

**Application to Secondary School
September 2025**

9 September 2024

Dear Parent/Carer

Your child is due to start secondary school in September 2025 and you can apply now for a secondary school place.

Apply on-line at: www.gateshead.gov.uk/schooladmissions

On-line applications must be submitted by 31 October 2024. If you do not submit your form by this date, you will reduce your chances of gaining a place at one of your chosen schools.

You should list three school preferences on your application, applying for only one school **does not** improve your chances of gaining a place at this school.

It is important that you look at the information in the 'Admission to Secondary School' booklet and relevant school admission policies before you submit your application. The booklet is available on the council's website **www.gateshead.gov.uk/schooladmissions** and contains important information that will help you in making your child's application.

If you live outside Gateshead - you must apply directly to your home local authority, even if the schools you want to apply to are in Gateshead. However, it is important that you read this letter and the information in our booklet to fully understand Gateshead's school admission policies before you apply.

Unfortunately, children lose places every year because some parents provide false or inaccurate information on their application form. We reserve the right to seek proof of address or other evidence required whenever necessary. You must provide any information the council or school request by the relevant deadline. If you fail or delay in doing this, it may result in the refusal of a place.

If you change your address after the submission of your application form, you must inform The School Admissions Team immediately.

Please read the important information attached to this letter before you apply.

Yours faithfully

School Admissions Team

**Tel: 0191 433 2756, 433 3909, 433 2109
e-mail: schooladmissions@gateshead.gov.uk**

If you live in Gateshead apply on-line at: www.gateshead.gov.uk/schooladmissions.

Before you apply, make sure you look at the 'Admission to Secondary School' booklet which contains important information that will help you in making your child's application, including:

- admission policies and oversubscription criteria for Gateshead schools
- information on how places are offered
- the number of applications received, and places offered for previous years
- You can only complete one application form and this must be submitted to the Local Authority to which you pay your council tax (i.e. your Home Local Authority).
- Applications must be submitted by 31 October 2024.
- Check that all the details you enter on your application form are correct, including any older siblings your child may have, already attending the school you apply to.
- You must complete the '**Faith Details**' section of the on-line application form if you are applying to a Catholic school.
- You can apply for up to three schools and we strongly recommend you use all three preferences. Applying for only one school **does not** improve your chance of gaining a place at this school.
- How you rank your preferences is important and you must think carefully about the admission policy for each school you apply to and the likelihood of success.
- We cannot guarantee that your child will be offered a place at one of your chosen schools, even if you live in the catchment area, already have another child attending the school or attend the linked Catholic primary school, as this will depend on the number of applications the school receives.
- Please do not submit your online form until you are certain of the schools you want to apply to. If you are unsure, you can attend the schools' open evenings which may help you decide (dates and times are included in this letter).
- **If your child has an Education, Health and Care Plan** you should still submit a secondary school application form.
- You can check which school catchment area you live in on the Council's website. You cannot apply to Emmanuel College on the council's application form.
- We do not keep places back at oversubscribed schools for children moving into the area after the closing date.
- If you rank a school outside Gateshead as one or more of your preferences it is important that you consider their admission policy before submitting your application.
- You will find out what school you have been offered on or around 3 March 2025 via a letter and email (if you apply on-line).
- If you do not have internet access to apply on-line, please contact The School Admissions Team for a paper application form. Your application must be received by us by the closing date of 31 October 2024. We strongly advise you to return the application form to us by "Royal Mail Signed for™" or "Royal Mail Special Delivery Guaranteed". If you complete a paper application form you will receive a letter to inform you of the school place offered to your child on or around the 3 March 2025.

Secondary School Open Evenings in Gateshead

If you are unsure about which schools you want to apply to, you may want to attend their open evening.

Last year, we found that some parents/carers submitted their child's secondary school application before attending the school open evenings and then wanted to change their preferences following their attendance at the open evening. Therefore, please ensure you are certain of the schools you want to apply to before submitting your application. All applications will be considered as being received on-time as long as they are submitted by 31 October 2024.

Dates and times are as follows:

Secondary School / Academy	Date and time of open evening
Cardinal Hume Catholic School	Wednesday 16 th October at 4pm
Emmanuel College <i>(You can not apply to Emmanuel College using Gateshead's online application system; you must apply directly to the college)</i>	Wednesday 9 th October 2024 at 5:30pm or 7pm
Grace College	Wednesday 2 nd October 2024 at 5pm
Heworth Grange School	Thursday 3 rd October 2024 at 6:00-7:30pm
Kingsmeadow Community School	Thursday 19 th September 2024 at 5:30pm
Lord Lawson of Beamish Academy	Thursday 26 th September 2024 at 4:15-8:00pm
St Thomas More Catholic School	Thursday 26 th September 2024 at 5:30-7:00pm
Thorp Academy	Tuesday 17 th September 2024 at 5:15-7:00pm
Whickham School	Thursday 19 th & Tuesday 24 th September 2024 at 5pm or 7pm
XP Gateshead <i>(Please contact the school to complete a booking form)</i>	Tuesday 1 st October 2024 at 5:45pm

The above dates are correct at the time of print; however, you are advised to check the school website to ensure dates and times have not changed prior to your visit.