

**Welcome to
Whitburn Church of England
Academy**



Open Evening 2018

Important Information regarding your Application for a place in Secondary School in September 2019

South Tyneside Local Authority deadlines only

- **Wednesday 31st October 2018 at 4.30pm** – Closing date for **ALL** applications including online applications
- **Friday 1st March 2019 (National Offer Day)** – **Offer notifications sent to Parents/Carers**
- **Friday 15th March 2019** – Deadline for return of acceptance slips or request your child's name to be put on the waiting list
- **Friday 15th March 2019** – Deadline for Parents/Carers to request appeal forms



Completing your Application Form

*Make sure you complete the correct form for your child's
place of residence and not necessarily their school*

South Tyneside Form

Complete online or for a hard copy contact
School Admissions Team

Sunderland Form

Complete online or for hard copy contact
Customer Services at Sunderland LA



You can also find the *“Information to Parents booklet”* on each Local
Authority website

South Tyneside Application Form



South Tyneside Council

FOR OFFICE USE ONLY
Received:
Acknowledged:
Criteria:
Input:

Pupil Admission to Secondary School in September 2019

Closing Date 31 October 2018 at 4.30pm

Only complete this application if you live within the South Tyneside Local Authority area (e.g. if you pay your Council Tax to South Tyneside Council)

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. If parents fail to agree on preferred schools and two applications are received for the same child from the same parents, then the LA may decide to put a hold on both applications reducing the chances of that child gaining a place at a school.

It is important that you read the 'Information for Parents' booklet before completing your application form (available online at www.southtyneside.gov.uk/schooladmissions). You should also read the guidance notes on the back of this application form.

You can apply for a place online at www.southtyneside.gov.uk/schooladmissions

Sunderland Application Form

Points to Note

Sunderland Local Authority (LA) operates a co-ordinated admission scheme with other admission authorities within the city (i.e. CE + RC Aided Schools and Academies) and with neighbouring LAs, including Durham, Gateshead and South Tyneside LAs.

You can submit only one application for consideration, which should include preferences for Aided schools, Academies and schools in other neighbouring LAs. You may express up to three preferences. If any of your preferences are for a school other than a Sunderland Community School, then we will contact the appropriate admission authority of that school to enable a decision to be made on your application. If you live in Sunderland we will notify you of this decision on the 'offer day' 1 March 2019. If you live outside Sunderland but apply for schools within Sunderland then your home LA will notify you about the outcome of your application on the same date.

In respect of admissions for September 2019, Sunderland LA will operate an 'equal preference' system. All Community and Voluntary Aided Schools and Academies will consider all preferences equally. This means that all applications will be considered against the school/academy's admission criteria, no matter whether they are 1st, 2nd or 3rd preferences.

Therefore you need to consider very carefully which school/academy you wish to apply for and only list schools that you would like to be considered.

Voluntary Aided (VA) Schools and Academies

You need to be aware that other admission authorities, e.g. Voluntary Aided (Roman Catholic & Church of England) Schools and Academies have different admission policies and admission criteria to Community schools in Sunderland, which decides how they will offer places. Their respective admission policies can be found in the booklet. You will need to consider the admission policy for any VA school or Academy you express a preference for, whether this is in Sunderland or a neighbouring authority, in order to determine what system and criteria each individual school will use to consider your application.

Late applications

If you return your application form after **31 October 2018**, your application will be considered as 'late' and you should be aware that this **will** reduce your chance of gaining a place at the school that you want.

Address

When considering an application for a school place, only the address of the Parent/Legal Guardian/Foster Carer will be taken into account. You should be aware that each Admission Authority reserves the right to seek proof of address and to withdraw an offer of a place, if any inaccurate information or address is given on the application.

If you change your address after the submission of your form you **must** contact us immediately to let us know. We may ask you for proof of address if necessary.

Receipt of Applications

Please make sure that you are given a receipt when you hand in your application form.

Advice: A telephone number for help and advice about the application process for all schools is listed on the front of this form. For advice on the admission policy of Community Schools in Sunderland you can ring this number:

If you require advice and guidance about how the admission criteria/policy of a particular Voluntary Aided or Free school or Academy or school in a neighbouring LA relates to you, then you will need to contact the respective school or LA directly.

You can seek advice from neighbouring LAs on the following contact telephone numbers:

- Durham 03000 265 896
- Gateshead (0191) 433 2756/2757
- South Tyneside (0191) 424 7706/7767

General Data Protection Regulation and Data Protection Act 2018

Sunderland City Council takes the security of your personal information seriously. We have internal policies and technological and organisational measures in place to ensure that your data is processed in line with the requirements of the General Data Protection Regulation and Data Protection Act 2018. To find out how we process and use your information, please review our Privacy Notice at: www.sunderland.gov.uk/schools-admissions

Please remember to sign and date your Application Form

Application Form

for Admission to Secondary School Academic Year 2019/2020
(e.g. Y7 In September 2019 ONLY)



Only complete this form if you live within the Sunderland Local Authority area (e.g. if you pay your Council Tax to Sunderland City Council)

It is important that you read the 'Admission to Secondary Schools – Academic Year 2019/2020' booklet **before** completing your application. You should also read the notes at the back of this form.

You can apply for a place online at www.sunderland.gov.uk/admissionsonline

Alternatively you must return this form either to your child's Junior/Primary School, who will forward it to us on your behalf, or to any of the councils Customer Service Centres, **please make sure that you are given a receipt when you hand in your application form.** Or post it to the School Admissions Team, People Services, Civic Centre, Sunderland SR2 7DN. It is the parent's/carer's responsibility to ensure that the council receives the form by **31 October 2018**.

If your application is received after 31 October 2018, your application will be considered as 'late' and you should be aware that this **will** reduce your chance of gaining a place at the school that you want.

If you have any queries please contact the Customer Service Network on (0191) 520 5553.

Section A

In the space below, please write in **order of priority** which school(s) you would prefer your child to go to even if the school is not in Sunderland. If you do not name a second preference school, it will not increase your chances of being offered a place at your first choice school and it could possibly mean that you do not gain a place at another school that you wish to consider.

	Name of School(s)
1.	
2.	
3.	

If you have listed a Voluntary Aided (RC) School in one or more of the spaces above, you must also complete Section B of this form.

I do not want my child to go to any Local Authority School, as my child will be going to a private school which is: _____ School.

I confirm that the information given is, to the best of my knowledge, correct. I understand that if I have given any false information, you may withdraw the school place you have offered me.

Your Signature _____ (Parent/Carer) _____ Date _____

Your full name (Please print) _____

Signature of Person with parental responsibility/Social Worker where this is not the carer _____

Counter fraud work, Data Protection and Fair Processing Notification

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.

For Office Use Only	R _____	A _____	F _____
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Choosing wisely



- Make sure you complete the application form fully and accurately.
- Make good use of all 3 choices.
Your first choice of school must be listed alongside No 1 on the application form.

The **order of your choices** is very important; if you do not get your first choice school.

You can only be placed on the waiting list of **ANY** school which is higher in your ranked choices than the school you were allocated.

Don't listen to playground gossip!

Choosing wisely



Choice 1 **School X**

Choice 2 **School Y**

Choice 3 **School Z**

School Y allocated then your child can only be placed on the waiting list for School X.

School Z allocated then your child can be placed on the waiting list for both School X and School Y

Admissions Policy



Approved by the Governing Body on 4th July 2017



Whitburn Church of England Academy

Admissions Policy 2019

Whitburn Church of England Academy, in accordance with Christian principles and values, aim to serve our community by providing an education of the highest quality. We strive to ensure “excellence for all” is a reality, promoting the growth of wisdom and learning. As a Church of England Academy, we aim to develop Christian values such as kindness, forgiveness, respect and thankfulness. We value the uniqueness of each individual and support the development of a rich and fulfilling spiritual life for all of our community.

We aim to develop self-esteem, model conflict resolution and are committed to justice and compassion. Mutual respect and trust are central to our community and we expect high standards in all aspects of Academy life.

This policy and its associated procedures are based on these key principles and values.

For the purpose of this document, the term “school” also applies to Academy.

Full version of the Admissions Policy can be found on the Academy website

Choosing wisely



- To help allocate your places in relation to the Admission criteria:

Make sure you clearly identify:

- a **“Looked after Child”** or a child previously accommodated by a Local Authority following which they immediately became subject to an adoption, child arrangement orders, or special guardianship order.
- any sibling links** Children who have a sibling link and are residing at the same address (brother or sister including adoptive siblings, half siblings, step siblings, and long term fostered children) attending the Academy at the time of application.
- your child’s current primary school**
- your relationship to the child**

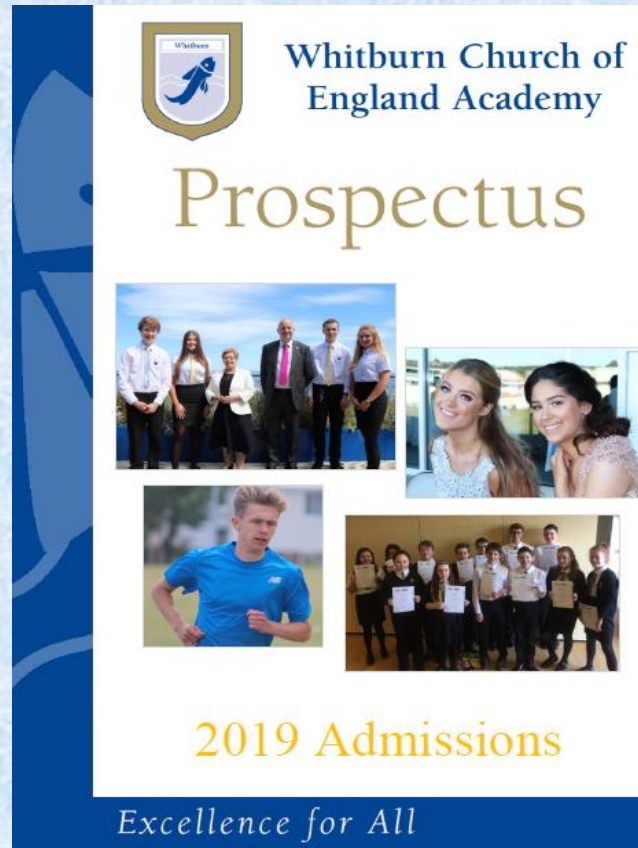
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Our Prospectus for September 2019 Intake can be downloaded from the Academy website



Please do not hesitate to contact the Main Office
if you require further assistance

Further information about the Academy is available on our website



<http://www.whitburncofeacademy.org>

Admission Questions?



**Please see Mr Crowe or Mrs Batey
at the
Septimus Reception Desk**

What happens now?



- Please remain seated until our guides collect you from your seat, this will be done row by row.



- The guides will take you for a tour of the Academy where you will meet Staff & Pupils.

Enjoy your tour!