

Co-ordinated Admissions Scheme for Middle and High Schools in North Tyneside Local Authority 2027

Introduction

1. This Scheme is made by North Tyneside Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2008 and applies to all Middle and High Schools in North Tyneside.

Interpretation

2. In this Scheme:

"The LA" means North Tyneside Council acting in their capacity as Local Authority.

"The LA area" means the area in respect of which the LA is the Local Authority.

"Primary education" has the same meaning as in section 2(1) of the Education Act 1996.

"Secondary education" has the same meaning as in section 2(2) of the Education Act 1996.

"Primary school" has the same meaning as in section 5(1) of the Education Act 1996.

"Secondary school" has the same meaning as in section 5(2) of the Education Act 1996.

"School" means a community, foundation, or voluntary school (but not a special school), which is maintained by the Local Authority.

"VA schools" means such schools as are voluntary aided schools.

"Trust schools" means such of the schools have foundation trust status.

"Academy" means such of the schools have academy status.

"Admission Authority" in relation to a community school means the Local Authority and, in relation to Trust and VA schools, means the governing body/board of that school and in relation to an Academy means the Academy Trust of that school.

"The equal preference system" the Scheme operated by North Tyneside Council whereby all preferences listed by parent/carers on the common application form are considered under the over-subscription criteria for each school without reference to parent/carer rankings. Where a pupil may be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the common application form.

"The specified year" means the school year beginning at or about the beginning of September 2027.

"Academic year" means a period commencing with 1st August and ending with the next 31st July.

"The determination year" in relation to the proposed admission arrangements for a school, means the academic year beginning two years before the academic year to which the arrangements relate.

"Admission arrangements" means the overall procedure, practices, criteria, and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

"Parent/carer" means any person who holds parent/carer responsibility, as defined under the 1989 Children Act, and with whom the child normally resides.

"Direct distance" means the distance measured in a straight-line from a single fixed point of the home address (including flats) to a single fixed point associated with the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority.

"Appropriate school" means the nearest school identified by the Local Authority in accordance with the home to school transport policy.

"Home" Local Authority means the Local Authority in whose area the parent/carers live.

The Secondary “National Offer Day” is 1 March or the next working day.

“In year “admission means any application for a place other than the normal year of entry.

School Admissions Code refers to the code published September 2021.

“Eligible for a place” means that a child has been placed on a school’s ranked list at such a point, which falls within the school’s published admission number.

Commencement and extent

3. This Scheme applies in relation to the admission arrangements for the schools for admission year 2027–2028 (the specified year).
4. The Local Authority will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this Scheme, or provisions having the same effect.
5. The governing body/board of each of the Academies, VA and Trust schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, as far as relevant to that school, or provisions having the same effect.

The Scheme

6. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
7. The Scheme shall apply to every school in the LA area as identified in Appendix 1 (except special schools).
8. The Scheme will also include applications from parent/carers seeking admission to North Tyneside schools who live within the following neighbouring Local Authorities:
 - Newcastle City Council
 - Northumberland County Council

9. We will also co-ordinate our admission process with any other Admission Authorities where relevant.

SCHEDULE 1 PART I – THE SCHEME

10. There will be a standard form known as the Common Application Form.
11. The Common Application Form will be used for the purpose of admitting pupils into the first year of Middle and High School education in the specified year, and for applications made outside the normal year of entry i.e. 'In year' admissions leading up to, and during, the academic year 2027/2028.
12. The Common Application Form must be used as a means of expressing up to three preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parent/carers resident in the LA area wishing to express a preference for their child:
 - a to be admitted to a school within the LA area (including Academies, VA and Trust schools);
 - b to be admitted to a school located in another LA area (including Academies, VA, and Trust schools)

The Common Application Form will:

- a Allow parent/carers to express up to three preferences, including, where relevant, any schools outside the LA area, in the rank order in which they wish their child to receive an offer of a place at the respective schools,
- b Specify the closing date and where the application form must be returned in accordance with paragraph 10.

The Local Authority will make appropriate arrangements to ensure:

- a That the Common Application Form is available on request from the Local Authority and on-line at **www.norhtyneside.gov.uk/schooladmission** until the closing date; and,
- b. That the Common Application Form is accompanied by a written explanation of the key features of the co-ordinated admissions scheme.

The Local Authority will take all reasonable steps to ensure that:

- a Every parent/carer resident in the LA area who has a child attending year 4 of a First School, year 6 of a Primary and year 8 of a Middle School and is eligible to commence secondary education receives a written explanation of how to apply either online or paper copy (on request only); and,
 - b Every parent/carer whose application falls within the category of an 'In Year' transfer receives a copy of the Common Application Form (and written explanation), on request, and understands the process.
13. Parent/carers will be advised that they will receive no more than one offer of a school place and that:
- a. If more than one school is nominated and two or more preferences can be offered the parent/carer will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and
 - b. Places at any oversubscribed school will be offered based on equal preference rank order and that where an offer is made it would be for the highest ranked school.
 - c. If a place cannot be offered at a nominated school, a place will be offered at an alternative school.
14. The Common Application Form will include an extra section to be completed by parent/carers who express a preference for a Voluntary Aided School to enable them to provide additional relevant information.
15. Where a school receives a supplementary information form from a North Tyneside resident it will not be regarded as a valid application unless the parent/carer has also completed a Common Application Form, and the school is nominated on it. Where supplementary information forms are received directly by schools the school must inform the Local Authority immediately so it can verify whether a Common Application Form has been received from the parent/carer and, if not, the Local Authority will contact the parent/carer and ask them to complete a Common Application Form. Under the requirements of the Scheme parent/carers will not be under any obligation to complete an individual school's supplementary information form where this is not strictly required for the governing body/board to apply their oversubscription criteria.

16. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the Scheme as set out in Schedule 2. (N.B. no Community, Academy, Trust or Voluntary Aided School in North Tyneside operates criteria for selection based on ability or aptitude).

Processing of Common Application Forms

17. It will be the responsibility of parent/carers to ensure that Common Application Forms are received directly to the Local Authority by the closing date of **30 October 2026**. Common Application Forms may also be completed on-line by the closing date.

Determining offers in response to the Common Application Form

18. The Local Authority will act as a clearinghouse for the allocation of places by the relevant admission authorities in response to the Common Application Forms. The Local Authority will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the Common Application Form where:
- (a) It is acting in its separate capacity as an admission authority; or,
 - (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school: or,
 - (c) An applicant is not eligible for a place at any school that the parent/carers has nominated.

The Local Authority will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

19. Completed application forms must be received by the closing date of **30 October 2026**.
20. Completed application forms received after the closing date will be marked **'LATE'** and considered on an individual basis except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
21. The Local Authority will process all application forms; any completed application forms must be treated as confidential communication between the parent/carers and the Local Authority. All ranked applications received by

the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.

22. **23 November 2026** the Local Authority will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date, which schools require to apply their oversubscription criteria. Where parent/carers have nominated a school outside the LA area, the Local Authority will also similarly notify the relevant authority/authorities by this date.
23. **11 January 2027** the admission authority for each Trust, VA and Academy school will provide the Local Authority with a list in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school. The Local Authority will then match this ranked list against the ranked lists of the other schools nominated.
24. **25 January 2027** the Local Authority will exchange responses to preferences with other Local Authorities.
25. **25 January 2027** the Local Authority will match the provisional offers of places against each parent/carers ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked and any lower offers will be disregarded.
 - Where none of the preferences can be met, the child will be offered a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, measured in a straight-line from a single fixed point of the home address (including flats) to a single fixed point associated with the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority.
 - The Local Authority will allocate a school place to those pupils who have not submitted a Common Application Form once all other pupils who submitted a Common Application Form have been considered and after 20 March 2027. The LA will allocate a place at the catchment area school if a vacancy exists, or at the nearest appropriate school with a vacancy, as measured in a straight-line from a single fixed point of the home address

(including flats) to a single fixed point associated with the school using the Local Land and Property Gazetteer and the Council's Geographic Information System (GIS/ONE) those living closer to the school will receive higher priority.

26. **15 February 2027** the Local Authority informs its Middle and High Schools of the pupils to be offered places at their schools and informs other Local Authorities of places in North Tyneside schools to be offered to their residents.
27. **1 March 2027** parent/carers will be notified by email if the parent/carer applied online and requested an email response and if the parent/carer completed a paper application a letter will be posted second class informing them of the school place allocated. This notification will give the following information:
 - The name of the school at which a place is offered.
 - The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the Common Application Form.
 - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools.
 - Invite parent/carers to contact the Local Authority if they want to be considered for any places that might become available in schools, they ranked higher than the school they are offered, in the re- allocation process on 24 March 2027.
 - Contact details for the schools (in the case of nominated VA schools where they were not offered a place) so that they can lodge an appeal, with the governing body/board, and the relevant Local Authorities.
28. The notification will not inform parent/carers of places still available at other schools.
29. **15 March 2027: (1)** The deadline for parent/carers to accept the place offered. If they do not respond by this date the Local Authority will continue to pursue parent/carers for written confirmation of acceptance for oversubscribed schools. **(2)** The deadline for parent/carers to request to place their child's name on a waiting list for any school they ranked higher on their Common Application Form than the school they were offered.

Waiting Lists

30. Parent/carers may ask for their children to be kept on a waiting list of children to be re-allocated places if they become available after **1 March 2027** at any

school, they have ranked higher on their Common Application Form than the school they were offered. Where a parent/carers has been offered a place at a school, which they did not nominate on their Common Application Form, they may be placed on the list of all the schools they nominated and can then be considered for places at those schools. If pupil numbers fall below the published admission number, then children will be admitted from the waiting list according to the admission criteria regardless of when their application form was received. The LA will hold all waiting lists where requested. Waiting lists for schools will be kept for **one term** in the academic year i.e., **31 December 2027**. No list will be kept for any school thereafter either by the Local Authority. Individual Admissions authorities may choose to maintain waiting lists beyond that date.

31. **24 March 2027:** The Local Authority re-allocates any places that may have become vacant since 1 March, in accordance with the school admission criteria, which will include the following:
 - Those who have not yet been offered any school place, for example, late applications from parent/carers who have just moved into the area and have not been offered a school place.
 - Those who have not been offered a school place at any of the schools nominated on the Common Application Form and the place that has become available is at a school originally nominated on the Common Application Form.
 - Those who have been offered a school place but who ranked the school at which a place has now become available higher on the Common Application Form.
32. Where there are more applicants than places available then the priorities used within the school's admission criteria will also be applied to all applicants on the waiting list to determine the allocation of places.
33. Where a parent/carers has been allocated a place at their second ranked school, they may be placed on a waiting list of their first ranked school but not their third and so on. Where a parent/carers has been offered a place at a school, which they did not nominate on their Common Application Form, they may be placed on the list of all the schools they nominated and can then be considered for places at those schools.
34. Waiting lists for schools will be kept by the Local Authority for **one term** in the

academic year i.e., **31 December 2027**. No lists will be kept for any school thereafter, by the LA. Individual Admissions authorities may choose to maintain waiting lists beyond that date.

35. Where parent/carers have not returned their acceptance slip for oversubscribed schools or responded to the offer the Local Authority will assume that the place has been accepted, and the school will be notified accordingly.

PART 2 – LATE APPLICATIONS

36. The closing date for applications in the normal admissions round is **30 October 2026**. As far as it is reasonably practicable applications for places in the normal admissions round that are received late for a good reason or in exceptional circumstances may be considered, provided they are received before **23 November 2026**, the date the allocation procedures begin. Examples of what may be considered as good reason and exceptional circumstances include: when a lone parent/carer has been ill for some time or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a North Tyneside property will be required in these cases). Other circumstances may be considered, and each case will be decided on its own merits by each individual admission authority.

Change of school preference after 30 October 2026:

37. Once parent/carers have submitted their Common Application Form, they cannot change their preferences without a genuine reason, for example, if the family has recently moved address (in this instance, proof of ownership or tenancy of a North Tyneside property will be required).

Late applications received after 23 November 2026

38. Late applications received after 23 November 2026, which are not deemed to be exceptional by the Authority, will not be processed until after 1 March. Parent/carers will, nevertheless, receive an offer of a school place on 1 March 2027 in accordance with the terms of the scheme.

No common application form received by 1 March 2027

39. Where no Common Application Form is submitted the child will not be offered a place on 1 March 2027

Applications received after 1 March 2027

40. Applications received after 1 March at any school must be forwarded to the Local Authority immediately. Where only the supplementary information form is received the school must inform the Local Authority immediately so it can verify whether a Common Application Form has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete a Common Application Form. The Local Authority will enter the details onto its Education Management System (EMS) and, after consultation with the relevant admission authority, offer a place as soon as possible at the school highest in the parent/carer's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy (as defined in paragraph 18).

Change of school preference after 1 March 2027

41. Parent/carers cannot change their original school preference(s) without a genuine reason, for example, if the family has recently moved address. Where the Local Authority agrees to accept a change of preference application, the original school preference will be cancelled, and a new application must be submitted which will be considered as 'Late.' Any place previously offered at a school in North Tyneside on 1 March 2027 will be withdrawn and the parent/carer will be notified in writing of the outcome.

Year of entry appeals

42. All Admission Authorities must publish their appeals timetable on their website by **28 February each year.**
43. Where schools are their own admission authority i.e., Academies, VA and Trust the school will be responsible for presenting the schools case for any appeals lodged. However, for Academies and Trust Schools the LA can be present for stage 1 of the appeal to answer any questions on the admission process.

PART 3 – IN YEAR' ADMISSIONS

APPLICATIONS RECEIVED AFTER 1 March 2027

44. Applications received after 1 March 2027, and for places in year groups other than the normal year of entry to Middle and High schools, will be treated as 'In Year' admissions.

APPLYING FOR A SCHOOL PLACE OUTSIDE THE NORMAL YEAR OF ENTRY

45. Parent/carers must apply on their 'home' Local Authority form regardless of the school they are applying for. The Local Authority will process all Common Application Forms unless the school has opted to deal with the forms directly (New School Admissions code September 2021).
46. The 'home' Local Authority will process Common Application Forms were requested to do so and inform parent/carers of the outcome of their application even if the school is an Academy, Trust or Voluntary Aided.
47. The Local Authority is unable to process applications for schools where the date that the place is required from is more than 2 months from the date of the application (Service and Crown Personnel are exempt).
48. Children must be resident in the country before a Common Application Form can be considered (Service and Crown Personnel are exempt).
49. School places cannot be allocated based on intended future changes of address unless a house move has been confirmed through a completion statement or a rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

Children in the care of the Local Authority

50. A Local Authority has the power to direct an admission authority (including Academies, Trust, and Voluntary Aided schools) to admit a child who is a child in the care of the Local Authority, even when the school is full. The Local Authority must not choose a school from which the child is permanently excluded.

Responding to common application forms

51. If the application is for an Academy, Trust or Voluntary Aided school, the Local Authority will refer the application to the governing body/board of the school. In the case of applications for schools outside North Tyneside, the Local Authority will contact the relevant authority.
52. All admission authorities must respond to the Local Authority within five school days of receiving the Common Application Form informing them of the decision. If there is a place available, pupil **must** be admitted within twenty school days of the application being received by the Local Authority or at the beginning of a half term if appropriate.

53. Where a place is not available at the highest ranked school the local authority will coordinate with the second and third preference schools until a place can be offered at one of the preferences.
54. If the pupil is not on the roll of a North Tyneside school and a place cannot be offered at any of the nominated schools, the parent/carers will be informed of places available at other schools in the area.
55. If there are more applications than places available the published admission criteria must be applied.
56. Pupils can only be refused a place at a school if one of the statutory reasons in the School Admissions Code applies.
57. Pupils should not be placed outside the normal age group without written recommendation from an Educational Psychologist.
58. The Local Authority will keep a track of any pupils who apply for 'In Year' admissions and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of children in the care of the Local Authority and disadvantaged children moving into the area i.e., Gypsy, Roma and Traveler children.
59. Where schools are their own admission authority, i.e., Academy, Trust or VA, the school will be responsible for presenting the school's case for any in-year appeals lodged. The school should liaise directly with the Clerk to the Independent Appeal Panel, Governance Services, North Tyneside Council, NE27 0BY. Tel: (0191) 643 5316.

DETERMINING OFFERS IN RESPONSE TO THE COMMON APPLICATION FORM

Pupils living in North Tyneside and applying for a school in the area (including Academies, Trust, and Voluntary Aided Schools)

60. The Local Authority will notify the parent/carers of the outcome of the place for all schools including Academies, Trust, and VA schools.

Pupils living in North Tyneside applying for a school out of the area

61. The 'Home' authority (North Tyneside) must contact the maintaining authority to confirm the availability of a place. The 'Home' authority (North Tyneside) would then confirm the offer of the place in writing to the parent/carers, with a copy to the maintaining authority.

Pupils living out of the area applying for a North Tyneside school

62. The 'Home' authority must contact North Tyneside Local Authority to confirm the availability of a place. The 'Home' authority would then confirm the offer of a place to the parent/carer, with a copy of the offer to North Tyneside LA.

Acceptance of the school place

63. Parent/carers will be expected to respond to accept or decline the offer within ten working days, failure to do so will result in the school place being assumed as accepted and the school notified accordingly.

Waiting lists

64. The Local Authority will hold the waiting list where requested. The waiting list will be held for the year of entry only for oversubscribed schools. The list will be held for **one term** in the academic year. No list will be held by the Local Authority for any school after **31 December 2027**. Individual Admissions authorities may choose to maintain waiting lists beyond that date.

SCHEDULE 2

**TIMETABLE OF CO-ORDINATED SCHEME
MIDDLE AND HIGH SCHOOLS**

DATE	EVENT
7 September 2026	Application Process begins for September 2027/28
30 October 2026	Closing date for all applications to be received by the Local Authority
23 November 2026	Details of preferences to be sent to Trust, VA, Academies, and other Local Authorities where preferences stated are for schools other than the home LA.
11 January 2027	The admission authority for each Trust, VA and Academy School will provide the LA with a list in rank order in accordance with their admission criteria of all pupils who applied for a place at the school.
25 January 2027	The Local Authority will exchange responses to preferences with other Local Authorities.
15 February 2027	The Local Authority will inform all North Tyneside schools of children to offered places at their schools.
1 March 2027	National Offer Day for places
15 March 2027	Last date for parent/carers to accept or refuse the offer that has been made.
15 March 2027	Last date for parent/carers to request in writing that they want to place their child's name on the waiting list for any schools which they have applied for and been refused.
24 March 2027	The Local Authority reallocates any places that have become available since offer day.
June/July 2027	Appeals to be heard

CO-ORDINATED ADMISSIONS SCHEME – MIDDLE AND HIGH SCHOOLS

Admission Authorities in the Area of North Tyneside to which the scheme applies

The Scheme applies to the Governing Board as the Admission Authority for the following Roman Catholic Academy:

St Thomas More Catholic High	Lynn Road North Shields NE29 8LF
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The Scheme applies to the Governing Body as the Admission Authority for the following Learning Trust Schools:

Marden Bridge Middle School	Lovaine Avenue Whitley Bay NE25 8RW
Monkseaton Middle School	Vernon Drive, Monkseaton Whitley Bay NE25 8JN
Valley Gardens Middle School	Valley Gardens Whitley Bay NE25 9AQ
Wellfield Middle School	Kielder Road, South Wellfield Whitley Bay NE25 9WQ
Burnside College	St Peter's Road Wallsend NE28 7LQ
Churchill Community College	Churchill Street Wallsend NE28 7TN
George Stephenson High School	Southgate Killingworth NE12 6SA
Longbenton High School	Hailsham Avenue Longbenton NE12 8ER
Marden High School	Hartington Road North Shields NE30 3RZ

Norham High School	Alnwick Avenue North Shields NE29 7BU
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Whitley Bay High School	Deneholm Whitley Bay NE25 9AS
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The Scheme applies to the Governing Board as the Admission Authority for the following Academies:

Kings Priority School	Huntington Place Tynemouth, North Shields, NE30 4RF
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North Gosforth Academy	Dudley Lane Seaton Burn NE13 6EJ
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John Spence High School	Preston North Road North Shields NE29 9PU
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