## Middle, High & Secondary Admissions Handbook 2013/2014





#### **TIMETABLE OF DATES**

**10 September 2012:** E-admissions portal opens.

10 September 2012: Common Application forms together with Admissions

Information and School Prospectuses issued to parents.

29 October 2012: Closing Date for Applications: E-admission portal closes

**1 March 2013:** Parents notified of the outcome of their applications for

school places

**15 March 2013:** Last date for offers to be accepted by parents.

DEADLINE FOR RETURN
OF FORMS

**29 OCTOBER 2012** 

OFFERS DAY

1 MARCH 2013



#### Dear Parent / Carer

Your first application for a school place for your child is exciting but can also be confusing and worrying. The same can be said if your child is changing between schools at the end of a phase. Do we know everything there is to know? Have we made the right choice?

The Council has written this handbook as a guide and aid for these important decisions.

The handbook contains explanation of the way schools in Northumberland are organised, the schools' admission policies and how to apply for your preferred school(s).

We include other information which will also be of use. The different school partnerships are explained as well as more general information on education policies.

More detailed information can be obtained from individual schools where they will explain the opportunities they can give. It is advisable to contact the individual schools you are interested in before submitting your application.

The Council's commitment is to provide a high quality education both within the school environment as well as encouraging participation within the community, in order to enable every child to achieve their full potential.

It is important that schools are part of their communities and we encourage parents, and carers to be involved by becoming a governor of the school, supporting the headteacher and the staff or by joining in with school activities.

All Northumberland schools are inspected by Ofsted, the body that ensures that schools are educating and looking after children correctly. The reports are published and include their findings on how the school has performed in Teaching and Learning and its culture. It may be helpful to access the reports for the school's you are interested in either by contacting the school or via the website: <a href="www.ofsted.gov.uk">www.ofsted.gov.uk</a>.

Further useful information including an online version of this handbook can be found on the Council's website: <a href="www.northumberland.gov.uk/admissions">www.northumberland.gov.uk/admissions</a>.

It is hoped that this handbook provides all the information you need and has been designed to take you through the process without problems. If you have any queries or need further help to fill in the application forms then please contact the School Admissions Team on 01670 624889.

Your children are the future and we want their years at school to be enjoyable. We want them to be happy in an environment they feel safe in. We want them to grasp every opportunity and be able to make their own choices.

This can be achieved with your support and with us all working together.

Best wishes,

Cllr. Lesley Rickerby Executive Member for Children and Young People.



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Schools Full and oversubscribed in September 2013

#### **DATA PROTECTION**

**Special Schools** 

In order to provide an effective education system that can respond to the needs of all children, systems are used that improve and standardise communication between schools and the County Council. Much of this data is held on computer systems and is subject to the Data Protection Act. The Data Protection Act says that information must only be used for the purpose for which it is collected. In the case of each child, the information will only be used by teachers to help the child's progress, by the DfE and educational professionals. Parents may request to know what information is being held in relation to their child by writing to the headteacher of the child's present school. Further information regarding Data Protection can be obtained from the Northumberland County Council (NCC) website: www.northumberland.gov.uk. A link to this information is under Your Council on the NCC home page.

#### INTRODUCTION AND WELCOME

#### **Deciding Your Child's School**

One of the most important decisions you will make in your child's education will be in deciding which school you would like your child to attend. Making that choice can involve a great deal of research and planning. The most important thing you can do before expressing your preferences is to find out as much information as possible about the school(s) you are interested in.

You do not have a right to choose which school your child will go to, you only have a right to express a preference. Our ability to meet your preference will depend upon not only the demand for places at an individual school, but also on the number of places available.

#### **Visit the School**

One of the best ways to assess a school is by visiting it in person. You should make an appointment with the Headteacher if you wish to visit a school.

Consider the location of the school. When your child is older, will they be able to get to school alone?

A visit to a school does not constitute an offer of a place, nor does it give priority for places. Parents should not assume that a visit to a school constitutes any obligation on the part of the school or Children's Services.

#### Obtain the school prospectus

Each year every school publishes a brochure called a prospectus. The prospectus can tell you more about a particular school than the Admissions Handbook. You should obtain your copy from the school you are considering for your child. If you are applying for more than one school you may wish to obtain copies from each of those schools. Children's Services do not keep copies of individual school prospectuses; they can only be obtained from the school. However, this and further information may be available on the school's own website (see Section 7).

#### **Check the performance tables**

Every year the Department for Education (DfE) publishes Schools and Colleges Achievement and Attainment tables (formerly performance tables) for First and Primary, Middle, High and Secondary Schools. You can obtain a copy of a schools performance tables by contacting the DfE on 0800 242322 or on the DfE website at: <a href="https://www.dfe.gov.uk/performancetables">www.dfe.gov.uk/performancetables</a>.

#### **Research Ofsted reports**

It may be helpful to read Ofsted reports which are produced by the Government's School Inspectors. A report is available for every school and you can obtain copies from the school. They can also be found on the Ofsted website <a href="https://www.ofsted.gov.uk/reports">www.ofsted.gov.uk/reports</a>.

#### **Admission Numbers**

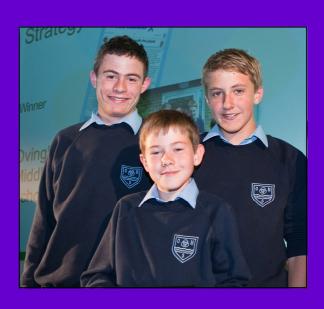
All schools have a Published Admission Number (PAN) based on the size of the school building and their capacity to accommodate pupils. Once an admission number has been set, the admissions authority must respect that number. Pupils should not be admitted above the Published Admissions Numbers unless exceptional circumstances apply.

#### **Oversubscriptions**

Some schools regularly have more applications than there are places to offer. Check the oversubscription table on page 66 in order to assess your likelihood of success in securing a place at your preferred school for your child.

## USEFUL INFORMATION

## **SECTION 2**



#### THE EQUALITIES ACT 2010

The Equalities Act 2010 gives disabled pupils the same rights to access education as non-disabled pupils. Schools and the County Council will be under a duty:

- Not to treat disabled pupils less favourably, without justification, than their non-disabled peers
- To make reasonable adjustments to ensure that disabled pupils are not put at a substantial disadvantage in comparison to pupils who are not disabled
- To plan strategically over time to increase and improve access to schools for disabled pupils.

Parents should let the headteacher know if their child has a disability before they enter the school, or as soon as it becomes known. However, having a disability has no affect on the outcome of an application for any school and will be treated equally with all others.

There is no reason to presume that a child with a disability also has Special Educational Needs or that he or she is less likely to be able to make the most of accessing the same curriculum as their non-disabled peers.

#### What if I think my child might have Special Educational Needs?

You should talk to your child's class teacher, to the SENCO (this is the person in the school who has a particular responsibility for co-ordinating help for children with SEN) or to the headteacher. They will be able to explain what happens next. The school must tell parents when they first start giving extra or different help for your child because he or she has Special Educational Needs. This stage is called School Action. The school will discuss your child's needs and agree with you a plan of how best to help him or her. The plan should include targets and details of the extra help your child will receive. This is often written down and called an Individual Education Plan (IEP) and you should receive a copy of it. The IEP should be reviewed with you (usually each term) to see if progress has been made and to set new targets.

If a child does not make enough progress with School Action, the school may wish to call on some advice or help from outside the school. They may ask for help from an Educational Psychologist, Special Teacher or Health Service professionals who can advise on different materials or strategies to help pupils. This stage is called School Action Plus. They will only do this once they have spoken to the parents, and gained their agreement.

If further help is needed because the pupil has not made progress with support at School Action Plus, then the school may ask the Local Authority to arrange a detailed assessment of the child's needs. Again this will only be carried out once the school has discussed it with the parents. The assessment could lead to a Statement of Special Educational Needs for the child. This formally identifies his or her learning difficulties and the extra help that is needed.

#### **BEHAVIOUR**

Schools' behaviour policies are aimed at promoting positive behaviour. This is supported through well developed pastoral support systems.

The County Council has reorganised its support services to schools to help them with children who have particular behaviour difficulties. The emphasis is now very much on prevention and early intervention and four Children's Early Intervention Teams (CEITs) have been established across the County. These are multi-disciplinary teams consisting of behaviour support teachers, behaviour support workers, educational psychologists, education welfare officers and inclusion support workers. One team also includes a social worker and another a speech and language therapist. During the academic year 2010/11 the Education Psychology Service and Education Welfare Services will formally join with the CEITs. It is also possible that other services may amalgamate with the CEITs during this period.

The prevention theme has also been adopted by the Education Other Than At School (EOTAS) Service which now intervenes before a permanent exclusion takes place to provide alternative options

to benefit both the school and the young person. The Pupil Referral Unit has evolved into a short stay school to take young people with problems at an earlier stage so hopefully they can be re-inducted into mainstream school.

#### **ATTENDANCE**

It is vitally important for all pupils to attend school regularly if they are to make the most of the educational opportunities available to them. Parents of children of compulsory school age have a legal duty to ensure that their children receive an education, whether by regular attendance or otherwise.

The responsibility for promoting school attendance is shared by everyone in the school with the Education Welfare Service available to help enforce school attendance. Schools will be expected to have undertaken preliminary work in addressing attendance issues before referring to the Education Welfare Service. This would normally include the following actions:

- Action by School Support Staff, Class or Form Tutor, as part of their day to day pastoral duties
- Involvement of others within the school, for example, Head of Year, Deputy Headteacher or Headteacher

Contact with the parents by way of letter, telephone call or in person.

When school staff feel that the school's input has been unable to resolve attendance problems the pupil is referred to the Education Welfare Officer.

The County Council's policy on penalty notices and prosecution applies when all other appropriate avenues of intervention have been taken. This will include Education Welfare Officer intervention by way of home visits, the issuing of formal warning letters to the parents, meeting with the parents in school and making arrangements for a parenting contract and the setting of targets for improved attendance. The decision to issue a penalty notice and/or prosecute is considered by the Local Authority and the prosecution is undertaken and presented by a County Council solicitor.

Alternatively, the County Council may consider making application to the Family Courts for an Education Supervision Order. Should it be felt that sufficient co-operation would be forthcoming from a parent and child to make the Education Supervision Order increase the likelihood of improved attendance, then formal consultation within Children's Services, the relevant school and a County Council solicitor is undertaken. When a decision to apply for an Education Supervision Order has been reached, an application is made to the court through the County Council's solicitor.

#### **TERM TIME HOLIDAYS**

In law you must ask in advance for permission for your children to miss school. It is not enough simply to tell the school that they are going away. Parents can request a term time absence of up to ten days each year in special circumstances but every day counts. A headteacher is acting within the law to refuse leave of absence for a holiday. Any absence that has not been discussed with and authorised by the school will be seen as truancy.

It is important that parents carefully consider the implications of taking their children out of school during term time. Research suggests that children who are taken out of school may never catch up on coursework they have missed.

If you take your child on an extended holiday without the school's permission you may lose their place at that school.

Permission for term time holidays must be sought in advance from the headteacher of the school.

#### SCHEDULE OF SCHOOL HOLIDAYS FOR THE SCHOOL YEAR 2013/14

HOLIDAY OR OCCASION OF CLOSURE	DATE ON WHICH SCHOOL WILL CLOSE	DATE ON WHICH SCHOOL WILL REASSEMBLE
TEACHER DAY	MONDAY 2 SEPTEMBER 2013	
Summer 2013	Friday 19 July 2013	Tuesday 3 September 2013
October Mid-Term 2013	Friday 25 October 2013	Monday 4 November 2013
Christmas/New Year 2013/2014	Fri 20 December 2013	Monday 6 January 2014
TEACHER DAY	MONDAY 17 FEBRUARY 2014	This date can be commuted to twilight sessions
Spring Mid-Term 2014	Friday 14 February 2014	Monday 24 February 2014
Easter 2014	Friday 4 April 2014	Tuesday 22 April 2014
TEACHER DAY	MONDAY 7 APRIL 2014	This date can be commuted to twilight sessions
MAY DAY	MONDAY 5 MAY 2014	
Summer Mid-Term 2014	Friday 23 May 2014	Monday 2 June 2014
Summer 2014	Friday 18 July 2013	Tuesday 2 September 2014
TEACHER DAY	MONDAY 1 SEPTEMBER 2014	

#### **Teacher Training Days**

As well as the School Holiday list schools are closed for a total of 5 Teacher Training Days per academic year. Details of the Teacher Training Days can be found by following the link below on the Northumberland County Council website or by telephoning the School Admissions Team on 01670 623565.

**Teacher Training Days** are **subject to change** and are updated on a regular basis, the most up to date version can be accessed on the Northumberland County Council Website by following the link below:

www.northumberland.gov.uk/schooldates

#### **CONTACT DETAILS**

You can contact the Northumberland County Council's Admissions Team on 01670 623565 or obtain general information from:

www.northumberland.gov.uk/admissions

**School Admissions** – (Primary/First)

Application for First and Primary School places (September and Immediate transfer).

www.northumberland.gov.uk/primaryadmissions

**School Admissions -** (Middle and High/Secondary)

Application for Middle and High/Secondary School places (September and immediate transfers)

www.northumberland.gov.uk/secondaryadmissions

**Neighbouring Local Authorities:** 

Newcastle City Council Tel: (0191) 2777428

Civic Centre Email: <u>admissions.education@newcastle.gov.uk</u>

Barras Bridge Web: www.newcastle.gov.uk

Newcastle upon Tyne NE1 8PU

North Tyneside Council Tel: (0845) 2000 101

Education Offices Web: www.northtyneside.gov.uk

Quadrant

The Silverlink North Cobalt Business Park North Tyneside NE27 0BY

South Tyneside Council Tel: (0191) 424 7746

Town Hall Email: school.admissions@southtyneside.gov.uk

Westoe Road Web: www.s-tyneside-mbc.gov.uk

South Shields

Tyne and Wear NE33 2RL

**Durham County Council** Help Desk: 0191 383 4576 / 4165 / 3115

County Hall Switchboard: 0191 383 3000
Durham Fax: 0191 383 4500
DH1 5UJ Web: www.durham.gov.uk

Gateshead Council Tel: 0191 433 3000

Civic Centre E-mail: <a href="mailto:enquiries@gateshead.gov.uk">enquiries@gateshead.gov.uk</a>
Regent Street Web: <a href="mailto:www.gateshead.gov.uk">www.gateshead.gov.uk</a>

Gateshead NE8 1HH

**Cumbria County Council** Tel: (01228) 226930 / 221159 / 226999 /

Admissions and Student Support 221171 or 221198

Children's Services Directorate

5 Portland Square E-mail: <a href="mailto:spt@cumbriacc.gov.uk">spt@cumbriacc.gov.uk</a>
Carlisle Web: <a href="mailto:http://www.cumbria.gov.uk">http://www.cumbria.gov.uk</a>

Cumbria CA1 1PU

#### Other organisations:

Department for Education (DfE) Tel: 0870 0002288

Sanctuary Buildings Email: <a href="mailto:info@DfE.gsi.gov.uk">info@DfE.gsi.gov.uk</a>
Great Smith Street Web: <a href="mailto:www.education.gov.uk">www.education.gov.uk</a>

London Fax. 01928 794248

SW1P3BT

Every year, Performance Tables are published by the Department for Education (DfE). To obtain a copy of these tables you can either ring the following number 0800 242322 or visit the website at <a href="https://www.DfE.gov.uk">www.DfE.gov.uk</a> and view them online.

#### Ofsted

Office for Standards in Education (England) Tel: 08456 404045 / 08456 404040

Royal Exchange Buildings Email: <a href="mailto:enquiries@ofsted.gov.uk">enquiries@ofsted.gov.uk</a>
St Ann's Square Web: <a href="mailto:www.ofsted.gov.uk">www.ofsted.gov.uk</a>

Manchester M2 7LA

You may also be interested to know that the Government's School Inspectors produce a report for every school and copies of those reports are available from the school or via the Ofsted website: <a href="https://www.ofsted.gov.uk/reports">www.ofsted.gov.uk/reports</a>

Office of the Schools AdjudicatorTel0870 0012468Mowden HallFax01325 391313

Staindrop Road Email OSA.TEAM@osa.gsi.gov.uk

Darlington DL3 9BG Web <a href="http://www.schoolsadjudicator.gov.uk">http://www.schoolsadjudicator.gov.uk</a>

## ADMISSION ARRANGEMENTS 2013/14

## **SECTION 3**



#### **Admission Arrangements for 2013/2014**

The Admission Arrangements are governed by the Co-ordinated Admissions Scheme for schools in Northumberland.

Full copies of the Co-ordinated Admissions Schemes can be found on the Northumberland County Council website at: **www.northumberland.gov.uk/admissions**.

If you live in Northumberland and wish to apply for a school inside or outside of the County, you must complete the Northumberland Common Application Form. We will write to you on **1 March 2013** to let you know whether your application has been successful.

If you live outside of Northumberland and wish to apply for a Northumberland School, you must complete a Common Application Form from your Home Local Authority. Your Home Local Authority will inform you on **1 March 2013**, whether your application has been successful

The questions and answers in this section are designed to explain the process you must go through to apply for a place in a Northumberland school and to provide further information to enable you to express the best preferences possible for your child's education.

#### How are schools organised in Northumberland?

Most school partnerships in Northumberland are organised as First, Middle and High or Secondary Schools.

First Schools are for children aged 4 to 9 (Reception and Years 1 to 4) Middle Schools are for pupils aged 9 to 13 (Years 5 to 8) High Schools are for pupils aged 13 to 18 (Years 9 to 13)

However, Blyth, Cramlington and some Catholic Partnership schools are organised as Primary or Secondary schools.

Primary schools are for pupils aged 4 to 11 (Reception and Years 1 to 6) Secondary schools are for pupils aged 11 to 18 (Years 7 to 13)

There are also two Academies in Northumberland; the Bede Academy in Blyth and The Northumberland Church of England Academy in Hirst, Lynemouth and Newbiggin. Both Academies are 'all age' schools taking children aged 3 – 18. Parents of pupils who enter either of the academies at aged 4 will not need to make any further applications for school places unless they wish to transfer out of an academy. Bede Academy also has an entry point at age 11.

All Northumberland High and Secondary Schools have sixth form provision for pupils who wish to continue studying beyond the age of 16. Whilst most pupils who have Special Educational Needs are taught within the First, Middle, High and Secondary School system, some attend Special Schools or units. There are 8 Special Schools in Northumberland (see page 63).

#### What are school partnerships?

Each school partnership is made up of one High or Secondary School, its feeder Middle Schools and their feeder First or Primary Schools. The teachers in each partnership work closely together and share information about pupils' progress and needs, as well as plan joint activities.

#### What is meant by the school's catchment area?

The catchment area is the defined geographical area from which a school will expect to take in children. All Northumberland schools have a catchment area. You should check whether you live in the catchment area for your preferred school before applying. The School Admissions Team can advise you on the appropriate catchment area school for your postcode. Some schools have catchment areas on their websites, however these can sometimes be incorrect and the definitive catchment area maps can only be accessed via the County Council.

Catchment maps are now also available online and can be accessed through the Northumberland County Council Website at: (<a href="http://maps.northumberland.gov.uk/inormaps/map.asp">http://maps.northumberland.gov.uk/inormaps/map.asp</a>)

#### Where can I find out about the schools in my area?

Within this handbook there are the addresses and telephone numbers of all schools in Northumberland. You can see all the schools together with the schools they feed into in Section 6. You can also see which First Schools feed into which Middle Schools.

Section 6 also provides the following information about each school:

The Admission Authority for the school.
The Published Admission Number (PAN) for the school.
Schools to which children are expected to transfer to or from.
The number of pupils admitted in the previous September.

#### How do I apply for a school place for my child?

You must apply to the Local Authority area you live in. Each local authority has its own Common Application Form which you will need to complete even if you are applying for a school outside your Local Authority area.

If you wish you can apply for a school place online at:

#### https://schadm.northumberland.gov.uk/ccsenterprise admissionsonline live/

Parents are asked to complete an application form setting out the schools they would prefer their child to attend. You need to set out the reasons for your preferences, using the criteria for prioritising applications: (stating a preference is not making a choice, places are allocated according to equal preference).

The criteria for Community and Voluntary Controlled Schools are set out in Section 4 of this handbook. The criteria for each Church Aided School, Foundation School, Trust School and Academy are set out in Section 5 of this handbook.

If you are applying to a Church Aided School or an Academy you may be asked to complete a supplementary form. This form can only be obtained from the school you wish to attend. You should check with the school to see if a supplementary form is needed.

Parents applying for more than one school are also asked to rank these in order of preference. Not all school preferences can be met because there may be more applications than places available at schools.

The full admissions policy for Community and Voluntary Controlled Schools can be also be found on the Northumberland County Council website at <a href="https://www.northumberland.gov.uk/admissions">www.northumberland.gov.uk/admissions</a>.

Admissions criteria for Voluntary Aided, Foundation and Trust Schools and Academies can be found in Section 5 of this handbook. Full copies of the admission arrangements for these schools can also be obtained from the school.

#### Why are Looked After Children given high priority?

The Government directs Local Authorities to give priority to children who are in the care of a Local Authority. There is also an expectation that when a child in care has to move within the school year, he or she is placed in a new school within 20 days of moving.

#### What happens if my child has a Statement of Special Educational Needs?

When a school is named on a child's Statement of Special Educational Needs, a place must be given to this child before any other places are allocated. However, this can only happen if it is known before the allocation process begins.

However, if your child has a Statement and you are unsuccessful in gaining a place at your preferred school, you must appeal to the SEN Tribunal. Parents of children with a Statement cannot appeal to the Admissions Appeal Panel

#### How are admissions to schools decided?

In most cases, parents want their children to attend the school designated for their address (information on the school catchment areas is available from the School Admissions Team). However, some parents may wish to state a preference for their child to attend a different school. We do attempt to offer parents their first preference school, whenever possible. It is wise to state a preference for more than one school.

You should not make three preferences for the **same** school. There is a high risk that you will be unable to obtain a place in a school near to your home, or in the case of out of county families you could be offered no school place at all.

#### Which address will be used in determining my child's priority for admission?

The address of the parent with whom the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of the grandparents or a child minder.

In some cases, for example, where shared parental living arrangements are in place a child's address may be difficult to determine. In these circumstances the address used for child benefit purposes, i.e. the address of the parent claiming the benefit will be used.

Unfortunately, a small number of parents each year try to secure a place for their child by either providing false information or withholding relevant information on residency or planned residency.

If a place is obtained on this basis e.g. false information, such as an incorrect address which can be evidenced, it will be withdrawn.

In the case of oversubscribed schools all successful applicants will be asked to produce proof of residency.

#### How will my preferences be considered?

Under the terms of the coordinated admissions scheme, your application will be considered for a place at each of your identified preference schools. It will be prioritised together with all other applications for a place at these schools in accordance with their oversubscription criteria. If it is possible you will be offered a school in accordance with your preferred priorities.

You cannot assume that you will be offered your first preference school; in a few cases parents may find that none of their preferences can be offered.

#### If I don't name my catchment school, will a place be kept for my child anyway?

No. If your catchment school is oversubscribed, places will be allocated to those who have applied for it. If you do not name the catchment area school on your application form, we cannot guarantee a place will be available should you be unsuccessful in obtaining a place at the other schools for which you have expressed a preference. In addition you will also lose any possible entitlement to transport as set out in the County Council Home to School Transport Policy (this can be found on the Northumberland County Council website under 'Young People'). We advise that your catchment school is always included as one of your preferences.

#### What is meant by greater catchment area?

The greater catchment area for a school is the wider catchment area of the high or secondary school., ie all schools in a town that feed into a particular high or secondary school.

#### Where do I get an application form for admission to a Middle, High or Secondary School from?

Parents of children currently in Northumberland First, Primary and Middle Schools will receive letters in September 2012 informing them of their child's Unique Identification Number (UID) which can be used to apply for a school place online.

Preference forms for all children are also available from schools, Children's Services in County Hall, Morpeth or the County Council's website (www.northumberland.gov.uk/admissions).

#### You should only complete a Northumberland Common Application Form if you live in Northumberland.

Telephone enquiries should be made on 01670 624889.

You can apply online at:

https://schadm.northumberland.gov.uk/ccsenterprise admissionsonline live/

#### Where do I send my application?

If you are applying for your child to transfer to Middle School (into Year 5), to Secondary School (into Year 7) or to High School (into Year 9) in September 2013, you should return the form to your child's current school.

If you are applying for your child to be admitted into another year group in a Middle or High and Secondary School you should send your application to:

The School Admissions Team, Children's Services, County Hall, Morpeth, NE61 2EF.

#### **IMPORTANT**

If you live in another Local Authority area you should return your form to your Home Local Authority.

#### What if I want my child to go to a school outside Northumberland?

You must complete a Northumberland Common Application Form naming your out of county school and return it to the School Admissions Team, Children's Services, County Hall, Morpeth NE61 2EF. We will then co-ordinate your application with the appropriate authority and let you know if they are able to offer your child a place.

I live outside Northumberland but my child already attends a Northumberland school – which form should I complete, where do I send it and who will tell me if the application has been successful?

You should complete a form for the Local Authority area you live in. You should return your form to your Home Authority as directed on your Local Authority's application form.

Your Local Authority will then give us a list of all children in their area applying for Northumberland schools. Your child's application will be on this list along with any others. We will let your Home Local Authority know whether we can offer your child a place. Your Home Local Authority will write to you on National Offers Day (1 March 2013) to let you know if your application has been successful.

#### What is the closing date for applications?

The closing date for application is, **29 October 2012**.

#### What if my application is late?

Applications which are either submitted late or are changed after the closing date of 29 October 2012 will only be considered in very exceptional circumstances; for example a family moving into an area (see below).

If your application is returned after the closing date, we cannot guarantee that you will be informed of the outcome by the above dates, but we will endeavour to let you know as soon as it is possible, and certainly before the end of April 2013.

#### What do I do if I feel I have exceptional grounds for a late application or change of preference?

If you submit an application after 29 October 2012 but before 15 February 2013 and you feel that there are exceptional reasons for this, you must explain this when you submit your form. This also applies if you want to change your preference. Any evidence requested to support the consideration of a late application or change of preference must be submitted by 15 February 2013.

Even if there are exceptional circumstances for a late application or a change of preference, it will not be possible to consider any after 15 February 2013 until after the allocation decisions have been taken.

#### If my application is considered as a late application, what will happen?

If your application is late and is not considered as exceptional, and one or more of the schools you express a preference for is oversubscribed from applications received on time, you will not be offered a place. This will be the case even if you live in the catchment area for the school.

#### When will decisions be made?

Letters will be sent to parents on **1 March 2013**. This letter will tell you at which school your child has been offered a place.

Please do not contact the School Admissions team before 1 March 2013 regarding your allocation as they will be unable to give you an answer.

#### If I apply for more than one school, will I be offered a place at each one?

No. You can apply for up to 3 schools, but we will only offer a place at one of these schools. When it is possible to offer a place at more than one school, we will offer the school you have ranked highest. This is why we ask that you place the school you would most want your child to attend as number one.

#### What if my application is for another year group?

Applications to other year groups in all other schools will be dealt with after 19 April 2013.

Northumberland County Council will process applications for residents in local authorities that have a transfer age of 11+ at the same time as it does its 9+ transfer group.

#### My child has been offered a place at a school. What happens next?

If you are happy to accept a place at the school offered to you, simply return the tear-off slip on your acceptance letter to the school. The school will then contact you to let you know details of any planned visits and/or parents information meetings. The first day of the new school year for Northumberland will be **4 September 2013**. Details of school term dates and holidays for 2013/2014 are included in this handbook and can also be found on the County Council website.

#### What can I do if my child does not get a place at the school I would like him/her to attend, can I appeal?

Parents have the right to appeal. Admission appeals are heard by an independent panel, which will decide whether the effect of admitting additional pupils to a full year group is outweighed by the effect on the individual child of not being admitted into the school.

An Appeal Panel cannot change the admissions policy or the over subscription criteria nor can it consider questions over the way in which the County Council organises its schools or the way the school organises its classes.

The Panel is convened at the request of parents to consider the merits of their individual cases and its decision is binding on the school and the Admission Authority.

If your child has a Statement of Special Educational Needs and you are unsuccessful in gaining a place at your preferred school, it is the SEN Tribunal that hears the appeal. Parents of children with a Statement cannot appeal to the Admissions Appeal Panel.

Full details of appeal arrangements will be sent to parents whose applications are unsuccessful. Following an unsuccessful appeal, the County Council will only consider a re-application for the same school during the same academic year when it is clear there has been a significant change in the circumstances of the case. Appeals must be lodged within 20 working days of receipt of the refusal letter.

Voluntary Aided Schools, Foundation Schools, Trust Schools and Academies organise their own appeals. Parents should contact the school for information on how to appeal for a place in those schools.

#### Can my child's name go on a reserve list?

In those cases when an application for a place has been refused, parents may request that the child's name be placed on a reserve list. **Reserve lists will only be kept until 31 December 2013**. If a place becomes available, it will be allocated using the oversubscription criteria. It is possible for your place on a reserve list to change when new requests for places are received.

#### What if I am moving home?

Parents sometimes move house during their child's career at school. When distance permits, parents often wish their child to continue in their present school in the interests of educational continuity. When the move means that the parents are no longer living within the designated catchment, the child may continue at the school. However, when the return travelling time is greater than the recommended 60 minutes a day for pupils of First School age, 90 minutes a day for pupils of Middle School age or 150 minutes a day for pupils of High School age, parents are strongly urged to consider moving their child to a school nearer to their new home. This is because long travelling times can have a detrimental effect on a child's education and limits their ability to take part in after school activities.

Additionally, any entitlement to home to school transport to the child's present school will discontinue if:

The school is no longer the designated catchment area school for the new home address,

or

The school is not the nearest school for attending on denominational grounds,

or

The travelling times are greater than those set out above.

The cost of transport could therefore prove costly to parents if their child remains at their present school.

#### Do I need to think about school transport?

Yes, school transport is explained in the Northumberland County Council Home to School Transport Policy. Generally speaking transport will only be provided to your catchment school or the school nearest to your home address and in accordance with statutory legislation.

Children from low income families have separate eligibility criteria which are set out in the school transport policy. However, please note that being eligible for free home to school transport to a school does not guarantee a place - transport arrangements are only decided once a place at a school has been allocated.

#### If you think this may apply to you please contact the School Admissions Team for further advice.

School Admissions Team, Children's Services, County Hall, Morpeth, NE61 2EF. You can also contact the School Admissions Team by either telephone 01670 624889 or by e-mail: <a href="mailto:schooladmissions@northumberland.gov.uk">schooladmissions@northumberland.gov.uk</a>.

#### If my child has a brother or sister in the school, will he or she be allocated a space at that school?

Not necessarily. Attendance at a school by an older brother or sister is only one of the factors taken into account when allocating places at schools that are oversubscribed. Parents need to consider that they may find themselves in the position of siblings attending different schools.

#### What if my child is unable to attend school?

There may be occasions when children are temporarily unable to attend school e.g. because of long-term illness or permanent exclusion. At such times the Local Authorities Education Other Than At School (EOTAS) Service will liaise with schools and other involved agencies in order to make alternative educational arrangements.

#### What if I want to educate my child other than at school?

Some parents may choose to educate their children other than at school. Often this means educating a child at home. The County Council has a legal duty to ensure that children who are not educated at school receive a suitable education. The County Council's Education Other Than At School Advisory Team fulfils this role. The team will also offer guidance to parents who are undertaking to educate their child other than at school. For a copy of the County Council's guidelines on Education Other Than At School, please contact the EOTAS Service. Telephone: 01670 624184

#### Can my child go into Year 12 or Year 13 (the Sixth Form) at another High and Secondary School?

Your child can apply for a place in the Sixth Form of another High and Secondary School. Applications should be made directly to the school. The school will let you know what the entry requirements are for your child's chosen programme of study.

For schools where external pupils are admitted to Year 12, High and Secondary Schools must publish an admissions policy. This policy should state the number of students that will be admitted to school for the first time. It should also give the oversubscription criteria. Entry criteria for pupils transferring from Year 11 should be the same as for external applicants and entry should not depend on attendance, behaviour records, or perceptions of attitude or motivation.

No parents or students should be interviewed as part of the application or admissions process and it should be made clear to parents and students that any meeting such as information evenings form no part of the admissions process.

Any applicant who is refused entry into a Sixth Form has the right of appeal to an Independent Appeal Panel and the decision of that panel is binding on both the Admission Authority and the school.

#### What is the School Governing Body?

It is the number of people elected or appointed to serve on the Governing Body. It can vary from between 9 and 20 governors and is composed of a cross section of people from the community.

A Governing Body typically includes:

Governors elected from the parents of children attending the school Governors elected from the staff Governors appointed by the Local Authority Governors appointed from the wider community.

The composition of a Governing Body in this way ensures that different people, with a wide variety of backgrounds and interests, are available to bring their experience to bear on many aspects of school life from creating the school's aims, considering policy, appointing staff to decisions about the maintenance and repair of buildings.

In some schools the Governing Body or Academy Trust is the admissions authority for the school. The School Governing Body meets at least three times a year.

A programme of Governor training is provided each year to assist Governors in carrying out their roles and responsibilities. Details of such training programmes are sent directly to all Governors.

#### What if I have a complaint about a school?

Each school has a complaints procedure, details of which can be requested from the Headteacher. The County Council also has a complaints procedure, details of which can be obtained by calling Children's Services on (01670) 623978.

## Admissions Policy for Northumberland County Council's Community and Voluntary Controlled Schools

## **SECTION 4**



#### Northumberland County Council Admissions Policy for Community and Voluntary Controlled Schools - 2013/14

#### Transfer Admissions - First to Middle; Middle to High; Primary to Secondary schools

1. The Admissions Policy for Community and Voluntary Controlled Schools

The County Council's admission arrangements reflect the requirements of the School Admissions Code which can be found on the DfE website.

- 1.1 The County Council is obliged to admit all applicants to a particular school provided these do not exceed the school's Published Admission Number (PAN).
- 1.2 The Published Admission Number of each school for entry in September 2013 is published in the Admissions Handbook. The Admissions Handbook will be available from September 2012.
- 1.3 If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

Children with a Statement of Special Educational Need that names a school on the statement must be given admission to that school before other applicants. Children with such a Statement have no further rights under the School Admissions Code or this Admission Policy. However, it should be noted that where it is known before the allocation of places that one or more children with a Statement of Special Educational Need have a school named on that Statement, this will reduce accordingly the number of places remaining available at that school.

A child in care (looked after child) is a child who is in the care of a Local Authority or who is provided with accommodation by that authority and is resident or will be resident in Northumberland by the appropriate admission date.

Admission authorities must give highest priority to children in care in their over subscription criteria.

The priority order for considering remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the catchment area of the requested school, if the school you have applied for is oversubscribed.

2. Pupils on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.

The supporting evidence should set out the particular reasons why the school in question is the most suitable school and **must** be submitted at the time of application. **You will not be** allocated a place under this criterion if the required evidence is not produced at the time of application. For further information about qualification under this criterion ring 01670 623562

3. Pupils resident in the greater catchment area of the school partnership who have siblings already in the school who are expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.

This criterion does not apply to pupils transferring into a High or Secondary School.

You will be asked to provide evidence of residency in the greater catchment area of the requested school, if the school you have applied for is oversubscribed.

- 4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the greater catchment area by the appropriate admission date.
- 5. Pupils who have an older brother or sister who already attends the school including sixth form and who is expected to be on roll at the school at the time of admission.
- 6. Requests on behalf of pupils which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's schools.

This criterion relates to pupils transferring from a First to Middle, Middle to High or Primary to Secondary school.

This criterion does not apply to those pupils who have entered a school in the final year before transfer.

7. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

#### **Siblings**

For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

Where there are more applications than places available children from multiple births will be given priority within each of the above criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).

- 1.4 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.
- 1.5 Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.
- 1.6 Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.
- 1.7 The County Council reserves the right to vary these criteria within the relevant year to take account of revisions to legislation or its interpretation by the courts.

- 1.8 In instances where it is demonstrated that a place in a preferred school has been obtained on the basis of a false statement of address, the County Council reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling. The Local Authority also reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false.
- 1.9 In cases when an application for a place has been unsuccessful, the child's name will be placed on a reserve list for the school in question under the appropriate Co-ordinated Scheme. Under the Co-ordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December 2013.
- 1.10 Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found on the DfE website at: www.DfE.gov.uk.

#### **2** Co-ordinated Arrangements

- 2.1 The following arrangements come under the auspices of the relevant Co-ordinated Scheme and are common to all admission authorities in Northumberland.
- 2.2 The last date for receipt of requests for places for September 2013 will be determined by the relevant Co-ordinated Scheme.
  - Application forms submitted after the closing dates will result in late offers being made.
- 2.3 In line with the Co-ordinated Scheme for Middle, High and Secondary Schools, parents of children transferring to either Year 5 or Year 9 at a Middle or High School, or Year 7 in the case of a Secondary School, will be informed of the outcome of their application on National Offers Day (1 March 2013).
  - Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Co-ordinated Scheme.
- 2.4 The parents of all pupils who are starting or transferring school must complete a parental preference form. This is referred to in the Co-ordinated Scheme as the COMMON APPLICATION FORM. This also includes anyone living in the catchment area of school.
- 2.5 Parents should complete only one Common Application Form but may make a request for up to 3 schools on that form. They should rank the schools in order of preference, setting out the reasons for their preferences in accordance with the criteria used for prioritising applications. Some Admission Authorities (Governing Bodies of Voluntary Aided schools, Academies, Foundation or Trust Schools) may require parents to complete a supplementary form, but only if the additional information is necessary for the school to apply its admission arrangements. Parents may make requests for more than one school, but will only be offered one school place.
- 2.6 All schools are asked to ensure that all pupils in Year 4 or Year 8, and Year 6 in the case of a two tier partnership, complete and return a form before the closing date. These forms should be sent to the Admissions Team immediately after the closing date. Any pupil who begins in Year 4, Year 6 or Year 8 after the closing date should complete and return a form as soon as possible.

#### 3 Admission to Year 12 in High and Secondary Schools

3.1 For schools where external pupils are admitted to Year 12, High and Secondary Schools must publish an admissions policy. This policy should state the number of students that will be admitted to school for the first time. It should also give the over subscription criteria. Entry criteria for pupils transferring from Year 11 should be the same as for external applicants and entry should not depend on attendance, behaviour records, or perceptions of attitude or motivation.

- 3.2 No parents or students should be interviewed as part of the application or admissions process and it should be made clear to parents and students that any meeting such as information evenings form no part of the admissions process.
- 3.3 Any applicant who is refused entry into Year 12 has the right of appeal to an Independent Appeal Panel and the decision of that panel is binding on both the Admission Authority and the school.
- 4 Publication of the Local Authorities Admissions Handbook (2013/14)

The Admissions Handbook for September 2013 entry will be available from the beginning of September 2012.

#### 5 Admissions timetable

10 September 2012: E-admissions portal opens.

10 September 2012: Common Application forms together with Admissions Information and

School Prospectuses issued to parents.

**29 October 2012:** Closing Date for Applications: E-admission portal closes.

**1 March 2013:** Parents notified of the outcome of their applications for school places

**15 March 2013:** Last date for offers to be accepted by parents.

# Admission Policies for Voluntary Aided and Foundation Schools, Trust Schools and Academies

### **SECTION 5**



The admission policy for each school is important. You should check the admissions criteria for each school that you are considering for your child to see what level of priority you have. If a school has been consistently oversubscribed and you have a low priority you should think seriously about the likelihood of your child being allocated a place there.

Please note that these are not the full policies for schools. For the complete school policy contact the school you are electing as your preference.

ST. BENEDICT'S R. C. MIDDLE SCHOOL  RICHARD COATES CHURCH OF ENGLAND MIDDLE SCHOOL  ST MARY'S C OF E VA MIDDLE SCHOOL BELFORD  3 ST. JOSEPH'S RC MIDDLE SCHOOL, HEXHAM  3 ST PAUL'S RC MIDDLE SCHOOL, ALNWICK  3 ST PETER'S RC MIDDLE SCHOOL, ALNWICK  ST BENET BISCOP CATHOLIC HIGH SCHOOL  4 TRUST SCHOOLS  ASHINGTON LEARNING PARTNERSHIP TRUST  Ashington High  Bothal Middle  Hirst Park Middle  Wansbeck First  Central First  NORTH PENNINE LEARNING PARTNERSHIP TRUST  Bellingham First School  Allendale Middle School and Sports College  Bellingham Community Middle School  Haydon Bridge High School  Samuel King's Technology College in Cumbria  ACADEMIES  4  BEDE ACADEMY  4  BEDE ACADEMY	DR THOMLINSON C.E. MIDDLE SCHOOL	34
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	Secondary Years (Year 7 to Year 13)	46

The following Academies will be following the Northumberland County Council Admissions policy (Page 27) for the current intake (September 2013):

BERWICK ACADEMY
CRAMLINGTON LEARNING VILLAGE
MEADOWDALE ACADEMY
THE KING EDWARD VI
MORPETH CHANTRY MIDDLE
NEWMINSTER MIDDLE

#### DR THOMLINSON C.E. MIDDLE SCHOOL

The school welcomes applications for admissions from the parents of all children. The law requires that we give priority to looked-after children, that is children who are or have ever been, in the care of the local authority and those with a statement of special educational needs, which names the school.

#### **Over-subscription Criteria**

- Children who reside within the catchment area of the school and those on whose behalf firm evidence is provided that they will be resident in the LA defined catchment area by the appropriate admission date.
- Children with a sibling at the school at the time when they would be admitted to the school.
- Children of parent/s worshipping regularly and frequently within the Church of England or another Christian Church who wish their child to attend this school because of its Christian foundation. (Regularly and frequently is defined as attendance at least once per month over the last twelve months. It is sufficient for just one parent/carer to attend).
- Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).
- · Other children.

#### Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance will be measured in a straight line (i.e. as the crow flies) from the front door of the child's home address to the main entrance of the next nearest available school, with **preference given to those whose home address is furthest from an alternative school.** 

#### Waiting List

The school office will maintain a waiting list of applicants until 31 December each year. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

#### ST. BENEDICT'S R. C. MIDDLE SCHOOL

#### **Oversubscription Criteria**

Children who have a statement of Special Educational Need which names our school will be admitted to the school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings that is, children who will have older siblings attending the school in September 2013.)

- 1. Catholic children who are currently, or have ever been in the care of a Local Authority;
- 2. Catholic children resident in one of the partner parishes who attend a Catholic first school;
- 3. Catholic children resident in one of the partner parishes who do not attend a Catholic first school;
- 4. Other Catholic children who attend a Catholic first school;
- 5. Other Catholic children who do not attend a Catholic first school:
- 6. Other children who are currently, or have ever been in the care of a Local Authority.
- 7. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England and attend a Catholic first school;
- 8. Children of other faith traditions who attend a Catholic first school:
- 9. Other children who attend a Catholic first school;
- 10. Other children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England;
- 11. Other children of other Faith traditions;
- 12. Other children.

If applicants are seeking admission under criteria 7, 8 10 or 11 above, they must provide a letter of support to confirm their church membership from their minister, faith leader, or suitable equivalent.

#### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the child's home to the main gate of the school. Northumberland County Council's distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.

#### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of the application. The waiting list will be maintained for the full academic year. If you wish your child to remain on the waiting list after that time, please advise the school accordingly.

#### **Richard Coates Church of England Middle School**

The school welcomes applications for admissions from the parents of all children. The law requires that we give priority to looked-after children, that is children who are or have ever been, in the care of the local authority and those with a statement of special educational needs, which names the school.

#### **Over-subscription Criteria**

- Children who live in the catchment areas of the school served by the First schools at Belsay, Heddon on the Wall, Ponteland and Whalton.
- Children who have an older brother or sister already attending the school who will still be at the school when the younger child is admitted.
- Children who live, or attend a school, in the greater catchment area of the school.
- Children whose parents are committed members of the Church of England and who regularly and frequently attend an Anglican church in the greater catchment area of the school.
- Children of parents worshipping regularly in another Christian Church in the greater catchment area of the school.
- Children of parents worshipping regularly in another Christian Church who wish their child to attend this school because of its Christian foundation.
- Children who have special medical needs or other special circumstances, (supported by medical/ professional opinion).
- Other children.

#### Tie break

Where there are places for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor. Preference will be given to those whose home address is nearest to the school. Distance will be measured in a straight line, by the shortest walking route, from the front door of the child's home address (including flats) to the main entrance of the school.

#### **Waiting list**

The school office will maintain a waiting list of applicants until 31<sup>st</sup> December 2013. In the event of a place becoming available in the appropriate year group during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

### ST MARY'S C OF E VA MIDDLE SCHOOL BELFORD

The school is open to receive applications for admissions from the parents of all children. We must given priority to children who are currently, or have ever been in the care of the local authority (looked after children and those with a Statement of Educational Needs which names the school).

In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

# **Over-subscription Criteria**

- 1. Children with a brother or sister at the school at the time when they would be admitted to the school.
- 2. Children of parents worshipping regularly and frequently at the Parish Church of St Mary's, Belford and St Hilda's Lucker.
- 3. Children who live in the Parishes of St Mary's Belford and St Hilda's, Lucker.
- 4. Children of parents worshipping and frequently in another Christian Church who wish their child to attend this school because of its Christian foundation.
- 5. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).
- 6. Other children.

### Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured as the crow flies from the front door of the house to the front door of the school.

# **Waiting List**

The school office will maintain a waiting list of applicants until 31 December each year. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

# ST. JOSEPH'S RC MIDDLE SCHOOL, HEXHAM

# **Oversubscription Criteria**

Children who have a statement of **Special Educational Need** which names our school will be admitted to the school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings that is, children who will have older brothers or sisters attending the school in September 2013)

- 1. Catholic Children, who are currently or have ever been in the care of a Local Authority.
- 2. Catholic Children, who attend St Mary's First School, Hexham.
- 3. Catholic Children, who attend another Catholic school.
- 4. Catholic Children, who attend another school.
- 5. Other Children who are currently, or have ever been in the care of a Local Authority.
- 6. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) and attend a Catholic school.
- 7. Children of other faith traditions (not included in 5 above), who attend a Catholic school.
- 8. Other children, who attend St Mary's First School, Hexham.
- 9. Other children, who attend another Catholic school.
- 10. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) and do not attend a Catholic school.
- 11. Children of other faith traditions (not included in 5 above), who do not attend a Catholic school.
- 12. Other children who do not attend a Catholic school

If applicants are seeking admission under criteria 6, 7, 10 or 11 above, they must provide a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

# Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured ('as the crow flies') from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system), (with those living closer to the school receiving the higher priority).

# **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of the application. The waiting list will be maintained for the full academic year.

### ST PAUL'S RC MIDDLE SCHOOL

# **Oversubscription Criteria**

Children who have statement of **Special Educational Need** which names our school will be admitted to the school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings that is, children who will have older siblings attending the school in September 2013).

- 1. Looked after Catholic children who are currently or have ever been, in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
- 2. Catholic Children resident in one of the partner parishes who attend a Catholic First school.
- 3. Catholic Children resident in one of the partner parishes who do not attend a Catholic First school.
- 4. Catholic children who attend a Catholic First school
- 5. Catholic Children, who do not attend a Catholic First school
- 6. Looked after children who are currently or have ever been, in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions).
- 7. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England and attend a Catholic First school
- 8. Children of other faith traditions who attend a Catholic First school
- 9. Other children who attend a Catholic First school
- 10. Other children

If applicants are seeking admission under criteria 7, 8 10 or 11 above, they must provide a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent. If applicants are seeking admission under criteria 7, 8 10 or 11 above, they must provide a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

# **Waiting Lists**

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained for the full academic year.

### ST PETER & PAUL'S RC SCHOOLS

# **Oversubscription Criteria**

Children who have a statement of **Special Educational Need** which names our school will be admitted to the school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to children who will have older siblings attending the school in September 2013)

- 1. Looked after Catholic children who are currently, or have ever been in the care of the local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special quardianship order (see definitions).
- 2. Catholic Children whose home address is within the parish boundaries of St. Paul's Parish, Cramlington and St. John the Baptist's, Annitsford.
- 3. Catholic Children whose home address is outside of the parish boundaries of St. Paul's Parish, Cramlington and St. John the Baptist's, Annitsford.
- 4. Looked after children who are currently, or have ever been in the care of the local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order.
- 5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England.
- 6. Children of other Faith traditions.
- 7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, (using the local authority's computerised measuring system) with those living closer to the school receiving the higher priority.

# **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until 31 December.

# ST BENET BISCOP CATHOLIC HIGH SCHOOL



### **ADMISSIONS POLICY 2013/2014**

The Governing Body intends to admit up to 232 students to Year 9 in September 2013 as agreed with Northumberland Education Authority. Separate arrangements are made for admission to Year 12 (6th Form) and are available from the school and parents are asked to note that admission to any of Year 9 to 11 is no guarantee of entry into Year 12 (6th Form).

St Benet Biscop Catholic High School is the only Voluntary Aided Catholic Comprehensive School in Northumberland. All admissions will be applied on an equal preference basis:

The Governing Body of St Benet Biscop Catholic High School is the Admission Authority of the School. All admissions are determined by the Governing Body.

# **How and When to Apply**

Applications must be made on the Local Authority Common Application Form. All forms must be returned by the closing date set by the Local Authority.

### Admissions into Year 7

The Governing Body only admits into Year 7 pupils from the two Catholic feeder schools, St Wilfrid's RC VA Primary School and St Bede's Catholic Primary School.

# Oversubscription Criteria for Years 9, 10, 11

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order. In the event of there being more applications than places under a certain category, priority will be given to those who live nearest to the school, measured in a direct line (as the crow flies) from home to the main gate of the school. A waiting list will be in operation until the end of the first term:

- a) Looked after Catholic children in the care of the Local Authority or children that were looked after by the Local Authority and immediately after that became subject to an adoption, residence or special guardianship order (see definition)
- b) Catholic children attending the Catholic Middle Schools in Northumberland.
- c) Catholic children who have a sibling up to and including 6th Form at St Benet Biscop at the time of admission
- d) Catholic children who do not attend any Catholic Middle Schools in Northumberland.
- e) Other children in Northumberland who are in the care of a Local Authority
- f) Other children who are currently attending a Catholic school
- g) Other children who have a sibling up to and including 6th Form at St Benet Biscop at the time of admission.
- h) Children who are baptised and are dedicated members of other Christian churches as recognised by Churches Together in England (see note 4)and whose application is supported by a letter from their religious leader stating that they are practising and committed Christians.
- i) Children of other faith traditions whose application is supported by a letter from their religious leader stating they are committed practitioners of their faith.
- j) Other children who do not currently attend a Catholic school

If applicants are seeking admission under criteria h and i above, they will be asked for a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

# **Application Information**

Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on a date to be advised by Northumberland LA.

# Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor and priority will be given to those who live nearest to the school, measured in a direct line (as the crow flies) from the front door of the home to the main gate of the school. Distance will be measured in kilometers by the shortest route using the Local Authority's satellite measuring system

# **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the first term

# TRUST SCHOOLS

# ASHINGTON LEARNING PARTNERSHIP TRUST

- 1. The Governing Body of ALPT is the Admission Authority of the Trust. All admissions are determined by the Governing Body which reserves the right to consider each application on its merit in accordance with criteria outlined in paragraph 3 below.
- 2. The Governing Body intends to admit up to the Planned Admission Numbers in each year group as follows:

Ashington High
Bothal Middle
Hirst Park Middle
Wansbeck First
Central First

270 Years 9 – 11
150 Years 5 – 8
120 Years 5 – 8
72 Years R – 4
(78 Nursery)
84 Years R – 4
(104 Nursery)

The admissions policy criteria will be applied on an equal preference basis. Looked after children who are currently, or have ever been in the care of a Local Authority have absolute priority.

- a. Pupils who have a statement of Special Educational Need which specifies the school applied for, provided the school can meet those needs.
- b. Pupils attending another school within the Trust.
- c. Pupils who have a sibling already attending another school in the Trust school or who may be attending on the expected admission date (with the exception of nursery and sixth form).
- d. Pupils who reside within the catchment area of the school for which they are applying, or where firm evidence can be provided that they will do so by the proposed admission date.
- e. Pupils with exceptional medical or social needs supported by evidence in appropriate professional or medical reports that specifies the school applied for.
- f. Pupils attending a feeder school to the school applied for.

Bothal Middle
Wansbeck 1st
Ellington 1st
Pegswood 1st
Linton 1st

Hirst Park Middle
Central 1st
Central 1st
Bothal Middle
Hirst Park Middle
Hirst Park Middle

- g. Applications from children who meet none of the criteria above.
- 4. The ALP Trust welcomes applications from all pupils and we are obliged to admit all pupils provided our Published Admission Numbers (PANs) are not exceeded. However, where there are places available for some but not all applications, distance from home to school will be the deciding factor with preference being given to those whose home address is nearest to the school entrance.
- 5. Parents should note that the two Middle Schools and the two First Schools should be treated as separate for the purposes of admissions applications although a place will normally be offered within the trust if one is available. Parents should also note that entry into one school within the trust does not guarantee automatic entry into the next phase as the admission criteria will be applied at each school phase change (see paragraph 3).
- 6. In cases where an application for a place has been unsuccessful, parents may request that the child's name be placed on a reserve list for the school in question. Reserve lists will only be maintained until 31 December of the year in question.

# NORTH PENNINE LEARNING PARTNERSHIP TRUST

North Pennine Learning Partnership Trust consists of the following schools within the Haydon Bridge Partnership:

Bellingham First School Allendale Middle School and Sports College Bellingham Community Middle School Haydon Bridge High School Samuel King's Technology College in Cumbria

The school is open to receive applications for admissions from parents of all children. Priority must be given to children who are currently, or have ever been in the care of a Local Authority (Looked After Children) and those with a Statement of Special Educational Needs which names the school. In the event of over subscription the selection criteria outlined below will be applied in order of priority.

1. The Governing Body of NPLP is the Admission Authority of the Trust. All admissions are determined by the Governing Body which reserves the right to consider each application in accordance with criteria outlined below.

The priority order for considering remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the catchment area of the requested school, if the school you have applied for is oversubscribed.

2. Pupils on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.

The supporting evidence should set out the particular reasons why the school in question is the most suitable school and **must** be submitted at the time of application. **You will not be** allocated a place under this criterion if the required evidence is not produced at the time of application. For further information about qualification under this criterion ring 01670 623562.

3. Pupils resident in the greater catchment area of the school partnership who have siblings already in the school who are expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.

This criterion does not apply to pupils transferring into a High or Secondary School.

You will be asked to provide evidence of residency in the greater catchment area of the requested school, if the school you have applied for is oversubscribed.

4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the greater catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the greater catchment area of the requested school, if the school you have applied for is oversubscribed.

5. Pupils who have an older brother or sister who already attends the school including sixth form and who is expected to be on roll at the school at the time of admission.

For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

6. Requests on behalf of pupils which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's schools.

This criterion relates to pupils transferring from a First to Middle, Middle to High or Primary to Secondary school.

This criterion does not apply to those pupils who have entered a school in the final year before transfer.

7. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

### Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line (i.e. as the crow flies) from the front door of the child's home address (including flats) to the main entrance of the school.

# **Waiting List**

In cases where an application for a place has been unsuccessful, parents may request that the child's name be placed on a reserve list for the school in question. Reserve lists will only be maintained until 31 December of the year in question.



### **BEDE ACADEMY**

# Secondary Admissions 2012/2013

The Academy operates alongside Northumberland Local Authority and the National Guidelines on Admissions, although Bede Academy (and not the LA) is the admissions authority for entrance into the Academy. This means that we are responsible directly to the DfE for our method of admitting students and for setting up and adhering to the decisions of an Independent Appeals Panel constituted to hear Appeals against not being offered a place at Bede Academy.

Places are offered to prospective Year 7 students at the same time as places are allocated within all other Northumberland secondary schools. This is co-ordinated through the LA but all queries and Appeals are handled directly by Bede Academy.

Although Academies have been given the right to choose up to 10% of their Year 7 intake on ability, Bede Academy has declined this means of selection, preferring a system which does not discriminate against a child on the basis of intelligence. As an all-age Academy, Year 6 students transfer as of right from the Primary Academy into the Secondary Academy. Bede Academy has 90 places to allocate in Year 7, in order to achieve the Published Admission Number of 180 (the other 90 places are filled by the automatic transfer of Year 6 students already in Bede Academy), against priorities of:

- Children with Statements of Special Educational Need
- First priority is given to those Statemented children where Northumberland County Council and Bede Academy agree that the Academy is the most appropriate school to meet their needs.
- Children who are currently or ever have been in Public Care
- Children on whose behalf written evidence of exceptional medical or social need is presented, such
  evidence being supplied by a professionally involved third party and which must set out the particular
  reasons why the Academy is the most suitable school;
- Children who have a sibling(s) who is already in the Academy (Siblings are recognised as brothers, sisters, half-brothers, half-sisters, step-brothers and step-sisters who reside permanently in the same household.)
- Children who live in the published Catchment Area for the Academy
- (The Catchment Area for admission to the Primary Years (Reception to Year 6) is not the same as the Catchment Area for the Secondary Years (Years 7 and above). The Secondary Catchment is larger and includes all of the Primary Catchment within it.)
- Children, on the basis of the closeness of their home's front door to the front gate of the Academy, measured by walking in the shortest possible line without entering private property.

### Catchment Area / Admission Zone

Preference is given to those who live within the Catchment Area as defined by NCC LA and agreed by the Academy. This Area is aligned as far as possible with certain Primary School populations but, as can be seen in the Oversubscription Criteria, address is more important than a particular Primary School (cf above). N.B. the Bede Academy Primary Years catchment lies within the Secondary Years catchment but is only part of it.

# School Details (including Oversubscriptions

# **SECTION 6**



# **List of Schools (School Name and DfE Number):**

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The Northanderiana GE Academy (0000)	. J <del>.</del>

# Addresses of Middle, High and Secondary Schools in Northumberland

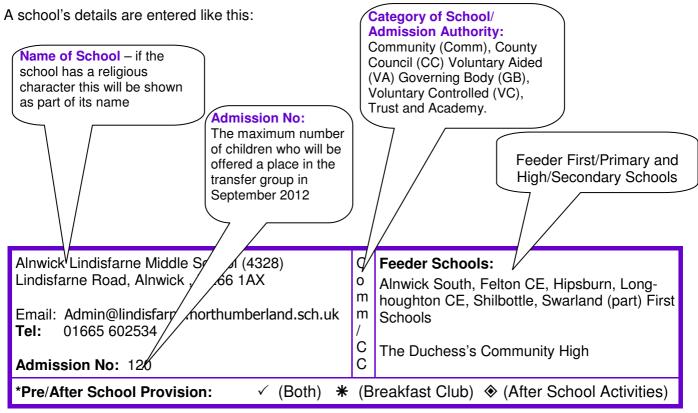
The addresses of schools are listed by school partnership.

All Middle Schools in Northumberland take children from age 9 (year 5) to age 13 (year 8). All High Schools take children from age 13 (year 9) to age 16 (year 11).

All High Schools in Northumberland have a Sixth Form for students aged 16+.

All Secondary Schools take children from age 11 (year 7) to 18 (year 13)

Academies - All age Academies take children from age 4 (reception year) to age 18 (year 13).



Please contact the school for further details.

# **ADMISSIONS TEAM – CONTACT DETAILS**

Partnership	Admissions Officer	Telephone Number Email Address
Alnwick, Berwick, Coquet, Morpeth	Carol Storey	01670 623558 Carol.Storey@northumberland.gov.uk
Astley, Cramlington, Blyth, Bede	Donna Booth	01670 623560 Donna.Booth@northumberland.gov.uk
Ashington, Northumberland CE Academy, Bedlington, St Benet Biscop	Dawn Ruddick	01670 623559 Dawn.Ruddick@northumberland.gov.uk
Hexham, Haydon Bridge, Ponteland, Prudhoe	Hilary Wheeler	01670 623561 Hilary.Wheeler@northumberland.gov.uk

# **Schools in the Alnwick Area**

Alnwick Lindisfarne Middle School (4328) Feeder Schools: Lindisfarne Road, Alnwick, NE66 1AX 0 Alnwick South, Felton CE, Hipsburn, Longhoughton CE, Email: Admin@lindisfarne.northumberland.sch.uk Shilbottle, Swarland (part) First Tel No: 01665 602534 Schools C Specialism: Technology C The Duchess's Community High Admission No: 120 Pre/After School Provision:

Alnwick The Dukes Middle School (4401)
Alnwick, NE66 1UN

EMail: Admin@dukes.northumberland.sch.uk
Tel No: 01665 602037

Specialism: Music

Admission No: 68

Pre/After School (4401)

C o Michael's CE, Ellingham CE (part), Whittingham CE (part) First Schools

The Duchess's Community High

The Duchess's Community High

Seahouses Middle School (4001)
James Street, Seahouses, NE68 7YF

EMail: Admin@seahousesmiddle.northumberland.sch.uk
Tel No: 01665 720473

Specialism: Music and ICT

Admission No: 34

Pre/After School Provision:

C Feeder Schools:
Ellingham CE, Embleton Vincent Edwards CE, Seahouses First Schools
The Duchess's Community High

St Paul's RC Voluntary Aided Middle School (4810)
(formerly Thomas Percy RC VA Middle School)
Blakelaw Road, Alnwick, NE66 1AZ

Email: Admin@thomaspercyrcva.northumberland.sch.uk
Tel No: 01665 602650

Admission No: 40

Pre/After School Provision:

Tel No: 01665 602166	m / C C	Shilbottle, Swarland (part), Branton, Embleton Vincent Edward's CE, Seahouses, Felton CE, Hipsburn, Longhoughton CE, St Paul's RC VA, St Michael's CE, Whittingham CE First Schools
Admission No: 300  Pre/After School Provision:		The Duke's, Lindisfarne, Seahouses, St Paul's RC VA Middle (part) Schools

# **Schools in the Amble Area**

James Calvert Spence College Amble, Morpeth NE65 0ND Email: enquiries@jcsc.co.uk Tel No: 01665 710636 Admission No: 99	e, South Avenue (4337)	C o m m / C C	Feeder Schools: Acklington CE, Amble, Amble Links, Warkworth CE, Broomhill, Red Row, Grange View First Schools  James Calvert Spence College, Acklington Road
Pre/After School Provision:	rovision: *Breakfast Club 8.00 am to 8.45 am		

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# Schools in the Ashington Area

Pre/After School Provision:

Ashington Hirst Park Middle School Sports College (4290)
Third Avenue, Ashington, NE63 9BE

Email: Admin@hirstpark.northumberland.sch.uk
Tel No: 01670 813111

Admission No: 120

T Feeder Schools:
Ashington Central First School
t
//
Ashington High

\* Breakfast Club

Т Bothal Middle School (4024) **Feeder Schools:** High Market, Ashington, NE63 8NT r Ellington, Linton, Pegswood, u Ashington Wansbeck First Schools Email: Admin@bothal.northumberland.sch.uk s Tel No: 01670 812360 t Ashington High Admission No: 150 G В **Pre/After School Provision:** 

St Benedict's RC Voluntary Aided Middle School (4620)
Moor House Lane, Ashington, NE63 9LR

Email: Admin@st-benedicts.northumberland.sch.uk
Tel No: 01670 813658

Admission No: 60

Pre/After School Provision:

V Feeder Schools:
St Aidan's RC, St Robert's RC First Schools
St Benet Biscop

Ashington High Sports College (4415) Т **Feeder Schools:** Green Lane, Ashington, NE63 8DH r Ellington, Linton, Pegswood, u Ashington Wansbeck, Ashington Email: Admin@ashingtonhigh.northumberland.sch.uk S Central First Schools Tel No: 01670 812166 t / Bothal, Ashington Hirst Park Middle Specialism: Sports College G Schools В Admission No: 285 Pre/After School Provision: \*Breakfast Club

The Northumberland Church of England Academy (6906) All age Academy Lichfield Close, Ashington, NE63 9RX (no feeder schools): С а Email: Admissions@NCEA.org.uk d Grace Darling Campus, Newbiggin Tel No: 01670 816111 James Knott Campus, Ashington Thomas Bewick Campus, Ashington m William Leech Campus, Lynemouth Specialism: Design and the Environment У Admission No: 210 G Pre/After School Provision: Breakfast clubs on all campuses (8.00 am)

# **Schools in the Bedlington Area**

**Pre/After School Provision:** 

Guide Post Middle School (4037)
Stakeford Lane, Guide Post, Choppington, NE62 5ET

Email: Admin@guidepost.northumberland.sch.uk
Tel No: 01670 822369

Specialism: Mathematics and Computing

Admission No: 90

C Feeder Schools:

Mowbray, Guide Post Ringway,
Stakeford First Schools

Bedlingtonshire High

Meadowdale Academy (4168)
Hazelmere Avenue, Bedlington, NE22 6HA

Email: Admin@meadowdale.northumberland.sch.uk
Tel No: 01670 823170

Admission No: 120

Pre/After School Provision:

A Feeder Schools:
Bedlington Whitley Memorial CE,
Choppington, Bedlington West
End First Schools
Bedlingtonshire High

Bedlingtonshire Community High School (4434) **Feeder Schools:** Palace Road, Bedlington, NE22 7DS 0 Mowbray, Stakeford, Bedlington West End. Bedlington Whitley Email: Admin@bedlingtonshire.northumberland.sch.uk Memorial CE, Choppington, Tel No: 01670 822625 Bedlington Station, Bedlington С Stead Lane, Cambois, Guide Post Specialism: Maths and Computing Ringway First Schools Admission No: 220 Guide Post Middle, Meadowdale Academy Pre/After School Provision: \*Breakfast Club

St Benet Biscop RC VA High School (4632) **Feeder Schools:** Ridge Terrace, Bedlington, NE22 6ED St Bede's RC and St Wilfrid's RC Primary, St Paul's RC, St Email: Admin@st-benetbiscop.northumberland.sch.uk Cuthbert's RC, St Aidan's RC, St Tel No: 01670 822795 Robert's RC, St Paul's RC First Schools Specialism: Co-operative Business and Enterprise College St Paul's RC VA (part), St Benedict's RC VA, St Peter's RC **Admission No: 232** VA Middle Schools **Pre/After School Provision:** 

# **Schools in the Berwick Area**

Belford St Mary's CE VA Middle School (4818) Feeder Schools: Williams Way, Belford, NE70 7NX Belford, Lowick (part) First Schools Email: Admin@stmarysmiddlebelford.northumberland.sch.uk G Tel No: 01668 213361 В Berwick Academy Admission No: 27 Pre/After School Provision:

Berwick Middle School (4404) С **Feeder Schools:** Lovaine Terrace, Berwick Upon Tweed, TD15 1LA Holy Trinity CE, St Cuthbert's RC Voluntary Aided (part), Berwick Email: Admin@berwick.northumberland.sch.uk St Mary's, Hugh Joicey CE. Holy Tel No: 01289 306140 Island CE, Lowick (part), Norham С St Ceolwulfs CE, Scremerston Admission No: 114 First Schools Berwick Academy Pre/After School Provision:

Glendale Community Middle School (4370) **Feeder Schools:** Brewery Road, Wooler, NE71 6QG 0

Branton, Whittingham CE, Wooler

m First Schools Email: Admin@glendale.northumberland.sch.uk m Tel No: 01668 281470

Berwick Academy С

С Specialist Status: Technology

**Admission No: 64** 

Pre/After School Provision:

Tweedmouth Middle School (4332) Feeder Schools: Billendean Terrace, Spittal, Berwick Upon Tweed St Cuthbert's RC, Spittal, **TD15 2DJ** Tweedmouth Prior Park. m Tweedmouth West First Schools Email: Admin@tweedmouth.northumberland.sch.uk Tel No: 01289 307480 С Berwick Academy

Specialist Status: Business and Enterprise

Admission No: 93 Pre/After School Provision:

Berwick Academy (4437) Adams Drive, Berwick Upon Tweed, TD15 2JF  Email: Admin@berwickacademy.co.uk Tel No: 01289 305083  Specialist Status: Business and Enterprise  Admission No: 225	A c a d e m Y / G B	Feeder Schools:  Belford, Branton, Whittingham CE, Lowick CE, Holy Trinity CE, St Cuthbert's RC, Berwick St Mary's CE, Hugh Joicey CE, Holy Island CE, Norham St Ceolwulfs CE, Scremerston, Wooler (part), Tweedmouth Prior Park, Tweedmouth West, Spittal, Wooler First Schools  Belford St Mary's CE, Berwick, Glendale, Tweedmouth	
Pre/After School Provision: ✓ (both) * (Breakfast Club) * (After School Club)			

# **Schools in the Blyth Area**

Bede Academy (6905)	Α	Feeder Schools:
Sixth Avenue, Blyth NE24 2SY	С	Bede Academy (primary), New
Email: <u>enquiries@bedeacademy.org.uk</u> Tel No: 01670 545111	a d e m	Delaval (part). Croftway (part), Newsham (part) Primary Schools
Specialism: Engineering and Enterprise	y	
, i	/	
Admission No: Secondary (180)	G	
	В	
Pre/After School Provision:		

The Blyth School Community College (4442) Chase Farm Drive, Blyth, NE24 4JP	C o	Feeder Schools: Horton Grange, Malvin's Close,
Email: <u>Admin@bcc.uk.com</u> Tel No: 01670 798100	m m /	Morpeth Road, Croftway (part), Newsham (part), Primary Schools
Admission No: 240	C	
Pre/After School Provision:	)0 ar	n

# **Schools in the Cramlington Area**

St Peter's RC Voluntary Aided Middle School (4653) Northumbrian Road, Cramlington, NE23 6DB	V A /	Feeder Schools: St Paul's RC VA First School
Email: Admin@st-peters.northumberland.sch.uk Tel No: 01670 716343	G B	St Benet Biscop RC High
Admission No: 30		
Pre/After School Provision:		

Cramlington Learning Village (4424) Highburn, Cramlington, NE23 6BN  Email: Admin@cramlingtonhigh.northumberland.sch.uk Tel No: 01670 712311  Admission No: 325	A Feeder Schools:  C Beaconhill, Hareside, Burnside, A Northburn, Shanklea, Cragside C of E, Eastlea Primary Schools e m y / G
	G B
Pre/After School Provision:	

# **Schools in the Haydon Bridge Area**

Allendale Middle School and Sports College (4006) Allendale, Hexham, NE47 9PS  Email: Admin@allendalemiddle.northumberland.sch.uk Tel No: 01434 683214  Admission No: 60	Trust/GB	Feeder Schools: Allendale, Haydon Bridge Shaftoe Trust, Whitfield CE First Schools Haydon Bridge High
Pre/After School Provision:	В	

Bellingham Middle School and Sports College (4361) Redesmouth Road, Bellingham, Hexham, NE48 2EN  Email: Admin@bellinghammiddle.northumberland.sch.uk	T r u s	Feeder Schools: Bellingham, Greenhaugh, Kielder Community, Otterburn, Wark CE, West Woodburn First Schools
Tel No: 01434 220235  Admission No: 60  Pre/After School Provision:	t / G B	Haydon Bridge High, Ponteland High

Haltwhistle Community Campus Upper School and Specialist Sports College (4122) Park Avenue, Haltwhistle, NE49 9BA Email: Admin@southtynedale.northumberland.sch.uk Tel No: 01434 320491	0088~00	Feeder Schools: Greenhead CE, Haltwhistle Community Campus Lower School, Henshaw CE, Herdley Bank CE, Newbrough CE First Schools
Admission No: 75		Haydon Bridge High
Pre/After School Provision: ♦ After School Provision/Clubs		

Haydon Bridge High School and Sports College (4130) Feeder Schools: Haydon Bridge, Hexham, NE47 6LR Allendale, Haydon Bridge, u Whitfield CE, Bellingham, Email: Admin@haydonbridge.northumberland.sch.uk Greenhaugh, Kielder Community, Tel No: 01434 684422 t Otterburn, Wark CE, West Woodburn, Greenhead, Haydon Bridge High School - Ridley Hall Boarding Wing G Haltwhistle Community Campus Haydon Bridge, HEXHAM NE47 6LR Lower School, Henshaw CE, Herdley Bank CE, Newbrough Telephone number: 01434 344282 First Schools. Admission No: 185 Allendale Community and Bellingham Middle Schools, Haltwhistle Community Campus

Upper School.

**Pre/After School Provision:** 

# **Schools in the Hexham Area**

Corbridge Middle School (4079)
Corbridge, NE45 5HX

Email: Admin@corbridge.northumberland.sch.uk
Tel No: 01434 632191

Specialism: Performing Arts

Admission No: 90

Pre/After School Provision: ✓ (both) Kids Club

Hexham Middle School (4441) С **Feeder Schools:** Wanless Lane, Hexham, NE46 1BU 0 Acomb, Beaufront, Chollerton, m Hexham East, The Sele, Email: Admin@hexhammiddle.northumberland.sch.uk Humshaugh CE, Whitley Chapel Tel No: 01434 602533 **CE First Schools** C Specialism: Performing Arts, Arts, Drama and Music C Queen Elizabeth High Admission No: 150 **Pre/After School Provision:** (both)

St Joseph's RC Voluntary Aided Middle School (4654)
Highford Lane, Hexham, NE46 2DP

Email: Admin@st-josephs.northumberland.sch.uk
Tel No: 01434 605124

Specialism: Arts College (art, music, drama)

Admission No: 84

Pre/After School Provision:

Queen Elizabeth High School (4417) **Feeder Schools:** Whetstone Bridge Road, Hexham, NE46 3JB Broomhaugh CE, Corbridge CE, Slaley, Whittonstall, Acomb, Email: Admin@queenelizabeth.northumberland.sch.uk Beaufront, Chollerton, Hexham Tel No: 01434 610300 East, The Sele, Humshaugh, С Whitley Chapel CE, St Mary's RC Specialism: Performing Arts and Science First School **Admission No: 302** Corbridge and Hexham Middle Schools

Pre/After School Provision:

# **Schools in the Morpeth Area**

Dr Thomlinson C of E Middle School (4802) Silverton Lane, Rothbury, Morpeth NE65 7RJ  Email: Admin@drthomlinson.northumberland.sch.uk Tel No: 01669 620287  Admission No: 60	V A / G B	Feeder Schools: Harbottle, Netherton Northside, Rothbury, Swarland First (part), Thropton Village First Schools The King Edward VI High
Pre/After School Provision: ✓ * Dawn to Dusk 7.30-900 am ♦ Dawn to Dusk 3.00-6.00 pm		

Morpeth Chantry Middle School( Mitford Road, Morpeth NE61 1RC		C 0	Feeder Schools: Cambo, Longhorsley, Stannington,
Email: <u>Thethreerivers@northumb</u> Tel No: 01670 512874	berland.gov.uk	m m /	Morpeth Stobhillgate, Tritlington CE, Morpeth All Saints CE First Schools
Specialism: Technology		C	The King Edward VI High
Admission No: 128			
Pre/After School Provision:   *	Breakfast Club from 8.15	am	1

Morpeth Newminster Middle School (4309) Mitford Road, Morpeth NE61 1RH	C 0	Feeder Schools: Morpeth Abbeyfields First,
Email: Thethreerivers@northumberland.gov.uk	m m	Worpetti i iist ochools
Specialism: Technology	CC	The King Edward VI High
Tel No: 01670 513621		
Admission No: 128		
Pre/After School Provision:	5 ar	n

Pre/After School Provision:	The King Edward VI High School (4501) Cottingwood Lane, Morpeth NE61 1DN  Email: enquiries@kevi.info Tel No: 01670 515415  Admission No: 320	C Gambo, Longhorsley, Stannington, Morpeth, Morpeth Stobhillgate, Tritlington CE, Morpeth All Saints, Morpeth Abbeyfields, Harbottle CE, Netherton Northside, Rothbury, Swarland (part), Thropton Village First Schools  Dr Thomlinson C of E, Chantry, Newminster Middle Schools
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# **Schools in the Ponteland Area**

Ponteland Middle School (4150) Callerton Lane, Ponteland, Newcastle Upon Tyne NE20 9EY Email: pms@pontelandmiddle.northumberland.sch.uk Tel No: 01661 824853	C o m m _ C C	Feeder Schools: Darras Hall, Stamfordham First Schools Ponteland Community High
Admission No: 150		
Pre/After School Provision:		

Richard Coates C of E Middle School (4800) Thornhill Road, Ponteland, Newcastle Upon Tyne NE20 9QB  Email: Admin@pontelandcoates.northumberland.sch.uk Tel No: 01661 823167  Admission No: 120	V A Belsay, Heddon-on-the-Wall St Andrew's CE, Ponteland, Whalton CE First Schools Ponteland Community High
Pre/After School Provision:	

Ponteland Community High School (4426) Callerton Lane, Ponteland, Newcastle Upon Tyne NE20 9EY  Email: <a href="mailto:phs@pchs.northumberland.sch.uk">phs@pchs.northumberland.sch.uk</a> Tel No: 01661 824711  Specialism: Language College  Admission No: 272	the-Wall CE, Whalton CE First Schools
Pre/After School Provision:	

# **Schools in the Prudhoe Area**

Highfield Middle School (4198)	С	Feeder Schools:
Highfield Lane, Prudhoe, NE42 6EY	0	Mickley, Prudhoe Castle, Prudhoe
Email: Admin@highfield.northumberland.sch.uk	m m	West, Prudhoe Adderlane First Schools
Tel No: 01661 833922	/	Coriodis
Adminsion No. 100	C	Prudhoe Community High
Admission No: 120	C	
Pre/After School Provision:		

Ovingham Middle School (4199) Ovingham, Prudhoe, NE42 6DE  Email: 4199admin@northumberland.gov.uk Tel No: 01661 833215	Comm <co< th=""><th>Feeder Schools: Broomley, Ovingham CE, Wylam First Schools Prudhoe Community High</th></co<>	Feeder Schools: Broomley, Ovingham CE, Wylam First Schools Prudhoe Community High
Admission No: 96 Pre/After School Provision:	С	

Prudhoe Community High School (4369) Moor Road, Prudhoe, NE42 5LJ  Email: Admin@prudhoe.northumberland.sch.uk Tel No: 01661 832486  Admission No: 250	CoEE_CC	Feeder Schools: Prudhoe Adderlane, Prudhoe West, Mickley, Prudhoe Castle, Broomley, Ovingham CE, Wylam, First Schools Prudhoe St Matthew's RC Primary School (part).  Highfield and Ovingham Middle Schools
Pre/After School Provision:		00110013

# **Schools in the Seaton Valley Area**

Seaton Sluice Middle School (4161) Alston Grove, Seaton Sluice, ,Whitley Bay, NE26 4JS  Email: Admin@seatonsluice.northumberland.sch.uk Tel No: 0191 2370629  Specialism: Mathematics and Computing  Admission No: 85	C o E E / CC	Feeder Schools: New Hartley, Seaton Sluice, Seghill First Schools Astley Community High
Pre/After School Provision:		

Whytrig Community Middle School (4162) Western Avenue, Seaton Delaval, Whitley Bay NE25 0EB

Email: Admin@whytrig.northumberland.sch.uk

Tel No: 0191 2371402

Specialism: Mathematics and Computing

**Admission No: 72** 

Pre/After School Provision: \*Breakfast Club 8.20 am to 9.00 am

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Astley Community High School (5400) Elsdon Avenue, Seaton Delaval, Whitley Bay NE25 0BP

Email: reception@astleyhigh.org

Tel No: 0191 2371505

**Admission No: 216** 

**Pre/After School Provision:** 

# **Feeder Schools:**

**Feeder Schools:** 

Astley Community High

First Schools

Holywell Village, Seaton Delaval

New Hartley, Seaton Sluice, Seghill, Holywell Village, Seaton

Delaval First Schools

C Seaton Sluice, Whytrig Community Middle Schools

# List of Special Schools, including addresses, telephone numbers and category of special need.

Special School & Units provided by Northumberland County Council	Age Range
Schools for Children with Moderate Learning Difficulties	
Cleaswell Hill School Guide Post, Choppington Tel: 01670 823182	4-16
Cramlington Hillcrest School East View Avenue, East Farm Cramlington Tel: 01670 713632	11-16
The Dales Cowpen Road, Blyth NE24 4RE Tel: 01670 713881	4-11
Morpeth Collingwood School Stobhillgate, Morpeth Tel: 01670 516374	4-16
Schools for Children with Behavioural & Emotional Difficulties	
Atkinson House School North Terrace, Seghill Cramlington Tel: 0191 2980838	11-16
Schools for Children with Severe Learning Difficulties	
Barndale House School Boarding Facilities available at this school Barndale House, Howling Lane, Alnwick Tel: 01665 602541	3-19
Hexham Priory School Dene Park, Hexham Tel: 01434 605021	3-19
The Grove Special School Grove Gardens, Tweedmouth, Berwick-upon-Tweed Tel: 01289 306390	3-19
The Centre, Northumberland Church of England Academy (NCEA): Academy Road, Ashington, NE63 9FZ Telephone: 01670 844322	4-19
Schools specially resourced for Pupils with complex language needs	
Hexham East First School Beaufront Avenue Hexham Tel: 01434 603467	3-9
Schools specially resourced for children with Moderate Learning Difficulties	
Berwick Middle School Lovaine Terrace, Berwick-upon-Tweed Tel: 01289 306140	9-13
Berwick Academy Adams Drive, Berwick-upon-Tweed Tel: 01289 305083	13-18

# Service for Hearing Impaired Children

# **Head of Service for Hearing Impaired Children**

Tyne House, Hepscott Park, Stannington, Morpeth Tel: 01670 624854

# Service for Visually Impaired Children

# Northumberland Visual Impairment Team

Room G38, Gosforth Junior High Academy, Regent Avenue, Newcastle-Upon-Tyne NE3 1EE Tel: 0191 2774627

For information concerning other Special Schools attended by Northumberland Children, please apply to the Corporate Director of Children's Services, Northumberland County Council, County Hall, Morpeth Northumberland NE61 2EF.

# Schools full and oversubscribed in September 2012

Oversubscriptions are due to successful appeals

High Schools	PAN	Y9 on roll
Cramlington Learning Village	325	327
St Benet Biscop's RC High	232	244
The King Edward VI School	320	332

Middle Schools	PAN	Y5 on roll
Morpeth Newminster	128	130
Meadowdale Middle	120	128

# Allocation Table High/Secondary 2012

		Pref	eren	ces	Criteria									
School	PAN	1st	2nd	3rd	SEN	LAC	Catch- ment	Social/ Medical	Greater Catchment	Feeder	Sibling	Other		Allocations 2011
Ashington High	270	236	41	23									249	264
Astley High	216	136	15	3	5	1	121			17	1	4	149	152
Bedlingtonshire Community High	220	140	96	21	2	4	180			8	1	6	201	202
Berwick Academy	225	196	18	4									198	168
Blyth Community College	240	142	79	20	2	1	155			4	3	5	170	181
James Calvert Spence College	164	98	17	6	2		87			2			91	112
Haydon Bridge High	185	127	35	5									126	135
Ponteland Community High	272	268	42	27	1		130	1		100	25	6	262	272
Prudhoe High	250	208	16	14	3		129			10	2	2	206	199
Queen Elizabeth High	302	292	80	18	9		211	2		33	10	22	287	301
St Benet Biscop RC High	232	299	56	15									244	238
The Duchess's High	300	281	62	6	9		224			16	17	23	289	270
The King Edward VI	320	369	86	29	5	1	283	8		8	26	1	332	326

		Pref	eren	ces	Criteria									
School	PAN				SEN	LAC	Catch- ment	Social/ Medical	Greater Catchment	Feeder	Sibling	Other	Allocations 2012	Allocations 2011
Allendale Middle	60	35	16	2									37	33
Lindisfarne Middle	120	110	22	10		1	94		10		3	1	109	102
The Dukes Middle	68	35	43	18	1		18		3		7	6	35	50
James Calvert Spence College	99	83	5	3	2		74					5	81	90
Hirst Park Middle	120	84	20	7									85	90
Bellingham Middle	60	33	5	1									31	34
Berwick Middle	114	76	46	1	2		50	1	13	2	4	1	73	74
Bothal Middle	150	105	40	20									109	105
Corbridge Middle	90	90	20	18	2	2	37		1	4	15	25	86	80
Dr Thomlinson Middle	60	53	10	2									52	47
Glendale Middle	64	28	3	2		1	20		1	1		8	31	31
Guidepost Middle	90	72	6	1	1		45		4	13	4	2	69	87
Haltwhistle Community Campus	75	65	4	3	3		63		20				63	46
Hexham Middle	150	116	57	21	3		92		4	3	1	12	115	140
Highfield Middle	120	104	25	4			103		1		1	1	106	96
Meadowdale Academy	120	134	12	7									131	106
Chantry Middle	128	92	115	8		1	60		1	14	9	23	108	115
Newminster Middle	128	149	57	18	1	1	65		20	15	17		130	127
Ovingham Middle	96	100	61	6	2	2	53		22		14	3	96	86
Ponteland Middle	150	152	53	9	1	1	68	1	16	13	12	28	140	154
Richard Coates Middle	120	119	69	4									114	117
Seahouses Middle	34	25	2	0		2	20				1	1	24	29
Seaton Sluice Middle	85	66	7	2	1		61		3	3	2		70	63
St Benedict's RC Middle	60	49	17	16									51	51
St Joseph's Middle RC	84	94	52	9									88	81
Belford St Mary's CE Middle	27	17	11	1									17	25
St Paul's RC Middle, Alnwick	40	36	23	20									37	43
Tweedmouth Middle	93	99	32	0	2		87		8				97	92
Whytrig Middle	72	35	21	6	3		34		3	2		1	43	42



We value your opinion and we would like you to tell us what you think about this Admissions Booklet. To help us to improve this service, we have placed a School Admissions Quality Survey Form for you to complete on the School Admissions page on the County Council website at:

# www.northumberland.gov.uk/Admissions

(paper forms are available by telephoning: 01670 624889)

You can complete the form electronically, and e-mail it to Pat.Hughes@northumberland.gov.uk or print and return the form either with your Application Form or separately to :

School Admissions Team Children's Services County Hall Morpeth Northumberland NE61 2EF

# **Useful Contacts**

Families Information Service Tel: 0800 023 4440

Email: <a href="mailto:childcarelink@northumberland.gov.uk">childcarelink@northumberland.gov.uk</a>

Transfer to Middle/High School (Secondary) Tel: 01670 623562 / 623557 / 623561 / 623560

Email: schooladmissions@northumberland.gov.uk

E Admissions Tel: 01670 624889

Email: <a href="mailto:schooladmissions@northumberland.gov.uk">schooladmissions@northumberland.gov.uk</a>

School Organisation Manager Tel: 01670 623564

Email: schooladmissions@northumberland.gov.uk

School Meals and Milk Tel: 01670 623595

Email: <a href="mailto:childrensservices@northumberland.gov.uk">childrensservices@northumberland.gov.uk</a>

School Transport Tel: 01670 624093 (mainstream) / 624094 (Post 16)

Email: educationtransport@northumberland.gov.uk

Education Welfare Service Tel: 01670 623386

Email: childrensservices@northumberland.gov.uk

Education Other Than at School Tel: 01670 624184

Email: <a href="mailto:childrensservices@northumberland.gov.uk">childrensservices@northumberland.gov.uk</a>

General Enquiries Tel: 01670 624889

Email: <a href="mailto:childrensservices@northumberland.gov.uk">childrensservices@northumberland.gov.uk</a>

For impartial Admissions Advice: Tel: 01670 623555

Email: Alison.Bravey@northumberland.gov.uk

# **School Admissions Team**

Children's Services
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Tel: 01670 624889 Fax: 01670 626134

Email: admissions@northumberland.gov.uk www.northumberland.gov.uk/admissions

# Northumberland Families Information Service

Children's Services
County Hall
Morpeth
Northumberland
NE61 2EF

Tel: 01670 624889 Fax: 01670 626134 Freephone 0800 023 4440 Email: fis@northumberland.gov.uk

If you require this document in an alternative format please telephone 01670 624889 or email admissions@northumberland.gov.uk