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

Tyneside Council whereby all preferences listed by parents/carers on the common application form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil may be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the common application form;

"The specified year" means the school year beginning at or about the beginning of September 2024;

h 1st August and ending with the next 31st July.

years before the admission year.

"Admission arrangements" means the arrangements for a particular school or schools, which govern the procedures and decision making for the purposes of admitting pupils to the school;

defined under the 1989 Children Act, and with whom the child normally resides;

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

living closer to the school receiving higher priority.

normal year of entry.

Home Local A
parents live.

ranked list at
admission number.

Commencement and extent

This scheme applies in relation to the admission arrangements for the schools for admission year 2024-2025 (the specified year).

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 outsid
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:

(iii)

(b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school, or

(c) An applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

12. Completed application forms must be received by the closing date of **4.30pm on Tuesday 31 October 2027.41 638.02 Tm0 G[ )]TJETQ0.000008871 0 595.32**

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 **1 March** **Qf(2-3(r0-3(r2]TJETQ.000008871 0 595.32 841.9**

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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. **Monday 11 March 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 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 1**

NO COMMON APPLICATION FORM RECEIVED BY 1

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.

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 must 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 contact the school admissions team to discuss the availability of places at other schools in the area.

45. If there are more applications than places available the published oversubscription criteria must be applied to all of the applications.

46. Pupils can only be refused a place at a school if one of the statutory reasons in the School Admissions Code applies.

47.

admissions and intervene as appropriate to ensure that they are placed in a school without undue delay particularly vulnerable children i.e. Gypsy, Roma, Traveller and Service children. Processing of such applications may be referred through the Fair Access Protocol.

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 sch

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 Tuesday 31 October 2023:	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 (National Closing Date 31 October 2023).
Friday 10 November 2023:	Details of applications to be sent to Academy, VA and Trust schools,
Friday 10 November 2023:	Exchange preference data with other
Friday 24 November 2023:	Details of preferences received from and Trust Schools
Monday 8 January 2024:	Academy, VA and Trust schools provide the LA with ranked list of applicants.
Wednesday 17 January 2024:	her refusal of school places
Friday 26 January 2024:	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 18 of Schedule 1.
Friday 16 February 2024:	By this date the LA will notify schools, which parents have been offered places at their schools, and South Tyneside schools that will be offered to their residents.
Friday 1 March 2024:	Notifications sent to parents (National Offer Day)

CO-ORIDNATED ADMISSIONS SCHEME – SECONDARY SCHOOLS

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