

Proposed Co-ordinated Admissions Scheme for Secondary Schools in the area of South Tyneside Local Authority

Introduction

- 1.** This Scheme is made by South Tyneside Council under the School Admissions (Admissions Arrangements and Co-ordination of Admissions Arrangements) (England) Regulations 2012 and applies to all Secondary Schools in South Tyneside.

Interpretation

- 2. In this Scheme -**

"The LA" means South Tyneside Council acting in their capacity as Local Authority;

"The LA area" means the area in respect of which the LA is the Local Authority;

"Primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"Secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"Primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"Secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

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

voluntary controlled schools, where the LA sets the admission criteria and offers the places;

"VA school" means such of the schools as are voluntary aided schools; where the governing board sets the admission criteria and offers the places;

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The admission authority of each of the Voluntary Aided Schools, Trusts and Academies will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

The Scheme

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The scheme shall apply to every school in the LA area as identified in Appendix 1 and shall take effect from 1 August 2023.
3. The Scheme will also include applications from parents seeking admission to South Tyneside schools who live within the
 - Gateshead Local Authority
 - North Tyneside Local Authority
 - Sunderland Local Authority

We will also co-ordinate our admission process with any other Admission Authorities where relevant.

SCHEDULE 1

PART I-THE SCHEME

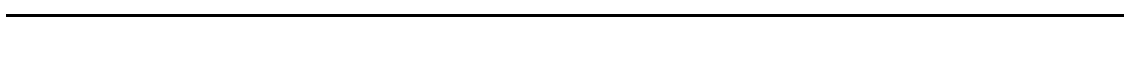
1. There will be a standard form known as the Common Application Form.
 2. The Common Application Form will be used for the purpose of admitting pupils into the first year of secondary education in the specified year, and for applications made outside the normal year of year 2025/2026.
 3. The Common Application Form must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
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a To be admitted to a school within the LA area (including VA, Trust and Academy schools);

b
(including VA, Trust and Academy schools)

4. The Common Application Form will -

a Allow parents to express up to 3 preferences, including, where relevant, any schools outside which they wish their child to receive an offer of a place at the



- Where the child is eligible for a place at two or more of the preferred schools they will be offered a place at whichever school is the highest ranked and any lower offers will be disregarded.
- Where none of the preferences can be met, the child will be offered a place at the catchment area school if a vacancy exists or the nearest appropriate school with a vacancy, as measured by the shortest distance using a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Information System (GIS), with those living closer to the school receiving higher priority.
- The LA will allocate a school place to those pupils who have not submitted a Common Application Form after all other pupils who submitted a Common Application Form have been considered. The offer **may not** be made on **3 March 2025** (National Offer Day 1 march 2025). The LA will allocate a place at the catchment area school if a vacancy exists or the nearest appropriate school with a vacancy, as measured by the shortest distance using a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Information System (GIS), with those living closer to the school receiving higher priority.

19. Friday 21 February 202

they can lodge an appeal, with the governing board, and the relevant LAs.

The information will not inform parents of places still available at other schools.

- 21. Friday 14 March 2025: (1)** The initial deadline for parents to accept or decline the place offered. If they do not respond by this date, the LA will continue to pursue parents for written confirmation of acceptance or to decline the place offered for oversubscribed schools by issuing a reminder letter. **(2)** The initial deadline for parents to request to place list for any school they ranked higher on their Common Application Form than the school they were offered.

WAITING LISTS

- 22.** Parents may ask for their children to be kept on a waiting list of children to be re-allocated places if they become available **after**

24. Where a parent has been allocated a place at their second ranked school, they may be placed on a waiting list of their first ranked school but not their third and so on.
25. **Friday 28 March 2025** Where parents have not returned their acceptance slip for oversubscribed Community Schools the LA may withdraw the offer of the school place. Where places have been withdrawn pupils will be re- allocated a place at the nearest appropriate school with a vacancy as measured by the shortest distance using a straight line, from the Ordnance Survey parental home residence point (including flats) to the school main entrance, using South Tyneside

to the school receiving higher priority. Places that become available will be re allocated in accordance with paragraph 23 of this schedule.

PART 2-LATE APPLICATIONS

26. The closing date for applications in the normal admissions round is **4.30pm on Thursday 31 October 2024** (National Closing Date). Applications for places in the normal admissions round that are received late *owing to exceptional circumstances* may be considered on time provided that they are received *before 6 January 2025*, the date the allocation procedures begin. An example of what may be considered as exceptional circumstances would be where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a South Tyneside property will be required in these cases). Other circumstances may be considered, and each case will be decided on its own merits by each individual admission authority. The agreement to consider an application as on-time for exceptional reasons does mean that a place will be offered. The application will be considered in accordance with the admission criteria along with other applications receive on time.

CHANGE OF SCHOOL PREFERENCE AFTER 31 October 2024 (NATIONAL CLOSING DATE):

27. Once parents have submitted their Common Application Form they cannot change their preferences after the closing date without an exceptional reason, for example if the family has recently moved address, proof of ownership or tenancy of a South Tyneside property will be required. The deadline for considering such exceptional circumstances is **6 January 2025**.

LATE APPLICATIONS RECEIVED AFTER 6 JANUARY 2025

28. Late applications received after 8 January 2024 will not be processed until all applications received by the closing date have been considered. All South Tyneside residents will be offered a school place; however, this offer may be made after **3 March 2025** (National Offer Day 1 March 2025).
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- 48.** Parents will be expected to contact the school offered to accept or decline the offer within 10 working days, failure to do so may result in the school place being withdrawn.

WAITING LISTS

- 49.** The LA will hold the waiting list for all Community and Voluntary Controlled Schools and where requested for Voluntary Aided, Trust Schools and Academies.
- The waiting list for the normal year of entry, i.e. Year 7 for oversubscribed schools will be kept open until 31 December 2023.
 - Academies, Aided or Trust schools may hold their own waiting list for in year applications but this will be confirmed within their own admission arrangements.

PART 4 – ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

- 50.** It is the expectation of the LA that a child is placed within their normal age group and educated alongside his / her equivalent peers, in almost all cases. The LA will consider any requests for children to be educated outside of their normal age group on an individual basis. Please refer to the separate LA policy for guidance.

SCHEDULE 2

Timetable of Co-

Monday 14 March 2025:

Initial date for offers to be accepted or declined by parents for oversubscribed schools.

Monday 14 March 2025:

Last date for parents to request to place their c
list.

Tuesday 18 March 2025:

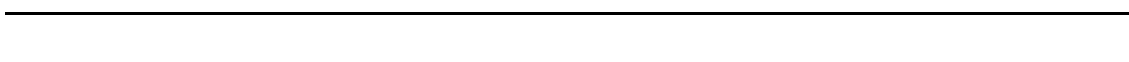
Any places that have become available are allocated to parents in priority order in accordance with paragraph 23 of Schedule 1.

Monday 7 March 2025:

Appeals forms to be sent out to parents where requested.

Friday 28 March 2025:

Where parents have not returned their acceptance slip for
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CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS

Admission Authorities in the Area of South Tyneside to which the scheme applies

The Scheme applies to the Academy Trust as the Admissions Authority for the following Academy:

Whitburn Church of England Academy	Whitburn Sunderland SR6 7EF
St Catholic Academy	Mill Lane Hebburn NE31 2ET
College atholic	Temple Park Road South Shields NE34 0PH
Harton Academy	Lisle Road South Shields NE34 6DL

Hebburn Comprehensive School	Campbell Park Road Hebburn NE31 2QU
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Mortimer Community College	Reading Road South Shields NE34 4UG
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