 19 of the Education Act 1996 provides that each Local Authority 'shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them,' Local Authorities also have the power to provide suitable education otherwise than at school for young people over compulsory school age but under the age of 19.

Access to education: All pupils should continue to have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education and to keep up with their studies.

- Education for pupils who are unable to attend school because of medical needs is provided through the home education service. It is important that each of the component elements forms part of a strategic planning framework.
- Home teaching services, or discrete parts of services, which provide education in a unit or school type setting, must either be registered with the Department for Children Schools and Families as a Pupil Referral Unit (PRU). It is good practice for PRUs that provide for pupils with medical needs to cater exclusively for them.
- Children, Adults and Families Directorate should in partnership with parents and health professionals ensure that:
  - Pupils are not at home without access to education for more than 15 working days.
  - Pupils who have an illness/diagnosis which indicates prolonged or recurring periods of absence from school, have access to education, so far as possible from day one.
  - Pupils educated at home receive a minimum entitlement of 5 hours teaching per week. This is a minimum and should be increased where necessary to enable a pupil to keep up with their studies. This is particularly important when a pupil is approaching public examinations.
  - Whether the child or young person is able to access this will depend on medical advice.

**\*\*For further information please telephone number 0191 424 6204.**

## Alternative Education Behaviour Support Service

A central team of specialist staff who provide education throughout South Tyneside for pupils who are not being educated within mainstream or special school for reasons of exclusion or in danger of exclusion, social and emotional difficulties, sick at home new to the borough who may be awaiting a specialist school placement. The Children, Adults & Families Directorate is the provider of Education Otherwise than at School (EOTAS).

**\*\*For further information please contact telephone number 0191 424 6204.**

## School Attendance

Improving school attendance is a major priority for the Council. Children who attend school regularly perform better and gain better qualifications than those who attend less regularly. By missing out on education children risk leaving school without qualifications and nothing to show for their time at school.

Parents have a moral and a legal duty to make sure that their children are properly educated. From time to time problems may arise that cause children to miss school; these include teenage rebellion, bullying at school, peer pressure, family problems or problems with studying.

Should problems arise help should be sought in the first instance from the school. In most cases the person to contact is the Head Teacher. In addition, attached to every school is an Youth Support Lead who can help sort out problems and offer independent advice and support. Your child's school will be able to put you in touch with the Services for Young People or you can contact the Service directly by telephoning 0191 424 6306.

## Pupils from Overseas

Families who are not entitled to remain permanently in South Tyneside may be granted leave to enter for a stay of several months or for a short holiday. It may be reasonable for an application for a school place not to be granted if the stay is so short that it would not be practicable to admit the child to school. Each application for a school place will be considered on its merits in terms of the educational welfare of the child.

## Accessing your Child's School Records

As a Parent/Carer you have a right to see or have a copy of your child's educational records. You should put your request in writing direct to the Head Teacher of your child's school.

## School Uniform

For further information on school uniforms you should obtain a copy of the individual school prospectus.

## Complaints about Schools

If you are not happy with what is happening at your child's school you should obtain a copy of the schools complaints procedure (available from the school direct) and follow the procedure in the documentation.

## Black and Minority Ethnic Children (BME)

South Tyneside Local Authority supports children from BME communities, including Travellers, to achieve success in our schools. The Ethnic Minority Traveller and Refugee Achievement Service (EMTRAS) helps children to overcome any barriers of language or racism preventing them from making progress.

**\*\* For further information please contact the EMTRAS Manager  
on telephone number 0191 426 8140**

## School Transport

South Tyneside Councils Sustainable Modes of Travel to School Strategy is part of the council's Local Transport Plan; this Plan has several objectives including reducing traffic congestion, improving road safety and air quality. The Council therefore promotes environmentally friendly, sustainable home to school transport.

All schools within South Tyneside have a School Travel Plan and there is an ongoing National Healthy Schools Programme that promotes physical activity amongst children. If the journey from home to school involves walking or cycling then this can be included as part of the activities and help in the Healthy School Award. Where walking or cycling is not appropriate then children are encouraged to use public transport.

As a part of our strategy we will assess the transport infrastructure, including public transport, and how children travel to school. We will ensure the routes used are safe and that adequate training is provided to children to allow them to walk or cycle to school. Where gaps are identified these will be prioritised and included in future plans.

For more information on South Tyneside Councils Sustainable Modes of Travel to School Strategy please visit [www.southtyneside.info](http://www.southtyneside.info) or contact Deborah Crooks, School Travel Plan Co-ordinator at South Shields Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL telephone number 0191 424 7662

# School Transport Policy

## Travel Arrangements For Pupils of Statutory School Age

### Pupils Under 8 years of age.

Where any pupil who attends their nearest suitable school and lives more than two miles statutory walking distance from the school, the Council will meet the cost of travel to and from school.

### Pupils aged between 8 and 11 years of age.

Where a child of a low income family attends their nearest suitable school and lives more than two miles from that school the Council will meet the cost of travel to and from school.

### Pupils aged between 11 and 16

Where any pupil who attends their nearest suitable school and lives more than three miles statutory walking distance from the school, the Council will meet the cost of travel to and from school. In addition to this, children of parents who are on low incomes will be able to benefit from Council transport assistance if their child is attending the nearest suitable school more than two miles away. To qualify for this benefit children of low-income groups are defined in the Education and Inspections Act 2006 as "those entitled to free school meals, or those whose families are in receipt of their maximum level of working tax credit."

**The provision of free transport does not extend to schools more than six miles away.**

Children from low-income groups aged 11-16 attending the nearest suitable school based on a preference of religion or belief can benefit from local authority transport to a school not more than 15 miles distant.

Applications for travel passes must be made on the application form which can be obtained from Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear NE33 2RL telephone number 0191 424 7755. Upon completion the application will be assessed against the distance and suitability of the route to school, the age of the child and any additional needs they may have and family circumstances.

Where pupils qualify for free travel the authority will issue Nexus travel passes. Passes are valid for one school year and a fresh application should be made in June for the start of the next school year. Should your family circumstances; the route or the child's needs have changed during the course of the year your child may no longer be entitled to free transport.

### Post 16

Young people attending school 6th forms or local college can obtain discounted travel passes from Nexus. For further information please contact your local Nexus Travel Shop.

## Transport arrangements for Pupils with Special Educational Needs and/or disability

Where any child is attending their nearest suitable school and, as a result of their SEN and/or disability is unable to walk to school, then the Council will make suitable travel arrangements. More information is available in the full SEN Transport Policy; this is available from the SEN Transport Unit.

### Appeals

Should the Council decide that your child is not entitled to free transport you may appeal against the decision. Appeals must be made to the Corporate Director, Children, Adults and Families Directorate, South Tyneside Council, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL. Your appeal should state why you disagree with the decision, appeals will be considered within 21 days of receipt.

## Definitions

### **Suitable School**

For a school to be "suitable" it must have places available.

### **Statutory walking distance**

"Statutory walking distance" is two miles for children aged under eight and three miles for children aged eight and over. (Section 444(5) Education Act 1996)

The measurement of the "statutory walking distance" is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such this may include footpaths, bridle ways and other pathways as well as recognised roads.

### **Routes between 3 and 6 or 15 miles.**

These will be measured along routes that can be used by motor vehicles.

### **Home**

Is the normal place of residence of the child.

### **Religion or Belief**

Section 44(a) of the Education Act 1996 defines "religion" as "any religion", a broad definition in line with the freedom of religion guaranteed by Article 9 of the European Convention on Human Rights. It includes those religions widely recognised in this country and must have a clear structure and belief system.

Section 44(b) of the Education Act 1996 defines "belief" as "any religious or philosophical belief". For a belief to be worthy of protection it must attain a certain level of cogency, seriousness, cohesion and importance; be worthy of respect in a democratic society; and not be incompatible with human dignity or the fundamental rights of the child.

### **School Leaving Date (year 11 pupils)**

The school leaving date for year 11 pupils is the last Friday in June and for 2014 it will be 27 June. Young people will not be able to leave school before that date even if they are already 16 years old.

### **Fair Processing Notice**

All Local Authorities are required to collect information on children and young people who are in need of services or who are "looked after" by the Local Authority. Some of this information is sent to the central government Department for Education (DfE) each year in what are called Statutory Returns, and some information is shared by the people working with children and young people to provide them with better services.

This notice, (called a "Fair Processing Notice") is to inform you what the information will be used for. Information may be shared on an individual basis with other agencies as required by law, and to help us to provide better services for you/your child. In these instances, personal information will be made available

For a copy of the full Fair Processing Notice please visit our website at [www.southtyneside.info](http://www.southtyneside.info) or contact the Information Development Team in (0191) 424 7790.

# 6th Form Education

Harton Technology College and St Joseph's Catholic Academy are designated as 11-18 schools and provide a full range of post 16 courses. Applicants refused admission are entitled to appeal to an Independent Appeal Panel. Where a child is already attending a school and is refused permission to transfer to Year 12 at that school, they and their parents have the same right of appeal as an external candidate or their parents; where the pupil and parent appeal separately the appeal panel must hear the appeals together. An appeal panel would normally follow the process described on page? .

**\*\*For further information please contact the Head Teacher for the courses available telephone numbers are available on page ?**

## Admission Policies for 6th Form Education

### Admission Criteria for Harton Technology College 6th form 2013/2014

The Local Authority is the admission authority for Harton Technology College Sixth Form and the admission policy is as follows: -

The college provides courses of study for post 16 (6th form) students. The entry requirements for sixth forms are largely dependent on the course of study that a student wishes to access.

In general students wishing to access Level 3 courses must possess a minimum average GCSE point score of 4.5 including English and Maths at grade C or above.

(A\* = 8, A = 7, B = 6, C = 5, D = 4, E = 3, F = 2, G = 1) Entry requirements vary for each course and some courses such as Maths, Languages and all three Sciences require a minimum grade B from a higher tier entry at GCSE level.

To access level 2 courses some GCSE passes at grade D/E and/or appropriate Level 1 qualification(s) are required. There are no specific qualifications required for entry to Foundation Level courses.

Details of specific entry requirements and courses can be found in the prospectus and may also be obtained from the school direct.

The availability of courses is dependent upon the number of applicants and the financial sustainability of the course. The governing body of the school determines these factors.

#### In the event of oversubscription priority will be given to:

1. Students who have attended the school in the previous academic year (during Year 11) and who satisfy the school's entry requirements of the course available.
2. All other students of the relevant age who satisfy the school's entry requirements for the courses available.

Where the above criteria are not enough to help us decide, we will then give priority to students in the following order:

- (a) A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See Note 1 below.
- (b) Parental home residence within the defined catchment area of the school.
- (c) Concurrent sibling link during the academic year in which their chosen course(s) commence' (an older brother or sister attending the school at the same time and residing at the same address, to include adoptive siblings, half siblings, step siblings and long term fostered children).

- (d) Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

**Note 1:**

Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.

A 'residence order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.

'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).

**If it becomes necessary to decide between applicants within the same criterion, the distance tiebreaker described above will be used.**

## Additional Information

### How and when to apply

Applications must be made on the application form, which is available from the school together with a copy of the sixth form prospectus, which details the academic entry requirements for admission. Completed application forms must be returned to the school by 31 March 2014.

### Late Applications

Any applications received after the closing date will be considered after those received on time.

### Offer date

A provisional offer of a place (subject to confirmation of meeting the required academic entry requirements) will be made on 31 May 2014.

### Net Capacity

The capacity of the college is 266 this is the number of student places available i.e. 133 per year group.

### Published Admission Number

The published admission number for external applicants is 50.

### Appeals

Applicants refused admission to the sixth form are entitled to appeal to an independent appeals panel. For further information please refer to the sixth form prospectus.

### False Information

Where a place has been offered on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of the place will be withdrawn.

### 'Student in Care'

A 'student in Care' is a student who is looked after by a Local Authority (this does not include voluntary care). It is also a statutory requirement that Admission Authorities give top priority to 'Students in Care' in their oversubscription criteria.

### Catchment Areas

A copy of the catchment area map is available from the School Admissions Team, Town Hall & Civic Offices, Westoe Road, South Shields, NE33 2RL.

### Sibling Link

If you have a brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children) attending the school during the academic year of intended admission to the Sixth Form, we will consider this as a sibling link.

### **Distance measurement**

Shortest distance is measured as a straight line, from the Ordnance Survey parental home residence point (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

### **Parental Home Residence**

A pupil's home address is considered to be a residential property that is the child's only or main residence, and is either:

- Owned by the child's parent(s) or the person with parental responsibility for the child; or
- Leased to or rented by the child's parent(s) or the person with parental responsibility under a lease or written rental agreement of not less than twelve months duration.

**Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.**

### **Shared Parental Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used when offering places.

### **Tiebreaker' - Distance Measurement**

Where there are not enough places to admit all the students falling within a particular criterion, a distance measurement will also be used as a tiebreaker using the Local Authority's Geographic Information System (GIS). Shortest distance measured as a straight line, from the Ordnance Survey parental home residence point (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

# St Josephs Catholic Academy

The Governing Body of St. Joseph's Catholic Academy is the Admissions Authority for this school. The Governing Body intends to admit up to 250 students to year 12 in September 2014.

These admission arrangements have been formally adopted by the Governing Body of the above Catholic secondary school in the Borough of South Tyneside for admissions to the school Sixth Form (Year 12) in September 2014. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned Admission Number (PAN) for admissions to Year 12 from external applications is 150. It is expected that the maximum number of students in Year 12 in September 2014 will be 300.

## How and When to apply

Applications must be made on the Sixth Form Application Form, which can be obtained from the school together with the Sixth Form prospectus, which details the academic entry requirements for admission. Completed forms must be returned to the school by 28th February 2014. A provisional offer of a place (subject to confirmation of meeting the required academic entry requirements will be made by 2nd June 2014

## Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

## Oversubscription Criteria

Students already on the roll of St. Joseph's **Catholic Academy**, and who meet the general entry requirements and subject specific criteria will be offered a place in Year 12.

Any students who have a statement of special educational need, meets the general entry and subject specific criteria and names the school will be admitted to Year 12

Applications from students from other schools, who meet the general entry requirements and subject specific criteria for the courses for which they have applied, will be considered for a place in the school Sixth Form.

**If there are too many applications and there is too great a demand for available courses, students, from other schools, who satisfy the academic criteria, will be offered places in order of the following criteria.**

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (see Definitions)
2. Catholic students, who live within the boundaries of the partner parishes
3. Catholic students who attend other secondary schools and live outside the boundaries of the partner parishes
4. Other students who are in the care of the Local Authority.
5. Students, who are baptised or dedicated members of other Christian Churches.
6. Students, who are members of other faith traditions.
7. Other students who wish to attend the Sixth Form.

Within each category listed above priority will be given to those with siblings still in the school at the time of admission. Where there are places available for some, but not all applicants within a particular criterion, distance from the centre of the home address to the school entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

## Additional notes:

### 1. Partner Parishes:

(St. Aloysius	(Hebburn)
St. James	(Hebburn)
St. Matthew's	(Jarrow)
St. Joseph's	(Jarrow)
St. Alban's	(Gateshead)

### 2. Definition of Catholic

students who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 and 3 will be asked to provide evidence of baptism or being received into the Catholic Church. A baptismal certificate or a letter confirming church membership from the parish priest will be accepted as evidence.

### 3. Definition of Students in the care of a Local Authority –

A looked-after child is a child who is in the care of the Local Authority in accordance with section 22 of the children Act 1989 at the time of application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission.

An Adoption Order is an order made under section 46 of the Adoption and Children Act 2012.

A Residence Order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A Special Guardianship Order is an order appointing one or more individuals to be the child's special guardian or guardians under section 14A Children Act 1989.

### 4. Committed Christian and other faith families

a letter of support from a Minister/Faith Leader/Head Teacher, confirming church or faith membership would be accepted as evidence of membership.

### 5. Definition of siblings

sibling refers to brother or sister, half brother or sister, adopted 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.

### 6. Waiting List

If a student is 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. The waiting list will be open until the end of the second week of the autumn term.

### 7. Academic Entry Requirements

A summary of the academic requirements for entry to Sixth Form courses is given below. More detailed information on the general and subject and course specific academic entry requirements for all students can be found in the Sixth Form prospectus, which should be consulted before making a formal application.

- To study 4 or more AS optional subjects in Year 12 the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above (including Maths & English) and achieve the individual specific subject or course academic entry requirements.
- To study fewer than 4 AS subjects and/or level 3 vocational courses the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above and achieve the individual specific subject or course academic entry requirement
- To study a Level 2 vocational course the student must have achieved at least 4 GCSEs (or equivalent) at Grade D or above and meet the individual specific subject or course academic entry requirement.

# Schools in South Tyneside

## Nursery Schools : Age 3-5

DCSF number	Name and Head Teacher	Address and Telephone Number	Number of places available
1018	Boldon Nursery Mrs S Stokoe	Reginald Street, Boldon Colliery, NE35 9DG Tel: 0191 536 3669	78
1010	Clervaux Nursery Ms M Dixon	Clervaux Terrace, Jarrow, NE32 5UP Tel: 489 7358	52
1016	Helen Gibson Nursery Ms J Parker	North Road, East Boldon, NE36 0DL Tel: 519 6846	78
1021	Sue Hedley Nursery Ms J Reay	Campbell Park Road, Hebburn, NE31 1QY Tel: 428 7656	46

## Community Primary Schools

N.B The following schools\*\* have a nursery unit attached to the school

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
2038	Ashley Primary** Mrs D M Todd	Temple Park Road, South Shields, NE34 0QA Tel: 456 4977	54	60	3-11
2055	Bede Burn Primary Mr M Arthur	Dene Terrace, Jarrow, NE32 5NJ Tel: 489 7376	24	30	4-11
2033	Biddick Hall Infant** Mrs M Edwards	Galsworthy Road, South Shields, NE34 9JD Tel: 424 4859	60	60	3-7
2028	Biddick Hall Junior Mrs M Collinson	Chesterton Road, South Shields, NE34 9SP Tel: 536 2186	60	60	7-11
2063	Dunn Street Primary** Mr S B Reader	Staple Road, Jarrow, NE32 3QL Tel: 483 6619	21	21	3-11
2043	East Boldon Infant Mrs V Gasston	Front Street, East Boldon, NE36 0SW Tel: 536 7292	57	60	4-7
2050	East Boldon Junior Mrs M Parker	North Lane, East Boldon, NE36 0DL Tel: 536 2030	60	60	7-11
2085	Fellgate Primary Miss C L Wilson	Oxford Way, Off Durham Drive, Jarrow, NE32 4XA Tel: 489 4801	29	30	4-11
3318	Forest View Primary Mrs C Ward	Rembrandt Avenue, South Shields, NE34 8RZ Tel: 519 1990	45	45	3-11
2000	Hadrian Primary** Mr S Brown	Baring Street, South Shields, NE33 2BB Tel: 455 4514	40	40	3-11
3320	Harton Primary Miss A Chipchase	East Avenue, South Shields, NE34 6PF Tel: 456 2150	90	90	3-11

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
3319	Hebburn Lakes Primary School Mr A S Watson	Campbell Park Road, Hebburn, NE31 1QY Tel: 483 9122	60	60	3-11
2075	Hedworthfield Primary** Mrs J Lockwood	Linkway, Hedworth Estate, Jarrow, NE32 4QF Tel: 537 3373	30	30	3-11
2040	Hedworth Lane Primary Mr A Gill	Hedworth Lane, Boldon Colliery, NE35 9JB Tel: 536 7262	45	45	4-11
2015	Laygate Community School** Mr P Rafferty	Laygate Lane, South Shields, NE33 4JJ Tel: 456 2470	42	42	3-11
2076	Lord Blyton Primary Miss J L Atherton	Blyton Avenue, South Shields, NE34 9BN Tel: 424 0550	30	30	4-11
2020	Marine Park Primary** Mrs A Burden	Hatfield Square, Woodbine Estate, South Shields, NE33 2RD Tel: 455 4513	29	30	3-11
2042	Marsden Primary** Mrs A Bell	Mill Lane, Whitburn, Nr Sunderland, SR6 7HJ Tel: 529 2040	30	30	3-11
2017	Mortimer Primary** Mr G S Seagrove	Mortimer Road, South Shields, NE34 0RW Tel: 455 4504	81	81	3-11
2002	Sea View Primary** Mrs J Cunningham	Norham Avenue North South Shields NE34 7TD Tel: 427 4343	60	60	3-11
2073	Simonside Primary Ms H Bland	Glasgow Road, Jarrow, NE32 4AU Tel: 489 8315	42	42	4-11
2023	Stanhope Primary** Mr J Vasey	Gresford Street, South Shields, NE33 4SZ Tel: 420 1710	30	30	3-11
2083	Toner Avenue Primary** Mr K Burns	Johnston Avenue, Hebburn, NE31 2LJ Tel: 420 2588	51	60	3-11
2056	Valley View Primary** Mrs G Jeynes	Primrose Village, Lambton Terrace, Jarrow, NE32 5QT Tel: 424 9977	30	30	3-11
2080	West Boldon Primary Mrs J Weightman	Hindmarch Drive, West Boldon, NE36 0HX Tel: 536 2846	45	45	4-11
2001	Westoe Crown Primary** Mr S Price	Village Centre, Sea Whinnings Way, South Shields, NE33 3NS Tel: 427 2160	90	90	3-11
2086	Whitburn Village Primary** Mrs J Merriman	Cleadon Lane, Whitburn, Nr Sunderland, SR6 7NS Tel: 529 3069	30	30	3-11

Please note the Council is consulting on proposals to remove surplus places therefore published admission numbers could change.

## Voluntary Controlled School - Church of England

N.B The following school\*\* has a nursery unit attached to the school

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
3010	Jarrow Cross C of E Primary Ms S McBeth	Borough Road, Jarrow, NE32 5UW Tel: 489 8354	45	45	4-11

Please note the Council is consulting on proposals to remove surplus places therefore published admissions number could change.

## Academy School

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
2037	Monkton Infant** Mrs J Finlay	St Simon Street, South Shields, NE34 9SD Tel: 456 1917	60	60	3-7
2036	Monkton Junior Mr S Johnson	Dame Flora Robson Avenue, South Shields, NE34 9RD Tel: 424 0200	60	60	7-11
2005	Ridgeway Primary** Mr M McCarthy	Park Avenue, South Shields, NE34 8AB Tel: 455 2865	30	30	3-11

## Voluntary Aided Schools - Church of England

N.B The following school\*\* has a nursery unit attached to the school

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
3316	Cleadon Village Church of England Primary Mrs J Beckett	Boldon Lane, Cleadon, Nr Sunderland, SR6 7RP Tel: 536 7813	59	60	4-11
3317	Holy Trinity Church of England Primary** Mrs T Murphy	Brockley Avenue, South Shields, NE34 0TS Tel: 456 2413	30	30	3-11
3006	St Oswald's Church of England Aided Primary Mrs H Smith	St Oswald's Road, Hebburn, NE31 1HT Tel: 483 2844	26	30	4-11

Please note the Council is consulting on proposals to remove surplus places therefore published admissions number could change.

## Voluntary Aided Schools - Roman Catholic

N.B The following schools\*\* have a nursery unit attached to the school

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission	Published Admission Number	Age Range
3307	St Aloysius Roman Catholic Voluntary Aided Infant And Nursery** Mr N Conway	Argyle Street, Hebburn, NE31 1RZ Tel: 483 2845	58	60	3-7
3306	St Aloysius Roman Catholic Voluntary Aided Junior Mr N Conway	Argyle Street, Hebburn, NE31 1BQ Tel: 483 2274	58	60	7-11
3301	St Bede's Roman Catholic Voluntary Aided Primary** Mrs N Park	Claypath Lane, South Shields, NE33 4PG Tel: 456 0108	30	30	3-11
3315	St Bede's Roman Catholic Voluntary Aided Primary** Mrs M Rooney	Harold Street, Jarrow, NE32 3AJ Tel: 489 8218	30	30	3-11
3303	St Gregory's Roman Catholic Voluntary Aided Primary Mr K J Smithson	Harton House Road East, South Shields, NE34 6DZ Tel: 455 2909	29	30	4-11
3313	St James' Roman Catholic Voluntary Aided Primary Mr M Clephene	Solway Road, Hebburn, NE31 2BP Tel: 483 2672	30	30	4-11
3314	St Joseph's Roman Catholic Voluntary Aided Primary Mrs E A Seagrove	St Joseph's Way, Jarrow, NE32 4PJ Tel: 536 4311	30	30	4-11
3312	St Mary's Roman Catholic Voluntary Aided Primary** Miss M Elliott	Ayr Drive, Jarrow, NE32 4AW Tel: 489 8336	30	30	3-11
3311	St Matthew's Roman Catholic Voluntary Aided Primary Mr M Humble	Alnwick Grove, Jarrow, NE32 5YT Tel: 489 8355	29	30	4-11
3305	St Oswald's Roman Catholic Voluntary Aided Primary** Mrs M Lightfoot	Nash Avenue, South Shields, NE34 8NS Tel: 536 7922	30	30	3-11
3304	Ss Peter & Paul's Roman Catholic Voluntary Aided Primary** Mrs M Butt	Olive Street, South Shields, NE33 4RD Tel: 455 2862	30	30	3-11

Please note the Council is consulting on proposals to remove surplus places therefore published admissions number could change.

## Community Secondary Schools

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
4019	Boldon School Mrs E M Hayes	New Road, Boldon Colliery, NE35 9DZ Tel: 536 2176	220	220	11-16
4004	Harton Technology College Mr K Gibson	Lisle Road, South Shields, NE34 6DL Tel: 427 4050	271	271	11-18
4026	Hebburn Comprehensive School Mr D Thompson	Campbell Park Road, Hebburn, NE31 2QU Tel: 483 3199	200	200	11-16
4006	Mortimer Community College Ms C Mullane	Reading Road, South Shields, NE33 4UG Tel: 456 6511	218	218	11-16
4606	South Shields Community School Mr D Baldwin	<b>Nevinson Avenue,</b> South Shields, NE34 8BT Tel: 456 8929	170	170	11-16

## Trust School

DCSF Number	Name and Executive Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
4033	Jarrow Trust School Miss J Gillies	Field Terrace, Jarrow, NE32 5PR Tel: 428 3200	164	164	11-16

## Academy School

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
4603	St Joseph's Catholic Academy Mr F O'Neil	Mill Lane, Hebburn, NE31 2ET Tel: 428 2700	210	210	11-16
4605	Whitburn Church of England Academy Mr A Hardie	Whitburn Sunderland, SR6 7EF Tel: 529 3712	195	195	11-16

## Voluntary Aided - Roman Catholic Schools

DCSF Number	Name and Head Teacher	Address and Telephone Number	Indicated Admission Number	Published Admission Number	Age Range
4604	St Wilfrid's Roman Catholic College Mr T B Tapping	<b>Temple Park Road,</b> South Shields, NE34 0PH Tel: 456 9121	157	180	11-16

## Special Schools and Special Units

These schools are designed to cater for children with mild or moderate learning difficulties.

Name and Head Teacher	Address and Telephone Number	Age Range
Epinay Business and Enterprise School Mrs H Harrison	Clervaux Terrace, Jarrow, NE32 5UP Tel: 489 8949	5-17
Keelman's Way School Mrs P Selby	Campbell Park Road, Hebburn, NE31 1QY	5-17

This school is designed to cater for children with emotional behavioural difficulties

Name and Head Teacher	Address and Telephone Number	Age Range
Park View School Mrs A Noble	Temple Park Road, South Shields, Tyne And Wear, NE34 0QA Tel: 454 1568	11-16

This school is designed to cater for children with medical and emotional conditions.

Name and Head Teacher	Address and Telephone Number	Age Range
Bamburgh School Mr P Nord	Norham Avenue North, South Shields, NE34 7TD Tel: 427 4330	2-16

Units for hearing impaired children are at: -

Name and Head Teacher	Address and Telephone Number	Age Range
Simonside Primary Ms H Bland	Glasgow Road, Jarrow, NE32 4AU Tel: 489 8315	3-11
Jarrow School Miss J Gillies	Field Terrace, Jarrow, NE32 5PR Tel: 428 3200	11-16

There is a Diagnostic and Assessment Centre attached to: -

Name and Head Teacher	Address and Telephone Number	Age Range
Ashley Primary Mrs D M Todd	Temple Park Road, South Shields, NE34 0QA Tel: 456 4977	3-7

There is a Language Development Unit attached to: -

Name and Head Teacher	Address and Telephone Number	Age Range
Hedworthfield Primary Mrs J Lockwood	Linkway, Hedworth Estate, Jarrow, NE32 4QF Tel: 537 3373	3-11

Behavioural Support Units for Primary age pupils are attached to the following schools: -

Name and Head Teacher	Address and Telephone Number	Age Range
Hebburn Lakes Primary Mr A S Watson	Campbell Park Road, Hebburn, NE31 1QY Tel: 489 4771	7-11

Autistic Units are attached to the following schools: -

Name and Head Teacher	Address and Telephone Number	Age Range
Fellgate Primary Ms C L Wilson	Oxford Way, off Durham Drive, Jarrow, NE32 4XA Tel: 489 4801	3-11
Jarrow Post 11 Autistic Unit Jarrow School Miss J Gillies	Field Terrace, Jarrow, NE32 5PR Tel: 428 3200	11-16

\*\*At the time of publication the Council is in the process of refining a range of proposals concerning specialist provision, for more information please refer to our website [www.southtyneside.info](http://www.southtyneside.info)

## Other Units for Secondary age pupils

### Alternative Education Service

The service caters for pupils, who have been excluded from school or have been referred to the service for respite.

Name and Service Manager	Address and Telephone Number
Alternative Education Behaviour Support Service Mrs A Poole	The Beacon Centre. Temple Park Road, South Shields, Tyne And Wear, NE34 0QA Tel: 454 6254

	Address and Telephone Number	Age Range
Home and Hospital Teaching	The Beacon Centre. Temple Park Road, South Shields, Tyne And Wear, NE34 0QA Tel: 454 6254	4 -16

	Address and Telephone Number	Age Range
Alternative Education Behaviour Support Service Primary Provision	The Beacon Centre. Temple Park Road, South Shields, Tyne And Wear, NE34 0QA Tel: 454 6254	5 -11

Name and Teacher	Address and Telephone Number	Age Range
Alternative Education Behaviour Support Service Secondary Provision (Social Emotional and Behavioural difficulties)	The Beacon Centre. Temple Park Road, South Shields, Tyne And Wear, NE34 0QA Tel: 454 6254	11 -16

# School Holidays

Dates of Terms and Holidays for 2013/2014			
School Term	No. of Days	School Holidays	No. of Days
<b>Autumn Term 2013</b>			
Monday 2 September to Friday 25 October	40	<b>Mid -Term</b> Monday 28 October to Friday 1 November	5
Monday 4 November to Friday 20 December	35	<b>Christmas Holiday</b> Monday 23 December to Friday 3 January	10
<b>Spring Term 2014</b>			
Monday 6 January to Friday 14 February	30	<b>Mid-Term</b> Monday 17 February to Friday 21 February	5
Monday 24 February to Friday 4 April	30	<b>Easter Holiday</b> Monday 7 April to Monday 21 April	11
<b>Summer Term 2014</b>			
Tuesday 22 April to Friday 23 May	23	<b>May Day</b> Monday 5 May	1
Monday 2 June to Friday 18 July	35	<b>Spring Holiday</b> Monday 26 May to Friday 30 May	5
<b>Total School Days</b>			<b>193</b>

**Summer Holiday commences Monday 21 July 2014**

**Proposal for the start of Autumn Term 2014 is Monday 1 September 2014**

Schools will need to decide on 5 in-service (Professional Development) days from the term dates above. Schools will need to keep 1 day back from the 193 above for possible election purposes (joint Local and European) in the summer term leaving 192 days in term.

Therefore two days are to be taken within the school term dates and the remaining 3 days must be taken from designated holiday time or as twilight sessions.

The timing of staff development days will not necessarily be common across all schools. Schools will need to notify parents of the dates of their staff development days (when the school is closed to pupils).

<b>Dates of Terms and Holidays for 2014/2015</b>			
<b>School Term</b>	<b>No. of Days</b>	<b>School Holidays</b>	<b>No. of Days</b>
<b>Autumn Term 2014</b>			
Monday 1 September to Friday 24 October	40	<b>Mid -Term</b> Monday 27 October to Friday 31 October	5
Monday 3 November to Friday 19 December	35	<b>Christmas Holiday</b> Monday 22 December to Friday 2 January	10
<b>Spring Term 2015</b>			
Monday 5 January to Friday 13 February	30	<b>Mid-Term</b> Monday 16 February to Friday 20 February	5
Monday 23 February to Thursday 2 April	29	<b>Easter Holiday</b> Friday 3 April to Friday 17 April	11
<b>Summer Term 2015</b>			
Tuesday 20 April to Friday 22 May	24	<b>May Day</b> Monday 4 May	1
Monday 1 June to Friday 17 July	35	<b>Spring Holiday</b> Monday 25 May to Friday 29 May	5
<b>Total School Days</b>			<b>193</b>

**Summer Holiday commences Monday 20 July 2015**

**Proposal for the Start of Autumn Term 2014 is Tuesday 1 September 2015**

Schools need to keep 1 day back from the 193 above until late in the summer term for possible election purposes leaving 192 days in term. Schools will therefore need to identify 2 Professional development days from the term dates above and need to determine a further 3 Professional development days from twilight sessions or designated holidays. (Pupils must be taught for 190 days (380 sessions))

# Definitions and Explanation of Terms used in this Booklet

## **Academy**

An academy in the education system in England is a school that is directly funded by central government (the Department for Education) and is independent of local government control. An academy may receive additional support from personal or corporate sponsors, either financially or in kind. They must meet the National Curriculum core subject requirements and are subject to inspection by Ofsted. Academies are self-governing and most are constituted as registered charities or operated by other educational charities. Most are secondary schools, but some cater for children from nursery age upwards.

## **Acceptance Form**

Form used for Parents to accept a school place at an oversubscribed school.

## **Admission Criteria/Policy**

The arrangements, which govern the procedures and decision making for the purpose of admitting pupils to schools.

## **Admission Authority**

**The Admission Authority is responsible for pupil places and setting the admissions criteria;**

The Council is the Admission Authority for Community and Voluntary Controlled Schools (except where the Authority delegates the responsibility to the Governing Body) for Voluntary Aided schools, the Admission Authority is the Governing Body.

## **Appeal**

Any parent whose child is refused a school place(s) for which they applied has a statutory right of appeal to an Independent Appeals Panel.

## **Catchment Area**

A defined geographical area linked to each school. When a year group is oversubscribed in Community and Voluntary Controlled Schools, pupils living within the school's catchment area will be given priority.

## **Class Size Limit**

No Infant Class being taught by a single teacher can contain more than 30 pupils.

## **Community Schools**

Schools wholly funded by the Council. The Council employs the school staff, owns the school's land and buildings and has the primary responsibility for deciding the arrangements for admitting pupils.

## **Comprehensive School**

Secondary school designed to educate children from the whole ability range.

## **Consultation**

Council's should carry out full public consultations whenever options are being considered for a new policy or if a new regulation is planned.

## **Department for Children, Schools and Families (DfE)**

Central Government Department with responsibility for education, formerly the Department for Education (DfE).

## **Diocesan Board**

The Christian denominations divide the country into church districts called Dioceses. Each Diocese will have a committee or a board to administer its church schools.

## **Efficient Education**

Means providing a good standard of education.

## **Equal Preference**

This means the Admission Authority considers all the preferences against the admission criteria without any reference to how the school applied for has been ranked. If your child can be offered a

place at more than one school, we will refer to your original ranking and offer a place at the one you have ranked the highest.

### **Exclusion**

When a pupil is removed from the school premises by the Head Teacher, either temporarily or permanently, on disciplinary grounds.

### **GCSE**

General Certificate of Secondary Education, the common public examination at age 16.

### **Governing Body**

A body of people appointed or elected to work with the Head Teacher to oversee the general conduct and curriculum of each Council maintained Community, Voluntary Controlled and Voluntary Aided School. It includes representatives of parents.

### **Governing Body Discipline Committee**

Group of people from the Governing Body to consider pupil exclusions.

### **Independent Appeal Panel**

An Independent panel established by the Council or in the case of VA schools, the governors to consider a parent's appeal against the refusal for a school place or their child's exclusion from school.

### **Indicated Admission Number**

The calculated capacity of the school for a particular year group determined by dividing the school's net capacity by the number of year groups. A school's published admission number (PAN) should be equal to or greater than the indicated admission number. A school that wishes to set a PAN lower than the indicated admission number must go through a period of consultation.

### **Key Stages**

The four stages of pupil's progress in acquiring knowledge and skills as set out in the National Curriculum. Pupils are tested at the end of each stage.

Key Stage 1	pupils are aged 5 – 7
Key Stage 2	pupils are aged 8 – 11
Key Stage 3	pupils are aged 12 – 14
Key Stage 4	pupils are aged 15 – 16

### **Council / Local Authority**

The Local Government body responsible for setting and financing education policy.

### **Local Government Ombudsman**

The Local Government Ombudsman investigates complaints about maladministration by Local Authorities and other bodies. The Local Government Ombudsman investigates complaints about how the Authority has done something, but cannot question what a Council has done because a person does not agree with it.

### **Office for Standards in Education (OFSTED)**

The body that arranges and sets standards for school and LA inspections.

### **Online Application**

A quick and easy way to apply for your school place by using a computer

### **Oversubscribed**

Where there are more requests for admission to a year group in a school than there are places available.

### **Parent/Carer**

A parent/carers means any person who holds parental responsibility, and with whom the child normally resides.

### **Preference**

The legal right of parents to state the school they would prefer their child to attend.

**Prejudice the provision of efficient education**

A legal term used to describe when a school is oversubscribed; it means it would have an adverse effect on providing a good standard of education.

**Prejudice the efficient use of resources**

A legal term used to describe when a school is oversubscribed; it means it would have an adverse impact on the resources already allocated at a school and or at neighbouring schools in the Authority.

**Pro forma**

Form used for parents to request to place their child's name on a waiting list of any school they ranked higher on their application than the school place they have been offered.

**Prospectus**

A document required to be published annually by schools to provide information to parents on the school.

**Published Admission Number (PAN)**

The number of pupils a school can admit to the relevant age group in any one year. The Admission Criteria will only be applied if we receive more applications than the PAN.

**Secondary School**

A school for children aged 11 – 16+

**Special Measures**

Judgement by OFSTED inspectors that a school is failing and requires measures, which are determined mainly through an Action Plan used to secure improvement in the school.

**Statement of Special Educational Needs**

Document drawn up by a Local Authority, which describes a child's educational needs and the provision that should be made to meet them. Incorporates advice from teachers, educational psychologists, doctors, parents, social workers and others.

**Surplus Places**

Excess amount of space.

**Technology College**

Technology Colleges have direct commitment and support from their business sponsors and the DCSF to provide to a more focused curriculum around a specialism.

**Year Group**

Name given to describe a pupil's stage of schooling.

**Youth Support Lead**

Youth Support Leads are employed to help pupils and parents where there are problems, particularly regarding attendance. They are a valuable link between home and school.

**Trust School**

A Trust School is a state-funded foundation school supported by a charity, referred to as a Trust. The Trust is made up of partners working together for the benefit of the school. The Governing Body decide their own admissions using their own admission policy, which may be different to Voluntary Controlled and Community Schools in South Tyneside.

**Waiting List**

A list of pupils who have been refused a school they ranked higher on their application than the school place they were offered. The list is held in order of the Admission Criteria/Policy for oversubscribed schools.

## Currency of Information

The information contained in this publication, which was prepared in July 2013, and relates to the academic year 2014/2015 which begins in September 2014. The information was accurate at the time of preparation but it must not be assumed that no changes will occur before the start of, or during the school year or in the subsequent years. Such changes could occur as a result of a variation in Government Policy or in Council Policy.

