

## Guidance Notes

North Tyneside Local Authority (LA) operates a Co-ordinated Admission Scheme with other Admission Authorities within the Borough, i.e. Academies, Catholic and Trust Schools and with neighbouring Local Authorities. These include Gateshead, Newcastle and Northumberland LAs. You can submit only **one** application form for consideration, which may include preferences for schools in other Local Authorities. You may express up to three preferences, we strongly advise that you name more than one school. If any of your preferences are for a school other than a North Tyneside School, then we will contact the appropriate Admission Authority of that school to enable a decision to be made on your application. If you live in North Tyneside we will notify you of the decision to your preferences on **'offer day' 17 April 2023**.

## Equal Preference System

All Schools in North Tyneside operate an equal preference system. This means that each Admission Authority must consider any preference for the school regardless of the ranking on your application form. It means that an individual school will consider first, second and third preferences equally and apply their admission criteria to everyone who applied on time. If your child can be offered a place at more than one school a place will be allocated at the highest ranked school.

## Admission Policies and Admission Criteria

You need to be aware that Academies, Learning Trust and Voluntary Aided (Roman Catholic and Church of England) Schools may have different admission policies and admission criteria, which decide how they allocate places to Community, Schools. You will need to consider the Admission Policy for any school you express a preference for, in order to determine what criteria each school will use when they consider your application. All Admission Policies can be found in our booklet Essential Guide to North Tyneside Schools available at [my.northtyneside.gov.uk](http://my.northtyneside.gov.uk)

## Late Applications

If you return your application form after **13 January 2023**, your application will be considered as **'Late'** and you should be aware that this **will** reduce your chance of gaining a place at the school(s) you want. **You should state why your application is 'Late'** – if you fail to do this, we will assume that you do not have any exceptional circumstances to allow the admission authority to consider your application along with those received on time.

## Change of School Preference after 13 January 2023

Once you have submitted your application form you **cannot** change your preferences without a genuine reason i.e. you have moved address. Your original application will be cancelled and a new application must be submitted which will be considered as **'Late'**. You should be aware that this **will** reduce your chance of gaining a place at the school(s) you want.

## Address

When considering your application the Local Authority will use the parental home address of the parent/carer who receives the child benefit or child tax credit for the child/children. Your home address is an important factor as school places are allocated on the basis of the home address of each child. This must be the child's permanent home address, where he/she lives with a person of parental responsibility as the main carer (as defined by the Children Act 1989). If the address on your application form is not your child's usual address, you must provide a Child Arrangements Order, issued by a court, if you wish that address to be considered. You should be aware that each Admission Authority reserves the right to seek proof of address and to withdraw an offer of a place if inaccurate information is given on the application form. **If you change your address after the submission of the form, you must contact by email us at:**

[school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk). Any school place offered will be on the basis of the address on your application and the assumption that your child will still be resident at this address in September 2023 – we may ask for proof of your new address.

## Contact Information

For advice on the Admission Arrangements for Community Schools in North Tyneside, please refer to the Essential Guide to North Tyneside Schools which can be found on the North Tyneside Council website, or you can email us at [school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk) If you require advice and guidance about how the admission criteria/policy of a particular Catholic/Faith, Academy or Learning Trust School operates then you must contact the school directly.

## Contacts in Other Local Authorities

You can seek advice about admission to schools in neighbouring Local Authorities on the following telephone numbers

|                                 |               |
|---------------------------------|---------------|
| Gateshead Local Authority:      | 0191 433 2757 |
| Newcastle Local Authority:      | 0191 278 7878 |
| Northumberland Local Authority: | 0345 600 6400 |

## Counter Fraud Work, Data Protection and Fair Processing Notice

By completing this application form, you give North Tyneside Council permission to collect and retain information (for seven years) about you for the purpose of processing your application for a school place. The Access Team may check the information you have provided with other information held at the Council by Revenue and Benefit Services. North Tyneside Council will not disclose information about you to anyone else without your consent, unless we are required to do so by law. North Tyneside is the Data Controller for the purposes of the Data Protection Act 2018. This Council is under a duty to protect the public funds it administers, and may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes. [North Tyneside Council Privacy Notice](#)



North Tyneside Council

# FOR OFFICE USE ONLY

Received:

Criteria:

Input:

Please note attending a nursery setting does not guarantee a place at the school

## Common Application Form Admission to Reception Class First & Primary School September 2023 Closing Date 13 January 2023

Complete this application if you live in the North Tyneside. (e.g. if you pay your Council Tax to North Tyneside Council) We will not accept your application if you don't live in North Tyneside

We strongly advise that you read the Essential Guide to North Tyneside Schools booklet before completing your application form (available online at [my.northtyneside.gov.uk](http://my.northtyneside.gov.uk)). You should also read the guidance notes on the back of this application form.

**You must return this application by the closing date.** Please email the form to [school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk) If you send us the form by post, you **MUST** get proof of postage. If we don't receive your form you will need this to prove you posted it. The postal address is **The Access Team, Floor 3, North Tyneside Council, Quadrant East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.** If your application form is received after **13 January 2023**, your application will be considered as '**Late**' and this **will greatly reduce** your chance of getting a place at the school you want. If you have any queries please refer to Essential Guide to North Tyneside Schools booklet or email [school.admissions@northtyneside.gov.uk](mailto:school.admissions@northtyneside.gov.uk). There is information about delayed entry to Reception class in the Essential Guide to North Tyneside Schools booklet.

### SECTION A

In the space below, please write in **order of priority** which school(s) you would prefer your child to go to; you may include schools outside of North Tyneside. Please note all your preferences will be considered equally, this means your preferences will be considered regardless of the ranking you give the school. **It is important that you read the Admission Policy for each school you choose as a preference to understand how the places will be allocated at the school. We strongly advise that you choose more than one school.**

|    | Name of School(s) | You may state the reasons for your preference(s) |
|----|-------------------|--|
| 1. |                   |  |
| 2. |                   |  |
| 3. |                   |  |

If you have listed a **North Tyneside Catholic School** as one of your preferences you **must** also complete **SECTION B** of this application form. If you have listed a **North Tyneside Church of England School** you **must** also complete **SECTION C** of this application form.

### Declaration

By submitting this application form I give permission to the Access Team, to collect and retain information (for seven years) about me for the purpose of processing my application for a school place. I understand that the Access Team and schools who are their own admission authority may check the information I have provided with other information held by North Tyneside Council, including Revenue and Benefit Services, to make sure that the information I have provided is correct and accurate. I also understand that if I have given false or inaccurate information, any school place that is offered will be withdrawn. North Tyneside is the Data Controller for the purposes of the Data Protection Act 2018.

Name of person completing this form (please print): .....

I receive the child benefit or child tax credit for the child: Yes ☐ No ☐

Relationship to child: .....Date: .....

## PUPIL DETAILS

Surname of Child: .....  
First Name of Child: .....  
Date of Birth: ..... Male ☐ Female ☐

**Please apply using the address you and your child currently live at. If you move after submitting your application, it is your responsibility to tell us your new address. Your home address will be verified by checking with the Revenues and Benefits Section**

Parental Home Address: .....  
.....  
..... Postcode: .....

Daytime Contact Tel. Number: .....

E-mail Address: .....

Is the child in the care of a Local Authority? Yes ☐ No ☐

If Yes, please state which Local Authority: .....

Please give the name of the Social Worker: .....

Has the child previously been in care but immediately after being in care became subject to an adoption, child arrangement order or special guardianship order?

Yes ☐ No ☐

If you tick **Yes** your application **must** be supported with documentary evidence

UK Service Personnel: Yes ☐ No ☐

Does your child have an Education Health and Care Plan? Yes ☐ No ☐ In the process of applying/being assessed ☐

Children of staff at **Kings Priory School** where the member of staff has been employed at the school for two or more years? Yes ☐ No ☐

Name of Pupil's Current School or Nursery : .....

## SIBLING LINK

Will an older brother or sister be attending one of your preferred schools in September 2023?

If yes, please give details below.

| Name of Sibling | Date of Birth | School Attending in September 2023 |
|-----------------|---------------|------------------------------------|
|                 |               |                                    |
|                 |               |                                    |

If you are returning your application after **13 January 2023**, please give the reason why your application is '**Late**' – if you don't, we will assume that you do not have any exceptional circumstances to allow the Admissions Authority to consider your application along with those received on time. Documentary evidence may be required.

.....  
.....

## SECTION B

Only complete this section if you have listed a **North Tyneside Catholic Primary School** as one of your preferences. Please read the Admission Policy of the school you are applying for and tell us in the box below the category you are applying under. Admission Policies can be found on the website of the school you are applying for or in the Essential Guide to Schools booklet on the North Tyneside Council website.

If you want to apply for any of the following Catholic Primary Schools – St Aidans, St Bernadettes, St Columbas, St Cuthberts, St Josephs, St Marys Forest Hall, St Stephens or Star of the Sea please tell us the category number you want to apply under (number 1-7) ☐

If you want to apply for St Marys Catholic Primary School North Shields please tell us the category number you want to apply under (number 1-8) ☐

All applicants seeking admission under the criteria that your child is Catholic must provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice. Lack of such evidence, even after prompting, will result in a **re classification**.

### Please also supply the following:

The Church your child was baptised in: .....

The approximate date and year of baptism: .....

If applicants are seeking admission under the criteria that your child is a member of another Christian denomination or other faith above you **must** provide a letter of support to confirm your church membership from your Minister or Faith leader, or suitable equivalent.

## SECTION C

Only complete this section if you have listed **Christ Church C of E Primary, St Bartholomew's C of E Primary, or Wallsend St Peter's C of E Primary** as one of your preferences.

**Before completing this part of the form you should read the Admission Policy and oversubscription criteria for each school you have listed.**

Church of England Schools are open to receive applications from the parents of all children, whether or not they attend Church or any other place of worship.

I have read the Admissions Policy and oversubscription criteria and I am applying under category ☐  
(***please write category number in the box***)

Do you go to Church                      Yes      ☐                      No      ☐

If **Yes**, your application **must** be supported by a letter from your Minister. Please attach the letter to this application form and provide the name and address and telephone number of the Minister of your church below (***please ensure your child's name and date of birth is on any additional information***).

Name of Minister: .....

Address: .....

Telephone Number: .....

**school.admissions@northtyneside.gov.uk**