



Policy & Procedures

Adopted	December 2016
Review Date	December 2017
LEA Suggested Review Cycle	Annually

MORTIMER COMMUNITY COLLEGE

Reading Road, South Shields, NE33 4UG

ADMISSIONS

Parents will need to complete an application form for admission into Secondary School. The application form should be available from your child's current school or can be downloaded at <http://www.southtyneside.info/CHttpHandler.ashx?id=23061&p=0>

The application form must be returned by Monday 1 October 2016 at 4.30pm. Any applications received after this date will be considered as 'Late' applications.

The application form must be returned by the deadline date to:

The School Admissions Team
Town Hall and Civic Offices
Westoe Road
South Shields
Tyne and Wear
NE33 2RL

Applications can also be made on line at <http://www.southtyneside.info> before the closing date.

By the end of December 2016 all parents who have completed and returned their application will be sent an acknowledgement letter to confirm the processing of the application.

If a letter is not received parents should contact School Services on 0191 4271717 immediately.

If you have applied online, you will be notified via your e-services account which school your child has been offered on Wednesday 1 March 2017. If you have not applied online, you will get a letter which is sent out in the second class post on Wednesday 1 March 2017.

If parents change the original school preference(s) after the deadline the original application will be cancelled and a new application must be submitted which will be considered as 'LATE'. Parents should be aware that this will reduce the chance of gaining a place at the school parents may want.

The school admissions criteria can be accessed at
<http://www.southtyneside.info/CHttpHandler.ashx?id=21604&p=0>