

Moving on to Middle and High School in September 2023

A guide for parents/carers of children applying for a September 2023 places in a Middle or High School – Y5 in a Middle School, Y7 in High School, Y9 in WBHS or MHS.

This leaflet explains how to apply for a Middle or 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 2023 you must complete an application to start Year 5 at a Middle School in September 2023

If your child is attending a **Primary School** and they will be finishing Year 6 in July 2023 you must complete an application to start Year 7 at a High School in September 2023

If your child is attending a **Middle School** and they are finishing Year 8 in July 2023 you must complete an application to start Year 9 at Monkseaton High School or Whitley Bay High School in September 2023

All the information you need is available on our website my.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 can 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 my.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, my.northtyneside.gov.uk

The closing date for applications is 31 October 2022.

What happens when?

12 September 2022	Online Application system opens
September and October 2022	Middle and High Schools hold their open evenings. Please contact schools directly for information
31 October 2022	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 2023	National Offer Day. If you apply online, and you asked for an email offer, you will be told the 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 2023	Appeals heard

Apply online at: my.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 Catholic/Faith 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 or on the school's website. You should read the 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.

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 looking at the Catchment Map at my.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 brochure 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 31 October 2022. You should apply online at my.northtyneside.gov.uk

If you don't have access to the internet you can request a paper form from the School Admissions email address on the last page of this leaflet. Don't forget to give us your address so we can post a form to you. If you decide not to complete an application form you will **not** be sent a reminder.

Make sure you confirm the correct 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. This is the school that we are most likely to be able to offer your child a place. However, no guarantee is given that a place can be made at your catchment area school.

Apply online at: my.northtyneside.gov.uk

What happens next?

If you have correctly applied we will offer your child a place on 1 March 2023

Online applicants who ask to be notified by email will receive an allocation email on **1 March 2023**. This is the easiest way to receive your school allocation.

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

Parents/Carers will be **sent an allocation letter by 2nd class post on the 1st March** 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 ask to place your child's name on the waiting list. You can do this on the Portal if you applied online or by emailing us if you applied on a paper form.

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 2023**.

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?

Access Team
Quadrant East
Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY
Email: school.admissions@northtyneside.gov.uk

Paper application forms are available to print at my.northtyneside.gov.uk

Apply online at: my.northtyneside.gov.uk