

10 things you should know about School Admissions in Northumberland



School Admissions Code 2021


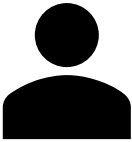




Statutory guidance that schools must follow when carrying out duties relating to school admissions.

1. The Local Authority has a statutory duty to offer school places to all Northumberland children, who are due to move into Reception, Middle, High/Secondary school each academic year.
2. Parents can make school applications for Middle, Secondary and High schools between 12th September and 31st October. Applications for First and Primary schools are made between 1st November and 15th January. All applications are made via the online Portal.
3. Any applications received after the deadlines are classed as late. Late applications can affect the chances of gaining a place at your preferred school.
4. National Offers Day for Middle, Secondary and High schools is the 1st March. Offers day for Reception school places is around 16th April, depending on weekends and public holidays.
5. All applications are ranked according to the relevant oversubscription criteria for your school of choice.

NB: Northumberland County Council is not the Admissions Authority for all schools. Parents can check specific school policies via our handbooks which are on the Council website.

6. School places are allocated up to the Schools Pupil Admission Number (PAN). Once the PAN is met all other applications go onto a waiting list, which is kept in order according to the schools oversubscription criteria.
7. If you are refused a place at your preferred school, you can appeal the decision. The appeal process is independent and is co-ordinated by our Democratic Services Team. Appeals should be received within 25 school days of the refusal letter

8. 'In Year' School Applications can also be made from during the academic year. There are many reasons for moving schools e.g house move, subject preference. It is important to talk to your child's current school to resolve any issues before considering a school move.
9. If a school receives a new application there are 3 possible outcomes 1) allocate the place because they have capacity 2) refuse the place as the school year group is full; appeal rights will be offered and 3) refer to Fair Access (FAP) because the application meets the referral criteria.
10. The FAP is a mechanism developed by the local authority in partnership with all schools in their area. Its aim is to ensure that vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

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