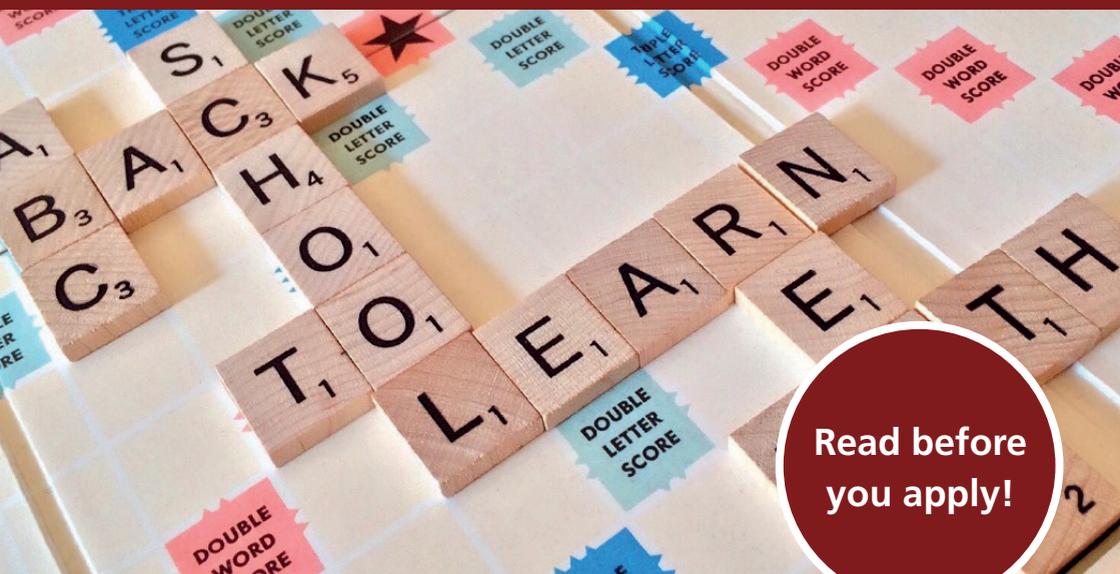


# Transferring schools in 2019

Essential information about making an application  
to transfer to middle, secondary or high school



Read before  
you apply!

Find out more and apply online at  
[www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

The closing date is midday  
on **31 October 2018**

Newcastle  
City Council 

# What do I need to do and when?

- You must apply before the closing date of **midday 31 October 2018** for your child to be considered for a place on offer day.
- If your child lives in Newcastle you must apply to Newcastle City Council regardless of the type of school you are applying to or which local authority the school is based in\*.
- If the admission policy for the school says that supporting evidence is required, make sure you gather this information and send it in within the timescale requested.

\*Please note that if you wish to apply for a place in Year 10 at North East Futures UTC you should apply to the school directly, not 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. Read the admission policy for the schools you are interested in to understand how places are allocated. Look at the information about how places were allocated last year to see how likely it is that your child will be offered a place.
- Think about how your child will get to school and the potential cost. Very few students are eligible for free home to school travel and they may not be eligible if they do not attend their nearest school.
- Find out more about the schools you are interested in by looking at information on their websites and making an appointment to visit.

# Is it true?

## **Is my child guaranteed a place in a school if they attend the feeder school?**

**No.** Places are not reserved for children from feeder schools. If you apply on time for your feeder school, your child is more likely to be offered a place there. However, if you apply late your child may not be able to attend the feeder school because all the places may have been allocated to other children. If you are applying to a faith school, you also need to be aware that faith schools give priority to Catholic children from other schools before they will consider applications from non-Catholic children, even if they attend a feeder primary school.

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

**No.** It will not improve your chances for that school.

## **Will my child be given priority for a school if I rank it first on the application form?**

**No.** Every application for a school is considered in the same way against the school's admissions criteria regardless of whether it was ranked as first or fourth preference. The order you list the schools only matters if we can offer you a place at more than one school, then we will offer the school ranked highest.

## **Will my child be given priority for a place if I provide evidence they have a medical condition?**

**No.** Only certain schools give applicants priority because the child or parent has a medical condition and not every case is upheld.

## **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/admissions](http://www.newcastle.gov.uk/admissions)
- Many community facilities offer free access to computers if you do not have internet access on a mobile device or at home.
- It is quick and easy to do, and your details are safe and secure.
- You can view or make changes to your application at any time before the closing date.
- There is no risk your application will get lost in the post.
- You will receive an email to confirm that you have successfully submitted your application.
- You can log in online on national offer day, 1 March 2019, to see your school offer and accept it online before letters are posted out.
- If you are unable to apply online, paper forms are available.
- If you decide to submit a paper form you are strongly advised to obtain proof of postage in case it is lost in the post. Also make sure that you use the correct postage or the post office will not deliver the envelope and it may not arrive to us before the closing date.

# How are places allocated?

- If there are enough places at the school then they will be offered to everyone that applied.
- If more people apply than there are available places, the applications 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 qualifies for a place at more than one school, we will offer you the school that you have ranked highest on your list of preferences.
- If your child does not qualify for a place at any of the schools you have ranked, we will offer you the nearest school to your home address with available places.

- 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 we will withdraw the current offer, even if you have accepted the lower preference, and offer your child a place in the higher preference school. At any point you may only have one offer.
- The above process will happen automatically. If you are happy to accept a lower preference school and do not want to go on the waiting lists for higher preference schools, you must let us know that you accept the place and also let us know in writing that you want your child removed from the waiting lists or you could lose the place you were originally offered.
- Waiting lists are ranked in line with the school's oversubscription criteria, not based on the date the application was received.

## When will I hear the outcome of my application?

- If your application was submitted on time (by midday, 31 October 2018) we will offer your child a school place on 1 March 2019.
- If you applied online you can log in to view your offer online at **[www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)**
- If you applied on paper, you will be sent a letter by second class post. This will be posted on 1 March.
- If you changed your preferences or applied late after 31 October, we will not offer your child a place until 10 April 2019.
- 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.
- After national offer day we will run two waiting list processes to offer out places that have become available, and to process late applications and changes. See the calendar for details of when these processes will take place. After the second waiting list, places will be reallocated as they become available.

# Important information

- Before you apply make sure that you have read and understood the admissions guidance and the admission policy for 2019 for each of the schools you are applying for.
- Don't be late! Late applications will not be processed until 10 April 2019 and late applicants are unlikely to be offered a place in a preferred school.
- Any fraudulent or misleading information may result in the withdrawal of a school offer. You may be asked to provide proof of any of the information you give 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 (loss of sibling link).
- If you change your preferences after the closing date you must complete a new application. This will cancel and replace your original application. The new application will be classed as late and will not be processed until 10 April 2019.
- The General Data Protection Regulations came into force on 25 May 2018. We will process your application in line with Newcastle City Council's data privacy notice. We will share information with other agencies as necessary and lawful to ensure the application process runs effectively and in accordance with the Admissions Code and Fair Access Protocols, and to comply with statutory data collection requests. For further information on how we use and store your information and a copy of the privacy notice, please see [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions) or if you have any concerns about how we use and share your information please contact [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)

# Important dates in the admissions process

Date	Event
1 September 2018	Apply online from this date.
<b>31 October 2018 (midday)</b>	<b>Closing date.</b> You must apply by this date. Any evidence to support your application must be submitted by this date.
23 November 2018	Last date for you to tell us about exceptional circumstances, such as a house move, for it to be considered in the process for 1 March.
<b>1 March 2019 Offer Day</b>	If you applied online you can log into your application today to view and accept your offer. Letters will be posted second class to parents/carers who applied on paper.
15 March 2019	Deadline for accepting the place offered. <b>If you do not respond we may withdraw the offer.</b>
20 March 2019	First waiting list run. This is the day that any places that have become available since offer day will be reallocated. <b>We will contact you</b> if we can offer your child a higher preference.
22 March 2019	Last date to change your school preferences or submit a new application to be considered in the waiting list process on 10 April.
3 April 2019	Deadline to respond to offers made from first waiting list process run.
5 April 2019	Deadline to submit an appeal to ensure it will be heard before the end of the summer term.
10 April 2019	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.
10 April 2019	From this date, places will be reallocated as they become available according to waiting lists.

# Help and advice

This information leaflet is just a summary of the key messages. Before you apply make sure that you have read and understood the full admissions guidance and the admission policy for each of the schools you are applying for.

You can read all the admissions guidance and apply for a transfer place for September 2019 online at **[www.newcastle.gov.uk/admissions](http://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 by using the methods below

**Email:** [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)

**Write:** Admissions and Information Service

Newcastle City Council  
Civic Centre  
Barras Bridge  
Newcastle NE1 8QH

**Phone:** 0191 278 7878 (ask for "School Admissions")

Please note that our phone lines can be extremely busy. We will return all calls as quickly as possible so please do not leave multiple messages. Thank you for your patience.

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