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;

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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;

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Tyneside Council whereby all preferences listed by parents/carers on

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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 Forms. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the Common Application Form where-

17. By Friday 13 March 20 26 the admission authority for neighbouring LA schools will produce a list of parental applicants and waiting lists (if appropriate).

18. By Mond ay 23 March 20 26 the LA will match the provisional offers of S O D F H V D J D L Q V W H D F K S D U H Q W ¶ V U D Q N L Q J D Q G S U

    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 V F K R R O P D L Q H Q W U D Q F H X V L Q J 6 R X W K 7 \ Q H V L G 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 (including flats) to the school main entrance, using South Tyneside & R X Q F L O ¶ V * H R J U D S K L F , Q I R U P D W L R Q 6 \ V W H P * closer to the school receiving higher priority. The offer of a school place may be made after 16 April 2026.

19. Thursday 2 April 202 6 ±By this date the LA informs its Infant, Junior and Primary Schools of the pupils to be offered places at their schools and informs other LAs of places in South Tyneside schools to be offered to their residents.

20. On Thursday 16 April 20 26 (National Offer Day) parents will be notified by either via e-mail (on-line applications) or a letter posted 2nd class (paper applications) informing them of the school place allocated. This will give the following information

    The name of the school at which a place is offered4F004400460048>-5<00560003>8

Those who have not been offered a school place at any of the schools they nominated on the Common Application Form and the place that has become available is at a school originally nominated on the Common Application Form.

Those who have been offered a school place but who ranked the school at which a place has now become available higher on the Common Application Form.

Where there are more applicants than places available then the priorities used within the schools ¶admission criteria will also be applied to all applicants on the waiting list to determine the allocation of places.

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.

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 26 February 202 6.

LATE APPLICATIONS RECEIVED AFTER 26 February 202 6

28. Late applications received after 26 February 2026 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 2026.

NO COMMON APPLICATION FORM RECEIVED BY 16 APRIL 2026 (NATIONAL OFFER DAY)

29. Where no Common Application Form is submitted the child will, on 16 April 2026 (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 2026 (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 D S S O L F D W L R Q P X V W E H V X E P L W W H G Z K L F K Z L O O E H place previously offered at a school in South Tyneside on 16 April 2026 (National Offer Day) will be withdrawn and the parent will be notified in writing of the outcome.

PART 3 - **'IN YEAR' ADMISSIONS**

31. Applications I R U \ H D U J U R X S V R W K H U W K D Q ³ Q R U P D O \ H D (September entry for Reception and Year 3 (Junior)) will be treated as in-year admissions.

32. Parents will apply to the LA in which their preference schools are situated.

33. Common Application Forms are available from the School Admissions Team or on the LA website.

34. The LA will process all Common Application Forms and inform parents of the outcome of their application even if the school is Voluntary Aided or Academy.

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 admission 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. 7KH /$ ZLOO NHHS D WUDFN RI DQ\ SXSLOV ZKR DSS 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 schools, Trust schools and Academies.

The waiting list for the normal year of entry i.e. Reception, and Year 3 for oversubscribed schools will be kept open until 31 December 2026.
Academies, Voluntary 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.

Tuesday 2 8 April 20 26: Initial

Marsden Primary School

Mill Lane
Whitburn Colliery
Nr Sunderland SR6 7HJ

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

Ashley Academy (Wise Academies)	Temple Park Road South Shields NE34 0QA
St Aloysius Catholic Academy (Juniors)	Argyle Street Hebburn NE31 1BQ
St Aloysius Catholic Academy (Infants)	Argyle Street Hebburn NE31 1RZ
6 W % H C ¶ V Catholic Primary	Claypath Lane South Shields NE33 4PG
6 W - R V H S K ¶ V Catholic Primary	6 W - R V H S K ¶ V : D \ Jarrow NE32 4PJ
SS Peter and Paul Catholic Primary	Olive Street South Shields NE33 4RD
Monkton Academy	Dame Flora Robson Avenue South Shields NE34 9RB
Monkton Infant School	St Simon Street South Shields NE34 9SD
Holy Trinity CE Academy	Brockley Avenue South Shields NE34 0TS
Ridgeway Primary Academy	Park Avenue South Shields NE34 8AB
6 W 0 D C ¶ V Catholic Primary	Ayr Drive Jarrow NE32 4AW
Cleadon CE Academy	Boldon Lane Cleadon SE6 7RP
6 W % H G H C ¶ V Catholic Primary	Harold Street Jarrow NE32 3AJ
6 W * U H J R U C ¶ V Catholic Primary	Harton House Road East South Shields NE34 6DZ
6 W - D P H C ¶ V Catholic Primary	Solway Road Hebburn NE31 2BP
6 W 0 D W W K C ¶ V Catholic Primary	Alnwick Grove Jarrow NE32 5YT