

The Trustees of the Gosforth Group have made this final determination of admissions arrangements for entry into Years 7 and 12 in September 2025 and in-year admissions to all years.

JESMOND PARK ACADEMY

ADMISSION POLICY FOR SEPTEMBER 2025 ENTRY

Admissions Policy for Jesmond Park Academy (Years 7 and 12)

Jesmond Park Academy (the "Academy") has a co-educational comprehensive intake. The Academy is part of the multi-academy trust known as The Gosforth Federated Academies Limited ("Gosforth Group").

Gosforth Group is the Admission Authority for the Academy and is responsible for determining and applying this policy. This Admission Policy has been formally adopted by the Trustees, amended in accordance with determination under the Schools Standards and Framework Act 1998.

In this policy, reference to a parent shall be defined as set out in section 576 of the Education Act 1996 to include: all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person.

If a pupil has an **Education, Health and Care Plan (EHCP)** which specifically names the Academy, a place will be offered. Any pupil admitted on this basis will be counted against the Academy's Published Admission Number (PAN).

When you apply, you are confirming you have the consent of all other persons with parental responsibility to make the application. Where parents are in disagreement about which school the child shall attend and it is not possible for the parents to resolve the dispute, the parents should pursue the matter through the family court system.

If there are two conflicting applications from parents, then both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees to the application; or
- a Court Order specifying who should apply.

Where an offer of a place is found to be based on a fraudulently or intentionally misleading application which may have denied a place to another pupil, the offer of the place may be withdrawn at the sole discretion of the Board of Trustees of the Gosforth Group. In determining whether to withdraw the offer of a place, the Board of Trustees will consider the circumstances of the individual application and information submitted, along with the length of time, if any, which the pupil has been attending the Academy. If the decision is taken to withdraw the offer of a place, then parents will have the right of appeal.

The Academy may accept hard-to-place pupils onto the school admission roll in accordance with the Local Authority Fair Access agreement and protocol (FAP). This is a statutory requirement which falls outside of this admissions policy.

Admission of children outside their normal age group

Parents wishing to have their child admitted out of their normal age group should submit a written request to the Principal before the deadline for applications. The decision to admit a child out of normal age group will be made by the admissions authority on the basis of the circumstances of each case, the best interests of the child concerned and the views of the Principal.

Admissions Policy for Jesmond Park Academy (Year 7 and In-Year)

The Academy has a PAN of 310 for Year 7 admissions. If there are more places at the Academy than applicants, every pupil who wants a place will be offered a place.

Applications for Academy places in Year 7 are co-ordinated by the Local Authority in accordance with the published time scales in the co-ordinated admission scheme. Key dates can be found here:

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/apply-school-place>

Parents wishing to apply for a place at the Academy, for 2025, should complete the common application form provided by the local authority and return it by the required deadline date of 31 October 2024. The common application form, co-ordinated scheme and further information can be found here.

- <https://www.newcastle.gov.uk/services/schools-learning-and-childcare/apply-school-place/legal-information-school-admissions>
- [https://www.newcastlelea.org/CitizenPortal LIVE/en](https://www.newcastlelea.org/CitizenPortal_LIVE/en) (common application form)

Parents living within the boundaries of a different local authority (outside of Newcastle City Council) may still choose the Academy as a preferred school but must complete the common application form provided by their home local authority, which will subsequently be passed onto Newcastle City Council for processing.

If admission is not granted due to oversubscription, the local authority will offer the student a place at another school where the pupil would otherwise be left without a school place and there are places available.

If a parent wishes their child to be placed on the waiting list, they must request this. Details of how to do so will be included in communications from the local authority to parents on national offer day; and following this for late applications. The waiting list for the Academy will be maintained until 31 December in the year of entry. Offers up until 31 August 2025 will be made by the local authority; from 1 September 2025, offers will be made by the Trust. If a place becomes available, the oversubscription policy will be freshly applied at that time. The parents of the highest-ranking pupil will be contacted with view to admission of the student. Beyond 31 December, parents seeking admission should apply for a place via their local authority by completing the common application form for in-year admissions.

Late applications outside the normal admission deadline will be considered only after all applications received by the closing date have been processed and considered.

Parents who are unsuccessful in obtaining a place have a statutory right of appeal. Parents should contact the Academy for an Appeal Form. Information about the appeal process can be found here:-

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/about-our-schools/appeals-school-places>.

The completed Appeal Form, and any accompanying statement setting out grounds for appeal, should be returned to the Academy and marked "For the attention of The Clerk to the Appeals Panel".

In-Year Applications

An application can be made for a place for a pupil at any time outside the admission round and the pupil will be admitted where there are available places. Parents applying for an in-year place will be advised of the outcome of their application in writing within ten school days. Details of the number of places available in any year group will be made available within two school days upon request.

Parents seeking admission should apply for a place via their local authority by completing the common application form for in-year admissions.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made, directly to the Academy, for the child to be added to a waiting list.

In-year admissions may be made above the PAN but not when it would prejudice the provision of efficient education or efficient use of resources.

Parents who are unsuccessful in obtaining a place have a statutory right of appeal. (See above)

The Oversubscription Criteria for Jesmond Park Academy (Year 7 intake and In-Year admissions)

Where there are fewer Year 7 applicants than the PAN, all applicants will be offered a place at the Academy.

Where there are more applicants than places available (i.e. more applicants than the PAN), places will be offered to pupils in the following strict order of priority:

1. **Oversubscription Criteria 1 (Year 7 intake)**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See explanatory note 1 below)

2. **Oversubscription Criteria 2 (Year 7)**

Pupils with a specific medical reason to go to the Academy. Supporting evidence from a doctor or other medically aligned professional involved with the child must be provided. This supporting evidence should set out the particular reasons why the Academy is the most suitable and the

difficulties that would ensue if the pupil had to attend another institution. (See explanatory note 2 below)

3. **Oversubscription Criteria 3 (Year 7)**

Children or step-children of members of staff employed directly by the Gosforth Group, who work at the Academy on a part or full-time basis, where either or both of the following circumstances apply:-

a) The member of staff has been employed for two or more years at the time at which the application for admission to the school is made; and/or

b) The member of staff has been recruited to fill a vacant post at the Academy, for which there is a demonstrable skill shortage. (See explanatory note 3 below)

4. **Oversubscription Criteria 4 (Year 7)**

Where, at the time of the application being made, the pupil attends one of our seven designated feeder schools: Cragside Primary, Hotspur Primary, West Jesmond Primary, Chillingham Road Primary, Christ Church Primary, Ravenswood Primary and Benton Park Primary. (This criterion does not apply to In-Year admissions).

5. **Oversubscription Criteria 5 (Year 7)**

Pupils with siblings who will be attending the Academy, including the Sixth Form, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or child of a parent or carer's partner where the children live at the same address. Please note that a Sixth Form sibling link is only applicable once a Year 11 student has enrolled in Year 12, at the beginning of September, of the sibling's year of entry.

6. **Oversubscription Criteria 6 (Year 7)**

Children living nearest to the Academy as measured in a straight-line distance ("as the crow flies") from a single fixed central point at the Academy to a fixed point on the home of the child. (See explanatory note 4 below)

Tie-Break for Year 7 Applications

In the case of a tie, in any of the above oversubscription criteria, random allocation will take place to determine priority. (See explanatory note 5 below).

False Evidence

The Trustees reserve the right to withdraw the offer of a place where false evidence is received.

Policy for Sixth Form Admissions

Any queries, regarding Sixth Form admissions, should be directed to the Deputy Principal – Head of Sixth Form via admin@jesmondparkacademy.org.uk

The Academy has a Published Admission Number (PAN) of 100 for Year 12 (Sixth Form) admissions.

If there are more places in Year 12 than applicants, every student who wants a place, and who meets the course entry requirements, will be offered a place.

Applications for the Sixth Form should be made directly to the Academy. Parents or students wishing to apply for a place in the Sixth Form, from another school, should telephone or email the Academy by 1st February in the year of admission. Late applications will be considered only after all those received by the closing date have been processed. Contact details are set out below:

- Email: admin@jesmondparkacademy.org.uk
- Telephone: 0191 2818486

Parents who are unsuccessful in obtaining a place have a statutory right of appeal. Parents should contact the Academy for an Appeal Form. Information about the appeal process can be found here:

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/about-our-schools/appeals-school-places>.

The completed Appeal Form, and any accompanying statement or evidence setting out grounds for appeal, should be returned to the Academy and marked “For the attention of The Clerk to the Appeals Panel”.

Admission to Year 12 / Sixth Form

1. Admission to Year 12 of the Sixth Form will be from:
 - a. pupils in Year 11 at the Academy. All internal applicants, currently on roll at the Academy, shall be offered a place in the Sixth Form (see below for course criteria)
 - b. pupils in Year 11 from outside the Academy
 - c. students in Year 12, at Jesmond Park Academy or another institution, wishing to restart Year 12
2. Students must be aged under 19 at the start of any course.
3. The entry requirements for admission to the Sixth Form will be the same for students on roll in Year 11 at the Academy and external applicants. (See below).
4. Students will be admitted into Year 12 at the start of the Autumn Term in each Academy year.

Minimum Entry Requirements for Sixth Form Applications

All those seeking admission to the Sixth Form must meet the entry requirements of four grade 4s at GCSE or

equivalent for A Level: four grade 3s at GCSE or equivalent for any Level 2/3 course. **Students must meet the specific requirements for each course they wish to study, details of which are outlined in the prospectus and on our website. If they do not meet the requirements of a course they wish to study, an alternative will be offered.**

Oversubscription Criteria for Year 12 / Sixth Form Applications

Academic entry criteria for the Sixth Form are the same for both external and internal places.

All internal applicants, currently on roll at the Academy, shall be offered a place in the Sixth Form (see above for specific course criteria).

Where there are fewer Year 12 applicants than the PAN, all applicants will be offered a place at the Academy.

Where there are more applicants than places available (i.e. more applicants than the PAN), places will be offered to pupils in the following strict order of priority:

1. Oversubscription Criteria 1 (Year 12 / Sixth Form)

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See explanatory note 1 below).

2. Oversubscription Criteria 2 (Year 12 / Sixth Form)

Students with a specific medical reason to go to the Academy. Supporting evidence from a doctor or other medically aligned professional involved with the child must be provided. This supporting evidence should set out the particular reasons why the Academy is the most suitable and the difficulties that would ensue if the student had to attend another institution. (See explanatory note 2 below).

3. Oversubscription Criteria 3 (Year 12 / Sixth Form)

Children or step-children of members of staff employed directly by the Gosforth Group, who work at the Academy on a part or full-time basis, where either or both of the following circumstances apply:-

- a. The member of staff has been employed for two or more years at the time at which the application for admission to the school is made; and/or
- b. The member of staff has been recruited to fill a vacant post at the Academy for which there is a demonstrable skill shortage. (See explanatory note 3 below)

4. Oversubscription Criteria 4 (Year 12 / Sixth Form)

Children living nearest to the Academy as measured in a straight line ("as the crow flies") distance

from a single fixed point at the Academy to a fixed point of the home address of the child. (See explanatory note 4 below).

A waiting list will be established and students will be placed upon it based upon the above criteria. This waiting list will be kept open until 31 December in the year of entry. If a place becomes available, the oversubscription criteria will be applied and parents contacted with view to admission of the student. Beyond 31 December, the waiting list will not be maintained. Parents or students seeking entry after this date should contact the Academy directly.

Tie-Break for Year 12 / Sixth Form Applications

If there is a tie-break in any one of the above Year 12 oversubscription criteria, then random allocation will be used as a tie-break to decide which applicant(s) is offered a place. (See explanatory note 5 below).

Explanatory Notes

1. Explanatory Note 1 – Looked after Children

A Looked After Child is 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 the Academy is made and whom the Local Authority has confirmed will still be looked after at the date of admission. This also includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An Adoption Order is an order made under section 46 of the Adoption and Children Act 2002.

A Child Arrangement Order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A Special Guardianship Order is an order appointing one or more individuals to be a child's special guardian or guardians.

Evidence to confirm eligibility under priority 1 (as stated above) must be submitted before the closing date for applications.

If you require any support providing the above information, please contact the Academy via admin@jesmondparkacademy.org.uk

2. Explanatory Note 2 – Medical Needs

This priority will be given to children based on their exceptional medical or social needs that can only be met at the Academy. An example would be a student with a hearing impairment – the Academy is the regional HI-ARP.

This priority request for admission must be supported by professional evidence. All schools in Newcastle local authority have experience of supporting a wide range of social and medical needs; however, in exceptional cases, there may be compelling reasons why a child needs to attend our

Academy. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our Academy and how our Academy can meet your child's needs in a way that no other school can. Our Board of Trustees will review your request for this priority and cases will be considered individually on a case-by-case basis. A request would not be granted where a parent wishes for their child to attend the Academy based on the child's abilities, because their friends attend the Academy or due to childcare arrangements. Any request for this priority must outline in writing why the circumstances are exceptional, and why only our Academy is suitable.

You must provide the following information before the closing date for applications:

- Your child's name, date of birth and address
- What precise support your child requires due to their specific medical needs
- Why only our Academy can provide the support needed to meet your child's needs and why other school(s) can not
- What extra support or funding your child currently receives
- You must attach supporting evidence from an independent professional, such as a medical specialist, which confirms exactly what your child's needs are and why, in their professional opinion, only our Academy can meet that need. Without this evidence, your child's needs cannot be considered under this oversubscription criteria.

If you require any support providing the above information, please contact the Academy via admin@jesmondparkacademy.org.uk

3. Explanatory Note 3 – Children of employees of the Gosforth Group who work at the Academy

This forms part of the Academy's commitment to maintaining and improving high standards of teaching and learning within the Academy. This applies to staff (both teaching and non-teaching support staff) who are employed by the Gosforth Group, who work at the Academy.

A 'demonstrable skill shortage' relates to difficulties filling vacancies in job roles at the Academy, evidenced where (1) there are fewer than four applicants for any advertised position, or (2) there is only one suitable applicant following the recruitment process, or (3) where the job role and advertisement has needed to be re-advertised on one or more occasion(s) as part of the recruitment process.

Staff may contact the Academy directly, via admin@jesmondparkacademy.org.uk, to enquire if they meet the requirements of this criteria.

4. Explanatory Note 4 – Distance and Home Address

To calculate the distance from home to school, we use a straight-line distance system calculated and provided by the Newcastle City Council admission team. The program measures the straight-line distance from a defined LLPG point on the main permanent site of the Academy building to a defined point on your home address. The measurement points are set using the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home (physical building).

If the Academy must move to a temporary site for any reason, such as the building being damaged by a fire or structural issues or during any building or construction work which requires relocation, we will base our distance measurements on the Academy's permanent site rather than any temporary site.

In relation to your home address, only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of shared care, both parents should agree which address will be used on the application. For applications made in the normal round, if there is no agreement, the address used for the application will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, the local authority will use the address where the child is registered with their doctor / GP. For the purposes of the application, this address will be used as the home address.

5. Explanatory Note 5 – Random Allocation

Where random allocation is used as a tie-breaker, this process will be undertaken and supervised by the Local Authority (a body which is independent of Gosforth Group and the Academy).

The Local Authority will place all relevant applicants into a software tool, which will produce a numbered list of randomly allocated pupils. Priority will be determined based on the descending rank order of this randomly allocated list.

A fresh round of random allocation will be used if subsequent places become available and a pupil is to be offered a place from the waiting list.

If random allocation results in a pupil from a multiple birth (two or more children born at the same birth / same pregnancy) being successful, then the Academy shall offer places to the multiple birth siblings of the successful pupil. By way of example, if one twin is successful under the random allocation process, then the unsuccessful twin shall also be offered a place at the Academy. In such cases, the Academy will exceed the PAN to allow admission.

General Information

Principal: Mr S Campbell

Address: Jesmond Park West, Newcastle upon Tyne NE7 7DP

Tel Number: 0191 2818486

Email: admin@jesmondparkacademy.org.uk

Type: Academy

Age Range: 11 – 18

Year 7 PAN: 310

Expected number on roll excluding Post 16: 1550

Year 12 PAN: 100

Expected number on roll in Sixth Form: 500

Total capacity of the Academy including Post 16: 2050

Please see Newcastle City Council website for timetable of dates:-

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/apply-school-place/applying-transfer-places/key-dates>

Revised policy approved by the Board of Trustees, on 4 October 2024, incorporating amendments made due to the determination of the Office of the Schools Adjudicator, REF438