

Co-ordinated Admissions Scheme for Newcastle upon Tyne maintained schools and academies 2025/26

Introduction

All local authorities are required by the School Admissions (Co-ordination of Admissions Arrangements) (England) Regulations 2012 to have a scheme in place each year for coordinating admission arrangements for all maintained schools and academies (except special schools and nursery schools) within their area. The scheme has to comply with the provisions of the [School Admissions Code 2021](#).

Co-ordination schemes are intended to simplify the admissions process whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures as far as is reasonably practicable, that every parent of a child living in a local authority (LA) who has applied to a state-funded school is sent a single offer of a school place by their LA.

Co-ordination schemes do not affect the rights and duties of the governing bodies of voluntary-aided and foundation schools to set and apply their own admissions arrangements and oversubscription criteria, nor for academies to agree their own arrangements with the Secretary of State. Admission authorities do not need to determine the same or similar oversubscription criteria but must ensure that their own admission arrangements are compatible with and do not undermine the Co-ordination scheme for their area.

The following Co-ordinated Admission Scheme for Newcastle upon Tyne will apply to the admission arrangements for the school year beginning September 2025.

Interpretation and glossary

In this Scheme -

"The LA" is Newcastle City Council acting in its capacity as a local (education) authority.

"The LA area" means Newcastle upon Tyne.

"School" means a community, voluntary controlled, foundation or voluntary-aided school (but not a special school) which is maintained by the LA.

"Academy" means a state-funded non-fee-paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need. Academies include free schools and studio schools.

"Admission authority" in relation to a community or voluntary-controlled school means the

LA and, in relation to a foundation or voluntary-aided school or an academy, means the governing body of that school.

"The specified year" is the school year beginning in September 2025.

"Admission arrangements" are the determined arrangements which govern the procedures and decision-making for the purpose of admitting pupils to a particular school or academy.

"Late application" means any application for a place in the first year of entry to the school that is received after the closing date for applications.

"Parent" means any parent or carer or person who (as defined in the 1989 Children Act) holds parental responsibility for a child and with whom the child normally lives.

"Home authority" is the LA that the parent resides in.

The Scheme

The scheme will apply to all first, primary, middle, secondary and high schools and academies in the LA area (except special schools and nursery schools). The scheme must be determined by 28 February 2024 and shall take effect from 1 September 2025.

Under the Co-ordinated scheme, Newcastle City Council will set and apply the oversubscription criteria for all community and voluntary-controlled schools in the area. The governing bodies of voluntary-aided and foundation schools and academies will set and apply their own oversubscription criteria.

The LA will work with all other admission authorities within Newcastle and with other relevant local authorities to ensure that a fair and transparent system for the allocation of places is achieved.

The normal admissions round

The scheme will apply to all children whose parents are seeking a school place for the school's initial year of entry for the start of autumn term 2025 (whether or not it is their age cohort). The initial years of entry are:

School type or name	Initial year of entry
First and primary schools	Reception
Middle schools	Y5
Secondary schools	Y7
High schools	Y9

There will be a common application form available for all applicants, which will be available online and as a paper version. Online applications are positively encouraged.

The common application form must be used by parents who live in Newcastle as a means

of expressing up to four preferences for a school place for their child either within or outside Newcastle. All preferences expressed on the form are valid applications. Preferences should be ranked in the order of preference. Reasons to support each preference can be included on the form.

The form will specify the closing date and where the application form must be returned to. Completed forms must be returned to the LA before the closing date.

There is printed information available explaining the Co-ordinated admissions scheme to parents. This explains that:

- i. the parent will receive one single offer of a school place
- ii. all preferences will be treated equally
- iii. a place will be offered at the highest ranked school for which the child is eligible for a place under the admission criteria
- iv. if more than one school could offer a place, the parent will be regarded as having ranked the schools in the preference order appearing on the form
- v. if a place is unable to be offered at a preferred school, a place will be offered at an alternative school.

The LA will take all reasonable steps to ensure that every parent resident in their area who has a child due to start primary education or is in their last year of first, primary or middle school is made aware of the procedures for applying for a school place and has access to a copy of the form and supporting guidance.

Verification of data

Parents may be asked to provide proof of address by the LA or by other admission authorities.

Supplementary information

Admission authorities can require parents to provide additional information where the information is required for the governing body to apply its oversubscription criteria to the application. Any requested information should be returned by the dates stated in order to be considered as part of the application.

Testing

Where a selection or aptitude test of any kind is part of the school's admission arrangements, the admission authority must take all reasonable steps to inform parents of the outcome of selection tests before the closing date for secondary applications on 31 October so as to allow parents time to make an informed choice of school - while making clear that this does not equate to a guarantee of a selective place.

Submission dates

The application period for both reception and transfers will open from 1 September 2024. This is the date from which parents can apply online or request a paper form.

31 October 2024 11:59pm, is the deadline for parents to apply to the LA for a place in a middle, secondary or high school or academy.

15 January 2025 11:59pm, is the deadline for parents to apply to the LA for a place in a reception class.

It is the responsibility of parents or carers to ensure that applications are returned directly to the home LA by the closing date.

Late applications

Any application for the normal admissions round received after the deadline will be deemed "late". Late applications will be dealt with after all on-time applications have been processed and places allocated. Late applicants will not be made an offer on national offer day. They will be offered as part of the late offer process.

Only in exceptional limited circumstances will late applications be considered at the same time as applications submitted on time. These include:

- the illness/death of a close relative such that making an application during the application period was not possible.
- a move into Newcastle from outside the area after the deadline date. Confirmation of the new address must be provided (in the form of evidence of completion of purchase or a tenancy agreement).
- where there has been a delay in the LA receiving the application due to a LA administrative error.

Documentary evidence should be provided with the application to verify the circumstances which caused the application to be late. If evidence cannot be provided, the application will not be considered as an exception. The LA will determine whether the late application is considered as an exception.

20 November 2024 is the deadline for asking for a late application for a place in a middle, secondary or high school or academy to be considered as an on-time exception.

29 January 2025 is the deadline for asking for a late application for a reception place to be considered as an on-time exception.

Changing preferences

No changes will be accepted to applications after the deadline date has passed, unless there is a genuine reason for the change, such as a change of address or siblings have changed schools. The deadlines and evidence requirements are the same as for

exceptional late applications. If these are not met, the request will not be considered as an exception.

Any accepted request to change preferences will cancel out and replace the previous application. If submitted after the deadline date, and not agreed by the LA as an exception, this means the original application will stand for national offer day. The new applications will be processed as late and will be considered as part of the late offer process.

No form received

Where no form is submitted, no school place will be offered on National Offer Day.

Processing applications

After the closing date, the LA will forward details of relevant applications received on time to other admission authorities in its area and to other LAs if a preference is made for a school in another area.

Parental preferences will be ranked by every admission authority strictly according to the oversubscription criteria for the relevant school. The ranked lists will be returned to Newcastle LA by the specified date detailing how the oversubscription criteria have been applied to the list.

The order of school preference listed on the application form will not affect these rankings.

Determining offers

The LA will act as a clearing house for the allocation of places by the relevant admission authorities. The LA will only make a decision on the offer or refusal of a place in response to any preference expressed on the form where:

- i) it is acting in its separate capacity as an admission authority, or on behalf of another admission authority that has delegated its role to the LA, or
- ii) an applicant is eligible for a place at more than one school, or
- iii) an applicant is not eligible for a place at any school that the parent has nominated.

The LA, using preference data and oversubscription criteria rankings (including those from own admission authority schools and academies), will allocate places according to each parent's preference ranking as follows:

- where a parent's first preference can be met, a place will be allocated at that school. The LA will not consider any lower ranked preferences.
- where a parent's first preference cannot be met, but a lower preference can, a place will be allocated at the lower preference school. Any preferences ranked lower than the preference offered will not be considered.
- where none of the parent's preferences can be met, a place will be allocated at an alternative Newcastle school with places available, if there are places available.

Distance measurements

Distances are measured in a straight-line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Reception and Transfer Offers

Parents will receive one offer of a school place. Parents who applied online will be sent an email advising them they can log in on national offer day to find out their allocated school. Parents who submitted a paper application will either be posted a letter on national offer day by second class post or be emailed this information. Offer information will not be given out over the telephone.

If a parent was refused a place at a preferred school, they will be informed of their right of appeal.

Responding to offers

Parents are required to respond to the LA regarding the offer of a school place to either accept or refuse it within two weeks of national offer day. If the parent does not confirm to the LA that they accept the place, the LA may remove the place and reallocate it to another child.

Parents should not refuse a place unless they are certain of a place at an alternative school. This does not remove the parent's right of appeal for schools refused by the LA.

If a parent wishes their child to be considered for an alternative school(s) after offer day, a new application must be completed listing the new order of preferences. This will cancel out and replace the previous application. Parents are only allowed a maximum of four active preferences in any local authority at one time.

Waiting Lists

If a parent wishes their child to be placed on a waiting list, they must request this in writing to the local authority's School Admissions Team. If a parent has requested their child is added to a waiting list, that child will be kept on the waiting list, as long as it is a higher preference to the school which they were offered. For example, where a parent has been allocated a place at their second preference school, they may request to be placed on the waiting list of their first preference school but not their third.

Where a parent has been offered a place at a school that they did not express a preference for, they may request their child is placed on the waiting list of all their preferred schools and considered for places at those schools if any become available. In these circumstances, parents will be contacted about whether they wish to be placed on the waiting lists for their preferred schools.

In all cases, parents must request to be added to any waiting list.

Waiting lists will be kept by all admission authorities until at least **31 December 2025**. The waiting list will be maintained strictly in accordance with the oversubscription criteria and if a place becomes available this will be offered to the child ranked highest on the list. Places on waiting lists will change over time as new applications are received.

When any place in a school is refused by a parent, the LA will reallocate that place to the child at the top of the waiting list for that school. There will be two waiting list phases when available places will be reallocated after national offer day:

- i) the late offer process will reallocate places that have become available since national offer day. Late applications and late changes to preferences are included at this stage.
- ii) Following the late offer process, available places will be re-allocated regularly.

The only legal offers up until 31 August 2025 will be from the LA. From 1 September 2025, offers will be made directly by schools or via the local authority if the school buys into their SLA (service level agreement).

Appeals

All parents have the right of appeal if refused a place at a school. Appeals are Co-ordinated by the relevant admission authority. Appeals will be heard by an independent appeals panel and, if the panel uphold the appeal, the decision is legally binding on the admission authority and they must admit the child.

Applying for a year outside the child's age group

The LA expects children to attend school within their relevant age group. Where a parent would like to delay admission to reception by a whole school year this will be considered by the appropriate admission authority.

Any request to transfer to middle, secondary or high school a year early or late would be considered and decided at the discretion of the admission authority. The LA expects requests for students who have previously been taught out of year group to be upheld by the admitting admissions authority, unless there are significant reasons why it would be in the child's best interests for the request to be refused.

Any agreed request will be included, along with all other applications for a school place at a particular school, in the process of determining the allocation of places.

Full-time reception places are available from the September following a child's fourth birthday. Parents can request that the date on which their child is admitted full-time is deferred until the term after their child reaches compulsory school age (age 5).

The LA will provide a form to parents who request a child is taught outside their natural year group. This information will form part of the decision making by the admissions authority,

following their procedures and national guidance. The views of the Head Teacher of the school will be taken into account during this process.

Shared responsibility

Where two adults have shared parental responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools. Where conflicting applications are received, or the Admissions Team is made aware of a dispute between parents, all applications will be placed on hold and will not be processed until:

- i) one joint application is made, or
- ii) written agreement is provided from both parents, or
- iii) a Court Order is obtained confirming which parent's application carries precedence.

Children of UK service personnel and Crown Servants

The LA will allocate a place in advance for families of UK service personnel and Crown Servants with a confirmed posting to the area, where they are moving to the area outside of the normal admission round.

Applying for places outside of the normal transfer times

Parents with children of school age who move into the city and require a school place outside of the normal transfer times should contact the Admissions Team if they require advice on schools with places. Information about admissions is also published on the Newcastle City Council's website.

Parents applying for a place for their child(ren) in a Newcastle school will need to complete the LA's In-Year application form for each child and return it to the Admissions Team. Parents can name up to four preferred schools on the form.

Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed, for example through the completion of purchase or the signing of a formal lease agreement. Documentary evidence to support the new address may be required.

In Newcastle, most schools manage their own in-year admissions directly. The LA will forward the application on to the school and the school will inform the parent if they are able to offer a place. If no place is available at a preferred school, the LA will make the parents aware of this and encourage parents to apply for alternative schools.

The child is expected to take up the offer and attend the allocated school within 10 school days of being made an offer, or the offer may be withdrawn.

Co-ordination timetable for transfer to middle, secondary or high school (including academies) in 2025

Date	Event
1 September 2024	Application process opens online for 2025/26
31 October 2024	Closing date for all applications to be received by the LA
20 November 2024	Last date for any late applications to be submitted and be considered as exceptions
22 November 2024	Applications stating preferences for schools in other LAs will be forwarded to those LAs
27 November 2024	Applications for own admission authority schools and academies in Newcastle will be forwarded to those admission authorities
13 January 2025	Academies, foundation and voluntary aided schools to provide the LA with their ranked lists of applicants, including details of how the oversubscription criteria were applied
27 January 2025	The LA will inform other LAs of any offers of Newcastle schools to be made to applicants who are resident in their areas
27 February 2025	The LA will inform Newcastle schools of children to be offered places at their schools
3 March 2025	National offer day for transfer places. Primary schools will be notified of leaver destinations
10 March 2025	Deadline for late applications and late changes to be considered in late waiting list process
17 March 2025	Date for parents to accept or refuse the offer from offer day
21 March 2025	Own admission authority schools will receive final list of late applications and changes for ranking
2 April 2025	Deadline for appeal forms to be submitted for them to be heard in the first round of appeals
10 April 2025	Own admission authority schools to return ranked lists
29 April 2025	Late offer process will be run to allocate places that have become available. Late applicants and late changes will be included
May – 31 August 2025	Late offers made recurrently
May onwards	Appeals are heard

Co-ordination timetable for reception places in first and primary schools (including academies) in 2025

Date	Event
1 September 2024	Application process opens online for 2025/26
15 January 2025	Closing date for all application forms to be received by the LA
29 January 2025	Last date for any late applications to be submitted and considered as exceptions
31 January 2025	Applications stating preferences for schools in other LAs will be forwarded to those LAs
5 February 2025	Applications for own admission authority schools and academies in Newcastle will be forwarded to those admission authorities
5 March 2025	Academies, foundation and voluntary aided schools to provide the LA with their ranked lists of applicants, including details of how the oversubscription criteria were applied
12 March 2025	The LA will inform other LAs of any offers of Newcastle schools to be made to applicants who are resident in their areas
14 April 2025	The LA will inform Newcastle schools of children to be offered places at their schools
16 April 2025	National offer day for places
23 April 2025	Deadline for late applications and late changes to be considered in the late offer process
30 April 2025	Date for parents to accept or refuse the offer from offer day
7 May 2025	Own admission authority schools will receive final list of late applications and changes for ranking
16 May 2025	Own admission authority schools to return ranked lists
17 May 2025	Deadline for appeal forms to be submitted for them to be heard in the first round of appeals
23 May 2025	Late offer process will be run to allocate places that have become available. Late applicants and late changes will be included, along with children known to the LA where no application has been submitted
June – 31 August 2025	Late offers made recurrently
June onwards	Appeals are heard

List of Newcastle schools covered by this scheme

Name of school	Admission authority	School type	Admissions notes
Archbishop Runcie C of E First School	Governing Body	Voluntary-aided	
Archibald First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Atkinson Road Primary Academy	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Beech Hill Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Benfield School	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Benton Park Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Bridgewater School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Broadwood Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Brunton First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Byker Primary School	Local authority	Community	Applications for reception places are ranked by LA
Callerton Academy	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Canning Street Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Central Walker C of E Primary School	Academy Trust	Academy	
Cheviot Primary School	Governing Body	Academy	Applications for reception places are ranked by LA on the school's behalf
Chillingham Road Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Christ Church C of E Primary	Governing Body	Voluntary-aided	
Cragside Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Dinnington First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
English Martyrs' RC Primary	Academy Trust	Academy	
Excelsior Academy	Academy Trust	Academy	Applications for co-ordinated places are ranked by LA on the school's behalf
Farne Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Gosforth Academy	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Gosforth Central Middle School	Governing Body	Foundation	Applications for transfer places are ranked by LA on the school's behalf
Gosforth East Middle School	Governing Body	Foundation	Applications for transfer places are ranked by LA on the school's behalf
Gosforth Junior High Academy	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Gosforth Park First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf

Name of school	Admission authority	School type	Admissions notes
Grange First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Great Park Academy	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Havannah First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Hawthorn Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Hilton Primary Academy	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Hotspur Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Jesmond Park Academy	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Kenton Bar Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Kenton School	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Kingston Park Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Knop Law Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Lemington Riverside Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Milecastle Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Moorside Community Primary School	Local authority	Foundation	Applications for reception places are ranked by LA on the school's behalf
Mountfield Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Newburn Manor Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
North Fawdon Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Our Lady and St Anne's RC Primary	Academy Trust	Academy	
Ravenswood Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Regent Farm First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Sacred Heart Catholic High School	Academy Trust	Academy	
Sacred Heart RC Primary	Academy Trust	Academy	
Simonside Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
South Gosforth First School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
St Alban's RC Primary	Academy Trust	Academy	
St Bede's RC Primary	Academy Trust	Academy	
St Catherine's RC Primary	Academy Trust	Academy	
St Charles' RC Primary	Academy Trust	Academy	

Name of school	Admission authority	School type	Admissions notes
St Cuthbert's Catholic High School	Academy Trust	Academy	
St Cuthbert's Catholic Primary (Kenton)	Academy Trust	Academy	
St Cuthbert's RC Primary (Walbottle)	Academy Trust	Academy	
St George's RC Primary	Academy Trust	Academy	
St John Vianney RC Primary	Academy Trust	Academy	
St John's Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
St Joseph's RC Primary	Academy Trust	Academy	
St Lawrence's RC Primary	Academy Trust	Academy	
St Mark's RC Primary	Academy Trust	Academy	
St Mary's Catholic School	Academy Trust	Academy	
St Michael's RC Primary	Academy Trust	Academy	
St Oswald's Catholic Primary	Academy Trust	Academy	
St Paul's C of E Primary	Governing Body	Voluntary aided	
St Teresa's Catholic Primary	Academy Trust	Academy	
St Vincent's RC Primary	Academy Trust	Academy	
Stocksfield Avenue Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Studio West	Governing Body	Studio School	Applications for transfer places are ranked by LA on the school's behalf
Thomas Walling Primary School	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Throckley Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Tyneview Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Walbottle Academy	Academy Trust	Academy	Applications for reception places are ranked by LA
Walbottle Village Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Walker Riverside Academy	Academy Trust	Academy	Applications for transfer places are ranked by LA on the school's behalf
Walkergate Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Waverley Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Welbeck Academy	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
West Denton Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
West Jesmond Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf

Name of school	Admission authority	School type	Admissions notes
West Newcastle Academy	Governing Body	Free school	
West Walker Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Westerhope Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Westgate Hill Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf
Wingrove Primary School	Governing Body	Foundation	Applications for reception places are ranked by LA on the school's behalf
Wyndham Primary School	Academy Trust	Academy	Applications for reception places are ranked by LA on the school's behalf

North East Futures UTC is a state-funded academy for 14-19 year olds in Newcastle. Their admissions are not covered by this scheme and applications should be made directly to the school via their website <https://www.nefuturesutc.co.uk/>

There may be schools converting to academies between the determination of this co-ordinated scheme and its implementation. Please check the website for the most up to date information www.newcastle.gov.uk