

Dear Parent / Carer

See below for information for parents of children going into Yr 5 (Middle), Yr 7 (Secondary) or Yr 9 (High).

Timetable for middle, high and secondary schools:

Saturday 12 September 2020	Online Admissions Portal for middle, high and secondary schools is open to view. <i>(You need to register as a new user if you haven't used the Portal before. If you've forgotten your password, click on forgotten password link - for late applications see below).</i>
Saturday 31 October 2020	Closing date for all applications to be received by the Local Authority.
Monday 1 March 2021	National Offer Day - Parents notified online of the outcome of their applications for school places (if parents applied via paper copy then outcome will be posted).
Monday 15 March 2021	Deadline for parents to refuse the school place.
Monday 22 March 2021	Any places that become available are allocated in criteria order (on time applicants)
Friday 17 April 2021	All remaining places allocated on a first come first serve basis
Thursday 31 December 2021	No waiting lists held by the Local Authority after this date.

IMPORTANT INFORMATION FROM SCHOOL ADMISSIONS:

If you have applied online, you can log on to the Portal on 1 March and find out the school your child has been offered, you will also receive an email confirming the offer.

If you are refused a place at your preferred school(s) you will receive a refusal letter. This will be sent to you on 1 March 2021. This will contain important information about why you were refused and what the next steps are. The letter will also inform you of the appeal process, and tell you where you have been offered a place.

Please do not phone School Admissions - We will not be able to give you any information over the phone.

If you have any further queries you can email School Admissions at schooladmissions@northumberland.gov.uk.

Due to the high volume of emails we receive during this time, it may take up to 10 working days to respond to your email.

Late Applications

If you return your application after 31 October 2020 your application will be considered as **late** (unless exceptional circumstances exist). You should be aware that this will reduce your chance of being allocated a place at your preferred school.

Parents returning their application after 31 October 2020 must give a reason why their application was **late**.

If the application is submitted before 22 November 2020, the Admission Authority will consider your reasons and, if they are exceptional, they will consider your application along with those received on time (please ensure you provide supplementary evidence).

Applications which are not deemed to be exceptional will not be processed until after 1 March 2021. You will not be notified of the outcome of your late application until after **20 April 2021**.

Monday 1 March 2021 is the national offer day for September 2021 middle, high and secondary school places.

Due to the high number of offers, school admissions will be unable to accept all phone calls. Calls will be managed mainly by the Northumberland Council contact centre staff.