

Starting school in 2020

Essential information about making an application
for a reception place if you live in Newcastle.



Find out more and apply online at
www.newcastle.gov.uk

The closing date is
12 noon on 15 January 2020.

Newcastle
City Council 

If your child was born between 1 September 2015 and 31 August 2016, they can start reception class in September 2020.

What do I need to do and when?

- You must apply **before the closing date of 12 noon 15 January 2020** for your child to be considered for a place on National Offer Day.
- If your child lives in Newcastle you must apply to Newcastle City Council regardless of the type of school you are applying for (except independent) or which local authority the school is based in.
- If the admission policy for the school states that supporting evidence is required, make sure you gather this information and send it within the timescale requested.
 - o Faith evidence goes directly to the school
 - o All other evidence to be sent to the local authority

How do I decide which schools to apply for?

- You can apply for four schools; on the form these are called “preferences”.
- List four different schools on your application to increase the chance of being offered a preferred school. Your child will be considered for a place at every school you name on the form.
- List the school you want most first. If we can offer a place at more than one school, we will allocate the school you listed highest.
- **Be realistic, especially if you are applying for a faith school.**
 - o Read the admission policies for the schools you are interested in.
 - o Look at the information about how places were allocated last year.
- Find your nearest schools online at **<https://www.gov.uk/school-performance-tables>**
- Look at the websites of schools you are interested in.
- Make an appointment to visit the schools.

Myth Busting

Do I have to apply for a reception place?

Yes. Your child will not have a reception place unless you apply.

Will my child be given priority for a reception place in a school if they attend the nursery class?

No. Priority will not be given if your child attends the nursery.

Is my child more likely to be offered a reception place if I only apply to one school?

No. It will not improve your chances for that school. Use your four preferences.

Will my child be given priority for a reception place in a school if I rank that school first on my application form?

No. We use equal preference which means the order you rank the schools will not be taken into account unless we are able to offer a place at more than one school. If this happens we will offer a place at the highest listed school.

Is my child guaranteed a place because their older brother or sister attends the school?

No. Read each admission policy carefully to see if there is a sibling link and how it is defined.

How do I apply?

- Apply online at **www.newcastle.gov.uk** "apply for a school place"
- If you are unable to apply online, paper forms are available from any Newcastle school.
- If you submit a paper form make sure you obtain proof of postage in case it is lost in the post. Also make sure that you pay the correct amount, or the post office will not deliver the envelope (and it will not arrive).
- If you hand the form into a school, please make sure you get a receipt

How are places allocated?

- If there are enough places at a school then they will be offered to everyone that applied.
- If more people apply than available places, every application for the school will be ranked according to the oversubscription criteria in the admission policy for that school and places will be allocated up to the admission number.
- If your child does not qualify for your preferred schools, we will offer you the nearest school to your home address with available places.

When will I hear the outcome of my application?

- If your application was submitted on time (by 12 noon, 15 January 2020) we will offer your child a school place on 16 April 2020.
- If you applied online, you can log back in to your application to view your offer online at **www.newcastle.gov.uk**
- If you applied on paper but provided a valid email address, we will send out your offer by email. Otherwise you will be sent a letter by second class post. This will be posted on 16 April.

- If you changed your preferences, we will consider your on-time application on national offer day. If you applied late we will offer your child a place later in the process.
- You must respond to accept the place offered within two weeks of the offer date or we may withdraw the offer and reallocate the place to another child.
- See the calendar at the end for further details.

How do waiting lists work?

- If we do not offer your highest preference, your child will automatically go on the waiting list for any school ranked higher than the school we did offer.
- If a place becomes available at a later date at a higher preference school than you have been offered **we will remove** the original offer, even if you have accepted the lower preference, and allocate your child a place in the higher preference school. At any point you may only have one school offer.
- If you do not want to go on waiting list for higher preference schools or if you only want to stay on for specific schools, you must inform us in writing.
- Waiting lists are ranked in line with the school's oversubscription criteria, not based on the date the application was received.
- After national offer day we will run waiting list processes to offer places that have become available, and to process late applications and changes.
- See the calendar for details of when these processes will take place.

Important information

- Don't be late! Late applications will not be processed before 12 June 2020 and late applicants are unlikely to be offered a place in a preferred school.
- It is your responsibility to ensure your form arrives with the school admissions team on time.
 - **Do not hand your form in to the Civic Centre as you will not receive a receipt**
 - Hand your form into a customer service centre
- Any fraudulent or misleading information on an application form may result in the withdrawal of a school offer. If asked you must provide proof of any of the information you have on the application.
- You **must** use your child's permanent home address at the time you submit your application and not the address of a family member or childminder. We carry out address checks and may ask for additional proof of address. Using a false address is taken extremely seriously (it is committing fraud).
- You **must** inform us of any change in circumstances after you have applied that could affect your child's application, such as a change of address or if a sibling will no longer be in the preferred school in September.
- If you change your preferences after the closing date, you **must** complete a new application. This application will not be processed before 12 June 2020.
- We will process your application in line with Newcastle City Council's data privacy notice available at <https://www.newcastle.gov.uk/local-government/access-information-and-data/open-data/privacy-notice>.
- We will share information with other agencies as necessary and lawful to ensure your child receives an appropriate service.
- If you have any concerns about how we use and share your information please contact **admissions.information@newcastle.gov.uk**

Important dates in the admissions process

Date	Event
1 September 2019	Apply online from this date.
15 January 2020 (12 noon)	Closing date. You must apply by this date. Any evidence to support your application must also be submitted now.
31 January 2020	Last date for you to tell us about exceptional circumstances such as a house move for it to be considered in the process for 16 April.
16 April 2020 Offer Day	If you applied online you can log into your application today to view and accept your offer. Letters will be sent today by second class post to parents who applied by paper.
1 May 2020	Deadline for accepting the place offered. If you do not respond we may withdraw the offer.
8 May 2020	First waiting list run. This is the day that any places that have become available since offer day will be reallocated. We will contact you if we can offer your child a higher preference school.
15 May 2020	Last date to change your school preferences or submit a new application to be processed in the waiting list process on 12 June 2020.
20 May 2020	Deadline to submit an appeal to ensure it will be heard before the end of the summer term.
22 May 2020	Deadline to respond to offers made from first waiting list process run.
12 June 2020	The second waiting list process will run and successful applicants will be notified of results. Late applications and late changes will be included at this stage.
13 June 2020	From this date places will be reallocated regularly

Help and advice

You can read all the admissions guidance and apply for a transfer place for September 2020 online at **www.newcastle.gov.uk/admissions**

If you cannot get online and need a paper application form these are available directly from schools.

If you need to contact us, you can do this at:

admissions.information@newcastle.gov.uk

If you need this information in another format or language please contact us.