



## Ponteland Academy Trust/Ponteland Community Primary School

### In-year applications

Parents can contact Ponteland Community Primary School office [01661824853, [admin@ponteland.academy](mailto:admin@ponteland.academy)] for a personal tour with their child, induction pack and prospectus to understand availability at the school, child's interests and dates of preferred move. Parents will complete an Expression of Interest form. Application for an in-year school place is made on-line through the Northumberland County Council admissions portal if parents live in Northumberland; or if resident in Newcastle, using a form from the child's Newcastle school before contacting Newcastle County Council. Contact is made after the visit to confirm the way forward. School keeps in touch with Northumberland Admissions to support the process and liaises with parents for a timely solution. Attendance at school following the offer of a school place for in-year admissions is expected within 10 days of the invitation.

Northumberland Admissions 'Parents with children of school age who move into Northumberland and require a school place in-year (outside of the normal admissions round) should contact the Admissions Team if they require advice on schools with places. Parents who want a place in a Northumberland school will need to complete the LA's in-year application form and return it to the LA Admissions Team. Parents are allowed to name their preferred schools on the form. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed, for example through the exchange of contracts or the signing of a formal lease agreement. Documentary evidence to support the new address will be required. In Northumberland, the local authority manage the in-year admissions for the majority of schools. If no place is available at a preferred school, the LA will make Northumberland residents an offer of an alternative school.'