

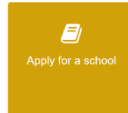
Newcastle School Admissions - National Offer Day Advice

Please use this advice sheet to accept your offer or request to be added to a waiting list for a school which you have not been offered using Newcastle City Council's Citizen Portal.

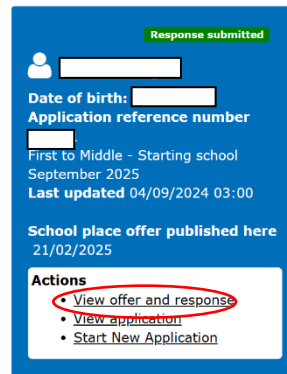
To accept your offer of a school place

Log in to the Citizen Portal: https://www.newcastlelea.org/CitizenPortal_LIVE

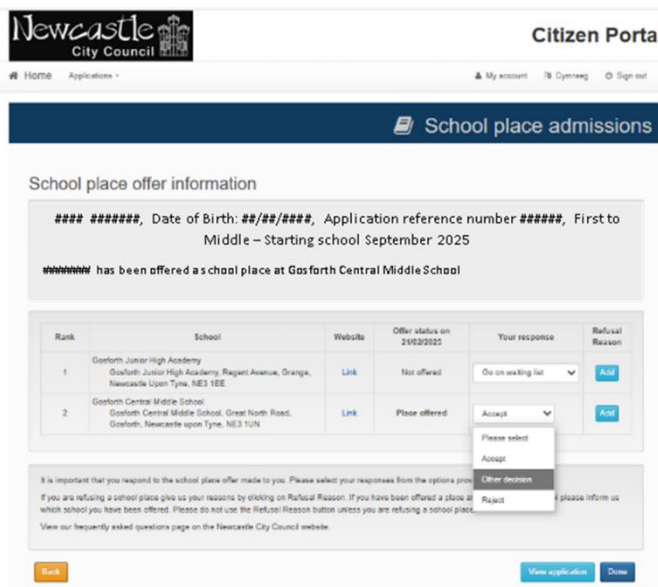
1. Select Apply for a school



2. Select View offer and Response



You should see a page like looks like this:



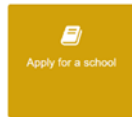
3. To accept your school offer select "Accept" from the drop-down menu in the "Your Response" column next to the school which your child has been offered.
4. Click "Done"

Do not refuse your offer unless you have a place in a different school. If you refuse the offer we have made, your child may be without a school place in September.

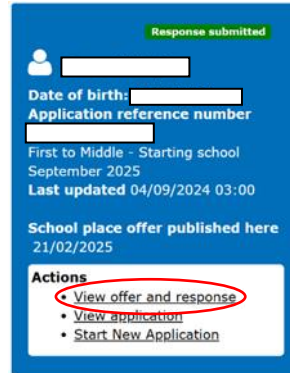
To request to be added to a waiting list

Log in to the Citizen Portal: https://www.newcastlelea.org/CitizenPortal_LIVE

1. Select Apply for a school



2. Select View offer and Response



You should see a page like looks like this:

#####, Date of Birth: ##/##/####, Application reference number #####, First to Middle – Starting school September 2025

has been offered a school place at Gosforth Central Middle School

Rank	School	Website	Offer status on 21/02/2025	Your response	Refusal Reason
1	Gosforth Junior High Academy Gosforth Junior High Academy, Regent Avenue, Grange, Newcastle Upon Tyne, NE3 1EE	Link	Not offered	Response is optional	Add
2	Gosforth Central Middle School Gosforth Central Middle School, Great North Road, Gosforth, Newcastle upon Tyne, NE3 1UN	Link	Place offered	Go on waiting list	Add

It is important that you respond to the school place offer made to you. Please select your responses from the options provided.

If you are refusing a school place give us your reasons by clicking on Refusal Reason. If you have been offered a place at an Independent School please inform us which school you have been offered. Please do not use the Refusal Reason button unless you are refusing a school place.

View our frequently asked questions page on the Newcastle City Council website.

[Back](#) [View application](#) [Done](#)

3. Select “Go on waiting list” from the drop-down menu in the “Your Response” column next to the school which your child has not been offered.
4. Click “Done”

You cannot ask to be added to the waiting lists of schools which are a lower preference than the school which your child has been offered. To reapply for these schools, you must submit a late transfer application form.

If you require further assistance please contact Newcastle School Admissions by emailing us at admissions.information@newcastle.gov.uk or by calling us on 0191 278 7878 (ask for school admissions)