

Moving on to Middle and High School in September 2021

A guide for parents/carers of children applying for a Middle and High School.

Apply online:
www.northtyneside.gov.uk

This leaflet explains how to apply for a Middle and High School. You must make an application through your **'home'** Local Authority. This is the Council where you pay your council tax

If your child is attending a **First School** and they will be finishing Year 4 in July 2021 you must complete an application to start Year 5 at a Middle School.

If your child is attending a **Primary School** and they will be finishing Year 6 in July 2021 you must complete an application to start Year 7 at a High School.

If your child is attending a **Middle School** and they are finishing Year 8 in July 2021 you must complete an application to start Year 9 at Monkseaton High School or Whitley Bay High School.

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 Middle and High Schools in North Tyneside.

You should visit the website to view the admissions booklet and apply online because:

- It is secure, and quick and easy to use.
- You will receive immediate confirmation that your application has been received and you can view and change your preferences up until the closing date.
- You do not have to wait for your letter as you will be sent an email on 1 March informing you of the school you have been offered.
- You can accept the school place offered online.

Apply online at **www.northtyneside.gov.uk**

If you cannot apply online you can complete a paper application available from your child's current school or from North Tyneside Customer First Centres

**The closing date for applications is
30 October 2020**

What happens when?

10 September 2020	Online Application system opens
September and October 2020	Middle and High Schools hold their open evenings. Please contact schools directly for information.
30 October 2020	Application deadline You must apply by this date either online or by returning your paper application to the School Admissions Team. The Online system is closed after this date.
1 March 2021	National Offer Day If you apply online, and you requested an email offer, 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 posted informing you which school your child has been offered.
May - July 2021	Appeals heard.

Apply online: **www.northtyneside.gov.uk**

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.

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 online in the Essential Guide to North Tyneside Schools booklet available on the North Tyneside Council website. You should read the arrangements for the schools you are interested in. You can also request a hard copy by contacting your local North Tyneside Customer Services Centre

What do I have to do?

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

To help you make this decision you can:

Find schools in your area by looking at the Essential Guide booklet. You have one catchment area school and you can find this by logging onto 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. You can find out the dates of open evenings by contacting schools directly.

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

The Essential Guide shows school admission statistics from the previous year. This gives you a guide to the schools that are usually oversubscribed.

You must make an application by 30 October 2020.

You should apply online at www.northtyneside.gov.uk

If you do not have access to the internet you can request a paper application form from your child's current school. If you decide not to complete an application form you will **not** be sent a reminder.

On **1 March** 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 can be allocated at your catchment area school.

Make sure your application is received by the deadline date of **30 October 2020**.

What happens next?

We will offer your child a place on 1 March 2021

Online applicants who request to be notified by email will receive an allocation email on **1 March 2021**. This is the easiest way to receive your school allocation.

Online applicants will be able to view and accept their school offer online at www.northtyneside.gov.uk after allocation emails have been sent.

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

You can request a paper copy of the application form from your child's current North Tyneside school or they are available to print at www.northtyneside.gov.uk