

EMMANUEL COLLEGE

EMMANUEL COLLEGE ADMISSIONS POLICY 2027-2028



1. Introduction

This policy explains how Emmanuel College will admit pupils applying for entry in 2027-2028. It follows the School Admissions Code 2021.

Emmanuel College is a City Technology College (CTC) and it is a mixed sex, comprehensive secondary school with a sixth form. It is part of Emmanuel Schools Foundation (ESF), a multi-academy trust. ESF is the 'Admission Authority' for Emmanuel College and has a legal duty to confirm the arrangements for each year's intake. This task is carried out by the Local Governing Body of Emmanuel College. Admission decisions are then carried out by the Admission Committee, which includes Governors or Trustees, who are assisted by the Admissions Officer.

Emmanuel College's funding agreement determines that it will admit pupils of different abilities who, in the judgment of the Principal, are most likely to benefit from what the College has to offer, who have the strongest motivation to succeed and who intend to continue in full-time education or training up to the age of 18 years. The Principal judges that all pupils who apply to Emmanuel College, being aware of the nature of the education on offer and who attend the admissions test, have the motivation to succeed and will benefit from what the College has to offer. Emmanuel College has an emphasis on science and technology and therefore selects 10% of pupils based on aptitude for these subjects.

The appendix shows admissions and appeals statistics for the last two academic years.

2. Admission to Year 7

a) Important dates for admissions

1 July 2026:	Online applications open, including registration for the aptitude test
31 August 2026:	Deadline to register for the aptitude test
5 September 2026:	Aptitude tests held at Emmanuel College
24 October 2026:	Aptitude test results shared with parents and guardians
31 October 2026:	Deadline for applications to Emmanuel College
14 November and 28 November 2026:	Ability banding assessments held at Emmanuel College
31 January 2027:	Parents and guardians notified of the outcome of the application
16 February 2027:	Deadline for parents and guardians to accept offers
16 March 2027:	Deadline for parents and guardians to submit an appeal

b) Published admission number (PAN) and who can apply

Emmanuel College has 240 school places available in Year 7. If fewer than 240 applications are received, all applicants will be offered a place.

Last reviewed: February 2026

Approved: March 2026

Next review: February 2027

Admission is open to all pupils without regard to their sex, race, religion or ability.

Pupils joining Year 7 must be 11 years old on 1 September in the year they start. Families may request a place for their child outside their normal age group in special circumstances, such as ill health or when the child has experienced problems.

c) How to apply

Parents or guardians must apply directly to Emmanuel College using the electronic application form available on the [Emmanuel College website](#). Paper copies can be requested by sending a self-addressed and stamped envelope to 'The Admissions Officer' or by visiting the College reception during office hours.

The deadline for applications is 31 October in the year before entry to Year 7. Late applications will be placed into criteria 8 of the [Oversubscription criteria](#), outlined below.

d) Ability banding

To ensure each year group has the full range of abilities, all applicants are invited to take a non-verbal reasoning test. The test is provided by GL Assessment and examples are available [here](#). The test has no pass or fail mark.

The results of the test allocate applicants to one of nine groups (known as 'bands') ranging from highest to lowest ability. The number of places allocated to each band is determined by the national spread of abilities, which looks like a bell curve. This means that there will be more places available in the middle bands than the highest or lowest ability bands, as shown in the table below.

Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9
10	17	29	40	48	40	29	17	10

Table 1. Number of places available in in each band, based on published admission number of 240.

If there are fewer applications than places available in any given band, they will be evenly filled with applicants falling into the next bands.

Applicants not sitting the ability test will be placed into criteria 8 of the [oversubscription criteria](#), outlined below.

e) Aptitude test

Up to 10% of the cohort (24 places) are offered to applicants with a strong aptitude for science and technology. To be considered for this, applicants must additionally register by 31 August for a separate aptitude test and sit the test on 5 September 2026.

Parents will be told the result of the test before the closing date for applications on 31 October.

f) Catchment area and home address

The College catchment area includes most of the Metropolitan Borough of Gateshead and large parts of Newcastle. It incorporates the following areas: NE1 (part of), NE2 (part of), NE4, NE5 (part of), NE8, NE9, NE10, NE11, NE15 (part of), NE16, NE21 and DH9 9. The Newcastle northern and eastern boundary follows the line of Stamfordham Road and its continuation into the A167 to the River Tyne. The Newcastle western boundary is defined by North Walbottle Road and its continuation into Walbottle Road, the A6085 west and Station Road to the River Tyne.

Applicants who live outside the catchment area are welcome to apply, but priority will be given to applicants who live within it. Applicants living outside the catchment area will be placed into criteria 7 of the [oversubscription criteria](#), outlined below.

It is the child's home address on 31 October on the year they apply that will be used to determine if they live in the catchment area and to calculate the distance to Emmanuel College, which is used as a tie-breaker. The address must be for the child's parent or legal guardian, who the child lives with. If a child resides between parents for different parts of the week, the parents must choose one of their addresses to be used for the application.

Proof of address is required for all applicants, and parents will be asked to provide a copy of the council tax bill for 2026-27. Where parents do not provide proof of address by the deadline given, the applicant will be placed into criteria 7 of the [oversubscription criteria](#), outlined below.

[Moving out of the catchment area or further away from Emmanuel College](#)

It is the responsibility of parents and guardians to notify us immediately of any change of address up to 31 August in the year your child will be admitted, as this may affect how your child's application is considered. If you are offered a place and it is later found that your child would not have been eligible for it based on your new address, Emmanuel College reserves the right to withdraw the place.

[Misleading or fraudulent information](#)

Emmanuel College reserves the right to seek further evidence to determine that addresses are genuinely the home address for the applicant. This includes cases where parents take out a short-term lease, temporarily move in with relatives or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. If fraudulent or intentionally misleading information is used to gain a school place, Emmanuel College reserves the right to withdraw the place.

[g\) How we offer places](#)

Offers will be made by 31 January in the year the child will be admitted or the next working day if this falls on a weekend.

[Children with an Education, Health and Care Plan \(EHCP\)](#)

Whilst children with an EHCP are expected to follow the admissions process as outlined in this policy, the admission of those with an EHCP also involves a separate consultation process. Where the Local Authority propose to name Emmanuel College in an EHCP for an applicant, we will consent to this. The exception is where admitting them would be incompatible with the efficient education of other children and where no reasonable steps may be made to overcome this, or where we do not believe Emmanuel College is suitable for them.

[Oversubscription criteria](#)

After the admission of pupils with an EHCP where Emmanuel College is named in the plan, places are offered in the order shown below, within each ability band.

Within all criteria, distance to school is used as a tie-breaker, with those living nearest to school given priority. Distances are measured 'as the crow flies' in a straight line from the main entrance of the child's home to the main entrance of the school, as measured using a geographical information system (GIS). Where two or more applicants share the same distance, random allocation will be used to determine the ranked order of their applications.

Criteria	Description	
1	Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. Children who appear to have been in state care outside of England and ceased to be in state care as result of being adopted.	For each of criteria 1 to 6, children must live within the catchment area of Emmanuel College
2	Children of staff employed at Emmanuel College fulfilling either or both of the following: - Where the member of staff has been employed at the school for two or more years at the time the application for admission to the school is made, and/or - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	
3	Children with a proven aptitude for science and technology, assessed through the aptitude test (up to 10% of the total published admission number). If there are insufficient numbers within the ability band to admit all applicants with an aptitude for science and technology, oversubscription criteria 4-5 below will be used as a tie-breaker.	
4	Children who have siblings attending Emmanuel College at the time of the application and when the applicant child is due to be admitted. Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and long-term foster brothers and sisters. For a child to receive priority because of an older brother or sister in the Associated Sixth Form, the brother or sister must have been at the College at the start of Year 11. If there are insufficient places within the ability band to admit all applicants with siblings, oversubscription criteria 5 below will be used as a tie-breaker.	
5	Children eligible for the pupil premium (any type), up to a maximum of 35% of the total places available.	
6	Other children.	
7	Other children not living in the catchment area.	
8	Children who did not sit the ability band test and/or who applied late, with priority given to children who live in the catchment area and nearest to the school.	

Siblings of multiple birth

Where one sibling of multiple birth achieves a place, but the other(s) do not, Emmanuel College will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the published admission number.

h) Waiting lists

For any child not offered a place, a waiting list is available. Priority will be given according to the [oversubscription criteria](#) detailed in the table above and will be based on the information provided at the time of application.

3. In-year admissions

a) Fair Access Protocol

Emmanuel College works with the local authority and other schools in Gateshead to support children who are vulnerable and/or hard to place. We are empowered to give priority to students where their admission is requested under local protocols, agreed by the governing body for the current school year, even when admitting the student would mean exceeding the published admission number.

b) All other in-year admissions

As Emmanuel College is oversubscribed each year, we hold a waiting list for each year group. Pupils looking for a school place because they have recently moved into the area, or who feel that a change of school would benefit their education and/or general wellbeing, are entitled to apply for a school place. To apply, their parent or carer should complete the admissions form [here](#) and provide a copy of their child's most recent school report.

Oversubscription criteria

Priority for admission is given to those who meet the criteria set out below, in that order (further clarification on these criteria are outlined [above](#)). Within all criteria, distance to school is used as a tie-breaker, with those living nearest to school given priority. **Criteria 1 to 6 only apply to applicants living in the catchment area.**

1. Looked-after and previously looked-after children.
2. Service personnel and crown servants who are being re-posted or are returning from overseas. The application should be accompanied with an official letter stating the relocation date.
3. Children of staff employed at Emmanuel College.
4. Children who have siblings currently attending the school. If a younger sibling is offered a place in Year 7 for September, older siblings on the waiting list will be considered as having sibling links after May of each academic year.
5. Children eligible for the pupil premium (any type). Once this reaches 35% of the year group, children from criteria 5 and 6 will be considered together, with distance to school used as the tie-breaker.
6. Other children.
7. Other children not living in the catchment area.

4. Sixth form admissions

Applications can be made during Year 11 up to the deadline of 1 September of the year of entry. Pupils admitted into Year 12 must be 16 or 17 years of age on 1 September in the year in which they join.

Existing Year 11 pupils from Emmanuel College and Grace College will transfer into Year 12 if they meet the entry criteria for the courses they wish to study and want to continue their education in the sixth form. The subject specific requirements are published each year in our Sixth Form Prospectus and apply equally to internal and external applicants.

The published admission number for external applicants to Year 12 is 20 pupils. Once the total number of places allocated to internal pupils and external candidates within a year group are known, it may be possible to admit further external candidates until Year 12 reaches capacity.

A pre-admission meeting may take place for any applicant to discuss courses and entry requirements. This is not an interview and will play no part in whether a place is offered or not.

Oversubscription criteria

Should a course be oversubscribed, priority for admission will be given to those who meet the criteria set out below, in that (further clarification on these criteria are outlined [above](#)):

1. Looked-after and previously looked-after children.
2. Children who have siblings currently attending the school.
3. Other children by distance from the school, with priority for admission given to children who live nearest to the school.

5. Appeals

Parents wishing to appeal against the decision on admissions, for any year group, should complete an appeal form stating the reason for the appeal, based on the published admissions criteria above.

- The deadline for appeals relating to Year 7 admissions is 16 March 2027. Completed forms should be sent to the clerk to the Appeal Panel. The clerk to the Appeal Panel will make an appointment for the appeal to be considered within 40 school days from the deadline that appeals are to be submitted to the clerk.
- The appeals relating to in-year admissions and sixth form can be submitted at any time to the clerk and appeals will be considered within 30 school days.

The appeals will be considered in private by the Appeal Panel. Only one appeal per application is allowed. The decision of the Appeal Panel will be final.

Appendix – Admission statistics

Applications and offers by oversubscription criteria

Application category	2026 intake		2025 intake	
	Number of applicants	Offers made in January	Number of applicants	Offers made in January
EHCP	16	6	6	4
Oversubscription criteria 1	13	12	9	9
Oversubscription criteria 2	4	4	3	3
Oversubscription criteria 3	33	24	45	24
Oversubscription criteria 4	66	64	75	73
Oversubscription criteria 5	71	59	97	56
Oversubscription criteria 6	375	75	357	66
Oversubscription criteria 7	45	1	59	5
Oversubscription criteria 8	66	0	45	2
Withdrawn application	19	0	51	0
Total	708	245*	747	242*

*where offers made exceed the PAN of 240, this is due to offers being made to siblings of multiple birth where only one sibling had initially been offered.

Appeals

	2026 intake	2025 intake
Number of appeals received	5	31
Number of appeals withdrawn		4
Number of appeals heard		27
Number of successful appeals		1