

Proposed Co-ordinated Admissions Scheme for Infant, Junior and Primary 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 Primary 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;

"Admission Authority" in relation to a community or voluntary controlled school means the LA, in relation to a VA school and a Trust School means the governing board of that school and in relation to an Academy means the Academy Trust of that school;



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-
 - a To be admitted to a school within the LA area (including VA Schools, Trust and Academies);
 - b (including VA Schools, Trust and Academies)
 4. **The Common Application Form will -**
 - a Allow parents to express up to 3 preferences, including, where relevant, any which they wish their child to receive an offer of a place at the respective schools,
 - b Specify the closing date and where the application form must be returned in accordance with paragraph 10.
 5. **The LA will make appropriate arrangements to ensure:**
 - a That the Common Application Form is available on request from the LA and on-line at www.southtyneside.gov.uk/schooladmissions until the closing date; and,
 - b. That the Common Application Form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.
 6. **The LA will take all reasonable steps to ensure that:**
 - a Every parent resident in the LA area who has a child attending a nursery class or early years setting and is eligible to commence primary education has access to
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ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and

- (ii) Places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it



Determining offers in response to the Common Application Form

- 11.** The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the Common Application

17. **By Friday 8 March 2024** the admission authority for neighbouring LA schools will produce a list of parental applicants and waiting lists (if appropriate).
18. **By Monday 18 March 2024** the LA will match the provisional offers of

Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.

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 at 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

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 LA will allocate a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, as measured by shortest distance using a straight line, from the Ordnance Survey coordinates for the parental home residence (

Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;

Invite parents to contact the LA if they want to be considered for any places that might become available in schools that they ranked higher than the school they are offered, in the re- allocation process on **23 April 2024 i.e. from the waiting list**;

Contact details for the schools (in the case of nominated Academy, VA, Trust and Academies schools where they were not offered a place) so that they can lodge an appeal, with the governing board, and the relevant LAs.

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

- 21. Wednesday 24 April 2024: (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 req
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 16 April 2024** (National Offer Day 16 April 2023) at any school they have ranked higher on their Common Application Form than the school they were offered. Where a parent has been offered a place at a school, which they did not nominate on their Common Application Form they may be placed on the list of all the schools they did nominate and can then be considered for places at those schools. If pupil numbers fall below the Published Admission Number (PAN) then children will be admitted from the waiting list according to the admission criteria regardless of when their application form was received. The LA will hold all waiting lists for Community and Voluntary Controlled Schools and where requested for VA, Trust and Academies. Waiting lists for the normal year of entry will be kept open until 31 December 2024.
- 23. Thursday 27 April 2023:** The LA re-allocates any places that may have become vacant since 17 April 2023 (National Offer Day), in accordance with the school admission criteria, which will include the following:

Those who have not yet been offered any school place, for example, late applications from parents who have just moved into the area and have not been offered a school place.

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 **27 February 2024**.

LATE APPLICATIONS RECEIVED AFTER 27 February 2024

28. Late applications received after 27 February 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 16 April 2024.

NO COMMON APPLICATION FORM RECEIVED BY 16 APRIL 2024 (NATIONAL OFFER DAY)

29. Where no Common Application Form is submitted the child will, on 16 April 2024 (National Offer Day) be offered a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy. The LA must have the evidence available to establish to which parents this situation applies to. This is usually as a result of liaison with LA nurseries and private nursery providers.

CHANGE OF SCHOOL PREFERENCE AFTER 16 APRIL 2024 (NATIONAL OFFER DAY)

30. Parents cannot change their original school preference(s) without an exceptional reason, for example if the family has recently moved address. Where the LA agrees to accept a change of preference application the original school preference will be cancelled, and a new

place previously offered at a school in South Tyneside on 16 April 2024 (National Offer Day) will be withdrawn and the parent will be notified in writing of the outcome.

- 35. The LA is unable to process applications for schools where the date that the place is required from, is more than 2 months from the date of the application (Service and Crown Personnel are exempt).
- 36. Children must be resident in the country or evidence provided of a return to the country before a Common Application Form can be considered (Service and Crown Personnel are exempt).
- 37. School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a signed rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

- 38. Children with an Education Health and Care Plan will be referred to the Pupil Services Department. Pupil Services will work with the parents of the child to secure a place at a school where the specific needs of the child can be met. If the child is not currently attending a South Tyneside school Pupil Services will contact the LA where the child is currently attending (or previously attended) for details of the current Education Health and Care Plan. Schools must admit such pupils whether they have places or not.

LOOKED AFTER CHILDREN (LAC)

- 39. All schools (including Voluntary Aided) may be directed to admit a 'Looked After Child' even when the year group is full. In respect of admissions for Key Stage 1 these children would be admitted as an

RESPONDING TO COMMON APPLICATION FORMS

- 40. If the application is for a Voluntary Aided School, Trust school or an Academy, the LA will refer the application to the Governing Board or Academy Trust of the school.
 - 41. All admission authorities should respond to the LA within 3 working days of receiving the Common Application Form informing them of the decision.
 - 42. If there is a place available a pupil **must** be admitted within 20 school days of the application being received by the LA.
 - 43. Where a place is not available at the highest ranked school the LA will co-ordinate with the second and third preference schools.
 - 44. If the pupil is not on the roll of a South Tyneside school and a place cannot be offered at any of the nominated schools, the parent should
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SCHEDULE 2

Timetable of Co-Ordinated Scheme

Friday 8 September 2023:	Common Application form made available to parents on-line or paper copy (on request only)
4.30pm on Monday 15 January 2024:	Common Application forms, together with any supplementary forms (as required) to be returned to the School Admissions Team at South Shields Town Hall or completed on-line.
Monday 22 January 2024:	Details of applications to be sent to Academy, VA and Trust schools,
Tuesday 30 January 2024:	Exchange preference data with other
Wednesday 14 February 2024:	

Tuesday 23 April 2024:	Initial date for offers to be accepted or declined by parents for oversubscribed schools.
Tuesday 23 April 2024:	Initial date for parents to request to list.
Wednesday 24 April 2024:	Appeal forms to be sent out where requested.
Friday 26 April 2024:	Any places that have become available are allocated to parents in priority order in accordance with paragraph 22 of Schedule 1.

CO-ORDINATED ADMISSIONS SCHEME – PRIMARY SCHOOLS

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

The Scheme applies to the Governing Board as the Admissions Authority for the following Voluntary Aided Schools:

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Hebburn NE31 1HT

Community Schools where the LA is the Admission Authority

Bede Burn Primary School	Dene Terrace Jarrow NE32 5NJ
Biddick Hall Junior School	Chesterton Road South Shields NE34 9SP
Biddick Hall Infant School	Galsworthy Road South Shields NE34 9JD
Dunn Street Primary School	Staple Road Jarrow NE32 3QL
East Boldon Junior School	North Lane East Boldon NE36 0DL
East Boldon Infant School	Front Street East Boldon NE36 0SW
Fellgate Primary School	Oxford Way Off Durham Drive Jarrow NE32 4XA
Forest View Primary	Rembrandt Avenue South Shields NE34 8RZ
Hadrian Primary School	Baring Street South Shields NE33 2BB
Hebburn Lakes Primary	Campbell Park Road Hebburn NE31 2SH
Harton Primary School	East Avenue South Shields NE34 6PF
Hedworthfield Primary School	Linkway Hedworth Estate Jarrow NE32 4QF
Hedworth Lane Primary School	Hedworth Lane Boldon Colliery NE35 9JB
Jarrow Cross C of E Primary School	Borough Road Jarrow NE32 5UW
Laygate Community School	Laygate Lane South Shields NE33 4JJ

Lord Blyton Primary School	Blyton Avenue South Shields NE34 9BN
Marine Park Primary School	Hatfield Square Woodbine Estate South Shields NE33 2RD
Marsden Primary School	Mill Lane Whitburn Colliery Nr Sunderland SR6 7HJ
Mortimer Primary School	Mortimer Road South Shields NE34 0RW
Sea View Primary	Norham Avenue North South Shields NE34 7TD
Simonside Primary School	Glasgow Road Jarrow NE32 4AU
Stanhope Primary School	Gresford Street South Shields NE33 4SZ
Toner Avenue School	Johnston Avenue Hebburn NE31 2LJ
Valley View Primary School	Valley View Jarrow NE32 5QT
West Boldon Primary School	Hindmarch Drive West Boldon NE36 0HX
Westoe Crown Primary School	

Catholic Primary

Nash Avenue
South Shields NE34 8NS

