

FREQUENTLY ASKED QUESTIONS ABOUT SCHOOL ADMISSIONS

Q. How do I apply for my child's school place?

A. From **Friday 9 September 2016** you can apply for your child's school place online at www.northtyneside.gov.uk if you do not have access to a computer you can complete a paper application which is available from any First or Primary School in North Tyneside.

Q. How important is it for me to ensure my application is received by the deadline?

A. Very important! If your application is received after the deadline it will be classed as 'Late' and this will reduce your chance of gaining a place at your preferred school. You must state why your application is late and the admission authority will consider your reasons and if they are exceptional may consider your application along with those received on time.

Q. Do I have a right to a place at the school of my choice for my child?

A. No. Parents do not have an absolute right to choose the school they want for their child. Parents have a right to state a preference for a school and the Local Authority and other admission authorities have a duty to comply with that preference.

Q. How can I assess the likelihood of securing a place for my child?

A. From the school's admission policy - available in the Essential Guide to North Tyneside Schools booklet at www.northtyneside.gov.uk- you will be able to work out how high up the list of admission criteria your child will be. You can find information about the number of children the school can admit in September, as well as the number of children admitted within each admission category last year. However, you must treat the information about previous years with some caution because circumstances can change from year to year. For example, if a new housing development opens in the catchment area of a small First or Primary School, it may affect the number of out of catchment applicants the school can admit.

Q. Will my child be guaranteed a place in the catchment area school?

A. The Local Authority or admission authority cannot guarantee places in any school. If you apply to your catchment school the chances are usually high that you will be offered a place, but this cannot be guaranteed. Changes in the pattern of parents' preferences and changes in local population may mean that a few schools will be oversubscribed from within their catchment area.

Q. How do I find out the catchment area school for my address?

A. By logging onto www.northtyneside.gov.uk or contact the Access Team on telephone number 0191 643 8724. Please note that your child's permanent address determines your catchment school and it is this address which must be used on the application form.

Q. My child lives at different addresses during the week. Which address do I put down?

A. When considering your application the admission authority will use the parental home residence of the Parent/Carer who receives the child benefit or child tax credit. If the address on your application form is **not** your child's normal address, you must provide a child arrangements order issued by a court, if you wish that address to be considered. Admission authorities will not accept any other arrangement e.g. where parents delegate parental responsibility to a grandparent or other family member unless you have court documentation that supports their living arrangements.

Q. What if I move house after the deadline?

A. You should note if you move into a particular school's catchment area and do not notify us by **6 January 2017** for **Middle and High School** applications and **1 March 2017** for **First and Primary** applications your new address will **not** be considered before the 'offer day'. If you move or send evidence after 6 January and 1 March it will not be possible to process your child's application using your new address because the allocation process will have already started. However, please let us know because we can send your allocation letter with the offer of a school place to your new address.

Q. What if I move into rented property?

A. You **must** have a rental agreement of **12 months or more** or ends in the Autumn Term in 2017 (**31 December 2017**). We will require proof of your new address i.e. rental agreement and copy of council tax statement. ****Please note we will not accept tenancy agreements for a sixth month period.**

Q. Can the offer of a place be withdrawn?

A. The admission authority reserves the right to withdraw places in certain circumstances i.e. where a parent uses fraudulent or intentionally misleading information such as a false address.

Q. Will medical, childcare arrangements or social reasons be considered?

A. Where a school is oversubscribed places are allocated according to the published oversubscription criteria which may not take into account individual reasons.

Q. I live outside of North Tyneside and want to apply for a North Tyneside School which form do I use?

A. You must apply to your **home** Local Authority this is the Authority where you pay your council tax. Your home Local Authority will pass your information to us securely using a government approved secure computer system. We will treat your request in the same way as applications from North Tyneside residents. However, we will not offer you another North Tyneside school if we cannot offer you a place in one of your preferred school(s).

Q. What happens if I do not complete an application form?

A. On 'Offer Day' your child will be allocated a place at your catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy.

Q. What happens if I want to change my school preferences after the deadline?

A. You **cannot** change your preference(s) without a genuine reason i.e. you have moved address you will need to send us a copy of your council tax statement to confirm you are residing at your new address.

Q. What happens if I want to change my preferences after 'Offer Day'?

A. Parents can have a maximum of **3** preferences including schools within and outside North Tyneside. Therefore if you are not happy with the school you have been offered and want to apply for a school that was not on your original application you must complete a new application.

Amended preferences will overwrite your initial application. Therefore if you wish to retain any of your original preferences they must be included in your new application.

Q. How is the distance measured?

A. In a straight line from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS/ONE).

Q. My child has a cousin attending the school I am applying for will this be considered as a sibling link?

A. No a sibling link is an older brother or sister residing at the same address (including adoptive siblings, half siblings, step siblings, and long term fostered children).

Q. My child attends the nursery at the school will I automatically be offered a place?

A. No. Attendance at a nursery class does not guarantee a place at the reception class of a school. You must make a new application for a place in reception class even if your child is currently attending the school's nursery class. Where the school receives more applications than places available the published oversubscription criteria will be applied

Q. I only want to apply for one school?

A. We strongly advise that you name more than one school in case your choice of school is oversubscribed. If you do not name more than one school we will not know which other schools you may have been interested in and you will be allocated a place at the nearest school with a place available and this may not be a school you wanted your child to attend.

Q. How do the waiting lists work?

A. If you have been refused any of your preferred school(s) you will have the opportunity to place your child's name on the waiting list. You may place your child's name on a waiting list for more than one school. However, you can only place your child's name on a waiting list for 3 schools. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received and within each criterion their place is ordered by shortest distance. If pupil numbers fall below the published admission number the place will be offered to the child at the top of the waiting list. **This means a child who is on the waiting list may move down the list if another 'Late' application is received that falls within a higher priority under the oversubscription criteria.** Waiting lists for all schools will be held for one term in the academic year i.e. **31 December 2017**; no list will be kept for any individual school thereafter, either by the Local Authority or by any individual school.