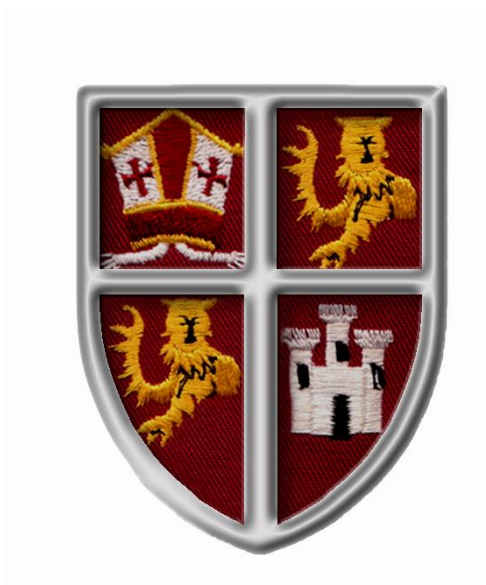


# Richard Coates Church of England Middle School

## Admissions Policy 2012 - 2013



*“Let Your Light Shine”*

**Richard Coates Church of England Middle School**

Thornhill Road

Ponteland

Newcastle upon Tyne

NE20 9QB

[admin@pontelandcoates.northumberland.sch.uk](mailto:admin@pontelandcoates.northumberland.sch.uk)

Telephone: 01661 823167

Fax: 01661 821183

*This policy is available in an alternative format or in another language on request.*

This policy is reviewed annually by the Governing Body.

(Date of Last Review October 2010)

The Governing Body of Richard Coates Voluntary Aided Church of England Middle School is the Admissions Authority for the school. The Governing Body welcomes applications for admission and they intend to admit up to 120 pupils into Year 5, in September 2012

The school welcomes applications for admissions from the parents of all children. The law requires that we give priority to looked-after children, that is, children in the care of the local authority and those with a statement of special educational needs, which names the school.

## **Admissions Procedure**

The school participates in the Coordinated Admissions Scheme for Middle and High Schools in the Northumberland CSA area and coordinating neighbouring authorities. Parents make applications for admission on the Common Application Form. The arrangements are described in detail in the County Council's Admissions Handbook and parents should read this document carefully.

- If the number of applications exceeds the number of places available in Year 5 or any other year group, the Governing Body will apply its over-subscription criteria and offer places accordingly.

In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

## **Over-subscription Criteria**

- Children who live in the catchment areas of the school served by the First schools at Belsay, Heddon on the Wall, Ponteland and Whalton.
- Children who have an older brother or sister already attending the school who will still be at the school when the younger child is admitted.
- Children who live, or attend a school, in the greater catchment area of the school.
- Children whose parents are committed members of the Church of England and who regularly and frequently attend an Anglican church in the greater catchment area of the school.
- Children of parents worshipping regularly in another Christian Church in the greater catchment area of the school.
- Children of parents worshipping regularly in another Christian Church who wish their child to attend this school because of its Christian foundation.
- Children who have special medical needs or other special circumstances, (supported by medical/professional opinion).
- Other children.

## **Tie break**

Where there are places for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor. Preference will be given to those whose home address is nearest to the school. Distance will be measured in a straight line, by the shortest walking route, from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system).

## **Waiting list**

The school office will maintain a waiting list of applicants until 31<sup>st</sup> December 2012. In the event of a place becoming available in the appropriate year group during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

## **Guidance Notes for Parents**

The catchment area of the school is that part of Northumberland served by the First schools at Belsay, Heddon on the Wall, Ponteland and Whalton. A map is available in school.

The greater catchment area of the school is that part of Northumberland served by the First schools at Belsay, Heddon on the Wall, Ponteland and Whalton, and the First schools of Cambo and Otterburn. A map is available in school.

In relation to bullet points 4, 5 and 6, evidence must be provided at the time the application is made in the form of a letter from your parish priest or minister. Regular attendance is measured as being at least once per month. You must send this information with the application form when you apply for admission. The Governing Body reserves the right to verify the information that you provide.

In relation to bullet point 7, evidence must be provided at the time of application in the form of a letter or a report from a professionally involved third person that explains the child's special social or medical needs and shows why attendance at our school is necessary

In circumstances where it is demonstrated that the offer of a place has been obtained based on false information (for example a false address or false claim about church attendance) the Governing Body reserves the right to withdraw the offer of a place.

If the Governing Body refuses a place, parents have a statutory right of appeal. Appeals against decisions on applications for admission must be in writing, addressed to the Chair of the Governing Body at the school and be made within the appropriate time scale.