

# Glossary (Explanation of terms)

The terms and abbreviations used in this booklet can be unfamiliar. These explanations should help but if you require further information please phone 0191 278 7878 and ask for "School Admissions".

## **Academies**

Academies are state schools which receive their funding direct from central government. The academy trust is responsible for determining the admission arrangements and for allocating school places.

## **Admission authority**

The admission authority is the legally accountable body responsible for setting the school's admission arrangements and allocating places in line with the published admission arrangements.

- The local authority (Newcastle City Council) is the admissions authority for community and voluntary controlled schools in the city.
- The governing body is the admissions authority for foundation and voluntary aided (faith) schools.
- The academy trust is the admissions authority for an academy or free school.

## **Admission arrangements**

The procedures, practices and oversubscription criteria used to decide how school places are allocated.

## **Admission (oversubscription) criteria**

These are the rules that decide which children will be given priority where there are more applications than places.

## **Adoption Order**

A court decision which makes the adoption legal and permanent and gives the adopters parental right and responsibility for the child. The child is given the same rights as though they were the adopters' birth child.

## **Child Arrangements Orders**

Under the provisions of the Children and Families Act 2014 residence orders for previously looked after children have now been replaced by child arrangements orders.

## **Common application form**

The single form parents must complete and submit to local authorities listing their preferred schools for reception 2015.

## **Community schools**

These schools are maintained fully by the local authority (LA). The LA is the admission authority and is responsible for determining the admission arrangements and for allocating school places.

## **Feeder link**

Most first and primary schools have a designated feeder link school to which pupils usually transfer. In order to secure a transfer place at the feeder link school, parents have to apply in exactly the same way as parents apply for reception places.

## **First schools**

These schools are for pupils aged 4 to 8 years). In Newcastle there are first schools in the Gosforth area only.

### **Foundation schools**

Foundation schools are funded by central government via the Local Authority, and do not charge fees to students. Pupils follow the National Curriculum. The governing body employs the staff and has responsibility for admissions to the school.

### **Free schools**

These are types of state funded academies, independent of local authorities. Free Schools do not have to follow the National Curriculum.

### **Governing bodies**

These are bodies with responsibility for the performance, framework and standards under which schools are expected to operate. In academies and free schools, the academy trust holds the equivalent responsibility.

### **Home local authority**

The home local authority is the local authority where the child lives permanently (the council you pay your council tax to).

### **Infant class size limit**

The law states that no infant class should contain more than 30 children with a single teacher. Children will therefore be refused places if their admission would mean more than 30 children in a class. Infant class size limits apply to reception, year 1 and year 2 classes. Schools must comply with the infant class size limit.

The class size limit does not mean that all schools have to admit up to 30 children into each class. At some schools the size of classrooms and internal layout may mean that classes have to be smaller than 30.

### **Local Authority**

Your local authority is your local council (the council you pay your council tax to).

### **Looked After Child**

A child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

### **Middle schools**

These schools are for pupils aged between 9 and 13 years. In Newcastle there are middle schools in the Gosforth area only.

### **Oversubscription**

This means that there have been more applications than there are places at the school.

### **Parent/carer**

This is the person with parental responsibility for a child under the definition of "parent" as set out in Section 576 of the Education Act 1996.

### **Parental responsibility**

The mother of a child usually has parental responsibility. The father also has parental responsibility if named on the birth certificate or by agreement with the mother, or by court order. Parents do not lose parental responsibility if they divorce.

Parents who share responsibility for the care of their child are expected to agree school preferences between themselves. In the event of a dispute, the local authority will accept the preferences of the parent to whom the child benefit is paid.

**Preference**

A school you would like your child to be considered for a place at, in effect an 'application' to a school.

**Primary schools**

These schools are for children aged 4 to 10 years.

**Published Admission number (PAN)**

The number of school places available in the normal year of entry in the school.

**Residence Order**

A court order settling the arrangements as to the person with whom a child is to live.

A person with a residence order can take most of the decisions that a parent can take about a child's care and upbringing. However they share parental responsibility with the child's mother and also with his or her father if he has ever been married to the mother or he has acquired parental responsibility if they were never married.

Under the provisions of the Children and Families Act 2014 residence orders for previously looked after children have now been replaced by child arrangements orders.

**Special Guardianship Order**

A legal order appointing one or more individuals to be a child's 'special guardian'. The special guardian has parental responsibility, which can be exercised to the exclusion of any other person with parental responsibility apart from another special guardian. The special guardian has responsibility for day to day decisions relating to a child's care and upbringing.

**State schools**

All children in England between the ages of 5 and 16 are entitled to a free place at a state school. State schools are funded by the government and are regularly inspected by Ofsted. They include community, foundation, free schools, voluntary aided (faith) and voluntary controlled schools and academies.

The main difference between the different types of state school is in how they are managed and whether the local authority, or the governing body/academy trust, is accountable for decision making including agreeing policy and curriculum, setting term dates and employing staff.

**Statement of Special Educational Needs (SEN)**

A legal document issued by the local authority for children with particular and significant needs.

This outlines how the child will be supported and can include a named school that is suitable for providing education for that child. *(Note From September 2014 Statements are being replaced by Education, Health and Care Plans over a phased 3-year period)*

**Studio School**

Studio Schools are designed for 14-19 year olds of all abilities. They are small schools for 300 students; and with year-round opening and a 9-5 working day, they feel more like a workplace than a school. Working closely with local employers, Studio Schools offer a range of academic and vocational qualifications including GCSEs in English, Maths and Science, as well as paid work placements linked directly to employment opportunities in the local area.

**Statutory school age**

Parents and carers of a child of statutory school age (also known as compulsory school age) have a legal duty to provide them with an education. A child is of statutory school age on the 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> September after their fifth birthday.

- Children becoming 5 years old between 1 September and 31 December are of statutory school age at the beginning of the term after 1 January.
- Children becoming 5 years old between 1 January and 31 March are of statutory school age at the beginning of the term after 1 April.
- Children becoming 5 years old between 1 April and 31 August are of statutory school age at the beginning of the term after 1 September.

A person stops being of statutory school age on the last Friday in June during the year that he/she becomes 16 years old, as long as the child's birthday is before the beginning of the next school year. If his/her 16<sup>th</sup> birthday falls after the start of the new school year, he/she is still of statutory school age until the end of the last Friday in June of the following year. There are no exceptions.

Legislation now requires all young people to stay in a designated learning environment until the age of 18 from 2015 onwards. This is called "Raising the Participation Age" or RPA. This does not affect the statutory school age but places young people under the age of 18 under a duty to participate in education or training.

### **Under-subscription**

This means that there have been fewer applications than the number of places available.

A **Voluntary Aided (Faith) school** is run by the governing body who are responsible for deciding the admission arrangements and allocating school places.

A **Voluntary Controlled School** is run by the local authority in partnership with another organisation. The local authority are the admission authority and responsible for deciding the admission arrangements and allocating school places.