

If you would like information on anything in this leaflet, please contact one of our friendly team who will be able to help you.

Telephone: 01670 624889

www.northumberland.gov.uk/admissions



School Admissions

Are you a parent/carer of a young person wanting to find out about...

- Starting school for the first time
- Children moving school mid year
- What to do if your application is not successful
- Information on the appeals process
- Home to school transport
- Childcare choices

NORTHUMBERLAND
Northumberland County Council



Starting school for the first time

- A Common Application form must be completed for all school places - having a place in nursery does not guarantee a place within the school.
- A child who is aged 4 on or before 31 August will be able to start school in September of that year.
- Parents with a child in a Maintained Nursery will receive information on how to apply for a school place in the Autumn term before the child is due to start school. School Admissions information can be found on our website www.schooladmissions@northumberland.gov.uk or you can contact a member of the admissions team on 01670 624889.

Children moving school mid year

- You must complete an In-Term Common Application form.
- If your child needs to change school mid year, you can find information on the Northumberland County Council website www.schooladmissions@northumberland.gov.uk or you can contact a member of the Admissions Team on 01670 624889.
- If you are moving to another Local Authority you must fill in a Northumberland In Term Transfer request.

What to do if your application is not successful

- If your application is not successful we will refuse the place and give you the right of appeal.
- We will redirect your child to the next nearest school that has a place available.
- Alternatively you can request a place at another school of your choice.

Information on the appeals process

- If your application is not successful you will be sent details of how to appeal with your refusal letter.
- Contact a member of the admissions team on 01670 624889 for advice on what to include in your submission.
- Speak to a member of our Democratic Services Team if you have any queries on procedures.

Home to school transport

- For information on the home to school transport policy visit the Northumberland County Council website. www.educationtransport@northumberland.gov.uk
- Contact a member of the School Transport Team for information on travel routes.
- For information on discretionary travel requests contact Linda Vernon 01670 623564 .

Childcare choices

We can provide information on:

- Ofsted registered and non-registered childcare.
- Childcare settings suitable for children with disabilities and special needs.
- The free entitlement to 15 hours of early years provision for 2, 3 & 4 year olds.