

Starting Reception Class in September 2021

A guide for parents/carers of children applying for a Reception Class place.

This leaflet explains how to apply for a place in Reception Class for September 2021.

If your child's date of birth is between **1 September 2016 to 31 August 2017** you will need to complete an application for your child to start Reception Class.

You need to make an application through your 'home' Local Authority. This is the authority where you pay your council tax.

All the information you need is available on our website www.northtyneside.gov.uk

The website includes a copy of our booklet The Essential Guide to North Tyneside Schools, providing information about First and Primary Schools in North Tyneside.

You should visit the website to view the Essential Guide and apply online because:

- It is secure and quick and easy to use.
- You will receive immediate confirmation by email that your application has been received and you can view and change your preferences up until the closing date.
- You can log in on the **16 April** to find out the school you have been allocated.
- You can accept the school place offered online.

Apply online at www.northtyneside.gov.uk

If you are unable to apply online you can complete a paper application. These are available from any North Tyneside Primary School or by emailing school.admissions@northtyneside.gov.uk

**The closing date for applications is
15 January 2021**

What happens when?

10 September 2020 Application system opens

15 January 2021 Application deadline

You must apply by this date either online or by returning your paper application to School Admissions. Online system closed after this date.

16 April 2021

National Offer Day

If you apply online you will be notified which school your child has been offered by email on this day. If you completed a paper application this is the day your letter will be **sent out by 2nd class post** informing you which school your child has been offered.

May – July 2021

Appeals heard

Apply online:
www.northtyneside.gov.uk

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How are places offered?

North Tyneside Council co-ordinates admissions to all schools in North Tyneside and with neighbouring Local Authorities. We recommend that you make your application online.

Many schools have more applications than places available. When schools are oversubscribed a set of admission criteria are used by the admission authority to decide which children should be offered places.

Different schools have different admission criteria so it is important that you check the admission arrangements for all the schools you are interested in to find out which criteria you are applying under.

Admission Authorities **do not** take into account childminding arrangements and friendship groups.

If your child currently attends the nursery class in the school you are applying for, this **does not** guarantee a place in the Reception class of a school. **You must make an application for a Reception place.**

The Admission Authority for Voluntary Aided and Trust Schools is the school's Governing Body.

The Admission Authority for Academies is the Academy Trust.

The Admission Authority for Community Schools is the Local Authority.

A copy of the admission arrangements for schools in North Tyneside can be found on the school website or in the Essential Guide to North Tyneside Schools booklet.

You should read the admissions arrangements for the schools you are interested in.

What do I have to do?

You should choose up to 3 schools and rank them in order of preference.

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To help you make this decision you can find schools in your area by looking at the Essential Guide to North Tyneside Schools booklet.

You have one catchment area school and you can find this by looking at the catchment map at www.northtyneside.gov.uk

Read the admission criteria for the schools you are interested in and consider whether you would be offered a place.

Arrange to visit schools and consider the distance and accessibility of the school.

Consider other sources of information, e.g. the school prospectus available from the school directly. This can tell you more about the school than the Essential Guide booklet or Ofsted reports.

The Essential Guide shows admission statistics from the previous year. This will give you a guide to which schools are normally oversubscribed.

You must make an application by 15 January 2021.

We do not keep places for late applicants who already have an older child or children attending the preferred school. You should apply online at www.northtyneside.gov.uk

If you are unable to apply online a paper application form is available from your any Primary school in North Tyneside.

If you decide not to complete an application you will not be sent a reminder. On **16 April 2021** you will be offered a place at your catchment area school if a vacancy exists or at the nearest appropriate school with a vacancy.

Make sure you confirm the relevant category you are applying under on your application for each school you state as a preference.

It is recommended that you apply for a place at your catchment area school. However, no guarantee is given that a place will be allocated at your catchment area school.

What happens next?

We will offer your child a place on 16 April 2021.

Online applicants can log in on **16 April 2021** to see their school allocation. Emails will be sent to those parents who requested to be informed by email.

Online applicants will be able to view and accept their school offer online.

Parents/Carers will be sent an **allocation letter by 2nd class post** if they applied on a paper application.

If your child qualified for more than one school, you will be offered the highest ranked school at which your child qualified for a place.

If your child did not qualify for any of the schools you ranked, we will offer a place at your catchment area school if a vacancy exists, or the nearest appropriate school with a vacancy. You will also be sent a refusal letter in the post explaining the reasons why your child has been refused a place.

What can you do if you are not happy with the school you have been offered?

If your child has not been allocated a place at any school you ranked higher on your application form than the school you were offered you may request to place your child's name on the waiting list.

Waiting lists are held in criteria order and this means a child who is on the waiting list will 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 until **31 December 2021**.

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. You are unable to have your child's name on a waiting list for more than 3 schools.

Where can I get more help and information?

North Tyneside Council
Access Team
Quadrant East
Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY

Email: school.admissions@northtyneside.gov.uk

If you do not have access to a printer you can request a paper application form from any North Tyneside Primary school or email us at school.admissions@northtyneside.gov.uk.

Don't forget to give us your address so we can post one to you.