

**PROPOSED
ADMISSION ARRANGEMENTS FOR TAMESIDE COMMUNITY
AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS
2024/25 ACADEMIC YEAR**

1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children to Tameside community and voluntary controlled primary schools in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme. These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- 1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.
- 1.3 Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. (See Section 6. Admission of Children outside their normal age group)
- 1.4 Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at a nursery or co-located children's centre does not guarantee admission to the school.

2 APPLYING FOR A PLACE IN A TAMESIDE COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOL SEPTEMBER 2024

- 2.1 If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area.
- 2.2 You should use your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the School Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website. NB: Only one application may be submitted for each child.
- 2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside local authority has the right to withdraw the offer of a school place.
- 2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend a Tameside school. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

3 THE PROCESS

- 3.1 The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

- 3.2 Your online application must be submitted by the closing date of **15 January 2024**, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.
- 3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools, this cut-off date is the **2 February 2024**.
- 3.5 Notification of offers of a single school place will be sent out to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 3.6 Parents will not receive multiple offers.

4 PUBLISHED ADMISSION NUMBERS FOR TAMESIDE COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

- 4.1 A list of all Tameside community and voluntary controlled primary schools, with their respective Published Admission Numbers, can be found here: <http://www.tameside.gov.uk/schools/admissions/2024>
- 4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS

- 5.1 Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription for community and voluntary controlled primary schools are:

- 1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- 2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

3. Sibling

This will apply where there are brothers or sisters attending the school or the linked junior school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

4. All other applications on distance

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

- 5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).
- 5.3 The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.
- 5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

- 5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain

excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

6 ADMISSION OUTSIDE NORMAL AGE GROUP

6.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

6.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

6.3 Summer Born (1st Entry to School), A parent who chooses not to send their summer born child (those born between 1st April and 31st August) to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

6.4 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

6.5 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

6.6 Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals where relevant, for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

6.7 Application process for Summer Born/Admission Outside Normal Age Group

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

6.8 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

6.9 Please note that one admission authority cannot be required to honour a decision made by another which means where multiple applications are being made to different schools, you may receive differing outcomes.

7. ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL

7.1 The council acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and

a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

8 IN YEAR TRANSFERS

- 8.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the online School Transfer Request Form. The School Transfer Request Form can be completed online from the Tameside Council website: www.tameside.gov.uk/admissions
- 8.2 Forms should be fully completed and submitted electronically with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 8.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 8.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 8.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 15 school days.

9 IN YEAR FAIR ACCESS PROTOCOL

- 9.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short-term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

10 WAITING LISTS

- 10.1 If any school is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents, who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change, (eg they move house) they should inform the Council immediately and provide appropriate supporting evidence.
- 10.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or

change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.

- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

11 APPEALS

- 11.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).

- 11.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions..>

- 11.3 The Appeals Panel will:
- be independent of the school and the LA;
 - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;

- 11.4 The Local Authority will:
- give the appellant at least ten school days notice of the time and place of the hearing;

- 11.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.

- 11.6 The appeal shall be decided by a simple majority of the votes cast, the chair of the panel having a casting vote.

- 11.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

**PROPOSED
ADMISSION ARRANGEMENTS FOR
TAMESIDE COMMUNITY HIGH SCHOOLS
2024/25 ACADEMIC YEAR**

1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children to Tameside community high schools in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme.

2 APPLYING FOR A PLACE IN A TAMESIDE COMMUNITY HIGH SCHOOL SEPTEMBER 2024

- 2.1 If you are a Tameside resident you must make your application to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area.
- 2.2 Tameside primary schools will forward details of children eligible to transfer to secondary school in September 2023 to the Local Authority Admissions Team, who will send out details of how to apply in September 2023. The pack will contain details of where to view Moving On and a letter explaining how to make your application. You should use your application to apply for any secondary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the Admissions Section at Tameside MBC. Moving On will be available on Tameside's website. NB: Only one application may be submitted for each child.
- 2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on this form to investigate further. If false or misleading information is given, Tameside local authority has the right to withdraw the offer of a school place.
- 2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend a Tameside school. Application forms must be returned in accordance with your own local authority's specific instructions and not to Tameside.

3 THE PROCESS

- 3.1 The application will invite all parents to indicate a preference for 6 schools, and to rank the schools in order of preference, giving reasons for each preference. In allocating places, Tameside will operate an equal preference scheme.
- 3.2 Your application must be submitted by the closing date of 31 October 2023, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications submitted after the deadline.
- 3.4 Changes to preferences, ranking order or pupil details, will not be allowed after the closing date of 31 October 2023 except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances

once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of secondary schools this date is the 10 November 2023.

3.5 Notification of offers of a single school place will be sent out to parents on 1st March 2024. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

3.6 Parents will not receive multiple offers.

4 PUBLISHED ADMISSION NUMBERS FOR TAMESIDE COMMUNITY HIGH SCHOOLS

4.1 A list of all Tameside community high schools, with their respective Published Admission Numbers, can be found here: <http://www.tameside.gov.uk/schools/admissions/2024>

4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS

5.1 Children with an Education Health and Care Plans where the school is named in the plan will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for community secondary schools are:

5. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

1. Children and families with exceptional medical or social needs

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

6. Sibling:

This will apply where there are brothers or sisters attending the school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when the pupil is admitted to Year 7. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step

sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school. In cases where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, are split when allocations take place, siblings will be offered a place at the same school which may not be a preference school named on the common application form.

7. Children attending the named partner primary school on the closing date for applications. Preference will be given to pupils living nearest to the school.

8. All other applications on distance

Preference will be given to pupils living nearest to the school.

- 5.2 Distance will also be used as a tiebreaker where oversubscription occurs within any of criteria 1 to 4. Preference will be given to pupils living nearest to the school.
- 5.3 Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.
- 5.4 The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.
- 5.5 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

- 5.6 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6 ADMISSION OUTSIDE NORMAL AGE GROUP

- 6.1 Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals, where appropriate for example educational psychologist. Parents will be informed parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.
- 6.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group

- 6.3 Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the School Admissions Team for further information.
- 6.4 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.
- 6.5 If a child was admitted to reception class outside age group and has continued on this basis throughout primary school, on application for secondary education, it is anticipated that the child will continue to be educated outside of age range. However please note a decision by Tameside MBC, does not bind another own admission authority school (VA's and Academies) and you may need to reapply or seek further permission.
- 6.6 Important Note: If your child has been taught out of year group, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations. However, young people are required to continue in education or training until their 18th birthday.

7. ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL

- 7.1 The council acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

8 IN YEAR TRANSFERS

- 8.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the online School Transfer Request Form. The School Transfer Request Form can be completed online from the Tameside Council website: www.tameside.gov.uk/admissions
- 8.2 Forms should be fully completed and submitted electronically with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 8.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 8.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 8.5 Where a child is currently being educated outside of age range, any previous decision is not

binding on another Admission Authority. Decisions on whether or not a child transferring schools is educated out of year group will be made by the admission authority of the school in question, e.g. Tameside MBC or via own admission authority schools e.g. Voluntary Aided Schools and Academies.

- 8.6 Parents will receive an offer of a school place through Tameside Council and this can take up to 15 school days.

9 IN YEAR FAIR ACCESS PROTOCOL

- 9.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short-term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

10 WAITING LISTS

- 10.1 If any school is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents, who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children, who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change, (e.g. they move house) they should inform the Council immediately and provide appropriate supporting evidence.
- 10.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

11 APPEALS

- 11.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).
- 11.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can

also be found on the School Admissions webpage
<http://www.tameside.gov.uk/schools/admissions>.

- 11.3 The Appeals Panel will:
- be independent of the school and the LA;
 - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;
- 11.4 The Local Authority will:
- give the appellant at least ten school days notice of the time and place of the hearing;
- 11.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.
- 11.6 The appeal shall be decided by a simple majority of the votes cast, the chair of the panel having a casting vote.
- 11.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

**PROPOSED
ADMISSION ARRANGEMENTS FOR
STALYHILL JUNIOR SCHOOL 2024/25 ACADEMIC YEAR**

1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children, currently attending an Infant School, to Stalyhill Junior School in the normal admissions round for the academic year 2024/25

2 PUBLISHED ADMISSION NUMBER FOR STALYHILL JUNIOR SCHOOL

- 2.1 The Published Admission Number for entry in September 2023 is 60.

3 APPLYING FOR A PLACE AT STALYHILL JUNIOR SCHOOL SEPTEMBER 2024

- 3.1 If your child attends Stalyhill Infant School, you will receive a letter in October 2023 from School Admissions advising you to apply online - using the online Application Form.
NB: Only one online application may be submitted for each child.
- 3.2 The Local Authority may verify information you provide on the form, which could involve contacting other departments of the Local Authority. In instances where the information provided is different from that held by them, they may use the information on this form to investigate further. If false or misleading information is given, Tameside Local Authority has the right to withdraw the offer of a school place.

4 THE PROCESS

- 4.1 The online application form will open from 1st November 2023 and will invite parents to indicate a preference for a place at Stalyhill Junior School, or at another Tameside primary school.
- 4.2 Forms must be submitted online by the closing date of 15 January 2024. Parents/carers are responsible for providing any supporting information / evidence if appropriate by the closing date.
- 4.3 Late applications will be dealt with as late and ranked after all applications received by the deadline.
- 4.4 Changes to pupil details, such as a change of address, cannot be considered after the closing date, 15 January 2024.
- 4.5 Decision letters in respect of places at Stalyhill Junior School will be sent out to parents on 16 April 2024. These letters will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 4.6 If parents indicate that they wish their child to be considered for a place at another Tameside primary school for September 2024, they will need to complete an online application on Tameside's website www.tameside.gov.uk/admissions from June 2024.

5 CRITERIA FOR ALLOCATING PLACES IF THE SCHOOL IS OVERSUBSCRIBED

- 5.1 Where applications for admission to the school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription are:

- 9. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside**

of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2 Children who attend Stalyhill Infant School as at the closing date for applications.

3 Children and families with exceptional medical or social needs

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

4 Sibling:

This will apply where there are brothers or sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Year 3. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

5 All other applications on distance

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the Local Authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

- 5.2 Where oversubscription occurs in applying either criteria 1, 2, 3 or 4, priority will be given to those pupils living nearest the school, measured as a straight line (as above).
- 5.3 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.
- 5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using

walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place

- 5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

6 IN YEAR TRANSFERS

- 6.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the online School Transfer Request Form. The School Transfer Request Form can be completed online from the Tameside Council website: www.tameside.gov.uk/admissions.
- 6.2 Forms should be fully completed and submitted electronically with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 6.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 6.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 6.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 15 school days.

7 IN YEAR FAIR ACCESS PROTOCOL

- 7.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

8 WAITING LIST

- 8.1 If the school is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children

who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (eg they move house) they should inform the Council immediately and provide appropriate supporting evidence.

- 8.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 8.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

9 APPEALS

- 9.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).
- 9.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions..>
- 9.3 The Appeals Panel will:
- be independent of the school and the LA;
 - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;
- 9.4 The Local Authority will:
- give the appellant at least ten school days' notice of the time and place of the hearing;
- 9.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.
- 9.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.
- 9.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

**PROPOSED
CO-ORDINATED ADMISSIONS SCHEME FOR ADMISSION TO TAMESIDE SCHOOLS 2024/25**

1 INTRODUCTION

- 1.1 This scheme applies to arrangements in Tameside whereby children are to be admitted to primary and secondary schools in the normal admissions round for the academic year 2024/25. It also applies to in-year transfers outside of the normal admissions round, throughout the academic year 2024/25. Tameside will operate an equal preference scheme.

2 INTERPRETATION

- 2.1 In this scheme –
- 2.2 “admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
- 2.3 “admission authority” in relation to a community school means the Local Authority and, in relation to a voluntary aided school or academy, means the governing body of that school;
- 2.4 “eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number;
- 2.5 “school” means a community, voluntary controlled or voluntary aided school (but not a special school) or an academy;
- 2.6 “nearest appropriate school” is defined by distance measured as a straight line from the child’s home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority’s school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.
- 2.7 “primary education” has the same meaning as in Part 1, Chapter 1, section 2(1) of the Education Act 1996;
- 2.8 “secondary education” has the same meaning as in Part 1, Chapter 1, section 2(2)(a) of the Education Act 1996;
- 2.9 “the Local Authority” means Tameside Metropolitan Borough Council acting in their capacity as local education authority;
- 2.10 “the Local Authority area” means the area in respect of which the Local Authority is the local education authority;
- 2.11 “the specified year” means the school year commencing with 1st August and ending with next 31 July;

3. THE SCHEME

- 3.1 The following admission authorities are covered by the scheme:

Primary

Admissions Authority	Number and Type of School
Tameside Local Authority	20 x community primary schools
Tameside Local Authority	1 x community junior school
Tameside Local Authority	6 x voluntary controlled Church of England primary schools
Individual Schools	7 x voluntary aided Church of England primary schools
Individual Schools	12 x voluntary aided Roman Catholic primary schools
Individual Schools	30 x Academy Primary schools

Secondary

Admissions Authority	Number and Type of Schools
Tameside Local Authority	4 x community high schools
Individual Schools	2 x Roman Catholic voluntary aided high schools
Individual Schools	10 x Academy schools

4 ADMISSION TO PRIMARY SCHOOLS

- 4.1 This part of the scheme (paragraphs 4 -10) applies to arrangements in Tameside whereby children are to be admitted to primary schools in the normal admissions round for the academic year 2024/25 (i.e. children who will be commencing primary education in Reception in September 2024).
- 4.2 The application must be used as a means of expressing up to six preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any primary school excluding independent schools.
- 4.3 The application will –
- invite the parent to express preferences for up to 6 schools;
 - invite the parent to rank the schools applied for in order of preference;
 - invite parents to give their reasons for each preference;
 - specify that all applications should be submitted by **15 January 2024**, the closing date.
- 4.4 The Local Authority will make appropriate arrangements to ensure:
- that parents can apply online;
 - that there is a written explanation of the coordinated admissions scheme; and
- 4.5 Parents are invited to register their child’s details at any time at any Tameside primary school. Parents may be asked to confirm their details in the spring term of the school year prior to application and schools will forward the details to the Local Authority Admissions Section. In order to identify children resident in Tameside, the Local Authority will request neighbouring authorities to provide details of children who are eligible to start Reception in September 2024, who are resident in Tameside and who have registered an interest with them. Tameside will in turn provide information to other Local Authorities about children resident in their areas who have registered their details at a Tameside school.
- 4.6 The Local Authority will send out details of how to apply for a primary school place in November 2023 including details of where to view the composite prospectus Starting Out. Starting Out will be available on Tameside’s website.
- 4.7 Parents applying for a place at a voluntary aided school, or a school in another Local Authority, may be required to provide additional information on a supplementary form and/or complete supplementary application details only where the additional information is required

for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.

- 4.8 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an Online Application and the school is listed as a preference.
- 4.9 Parents of children resident in other authorities must submit an application to the home authority on the form provided by that authority.
- 4.10 The closing date by which parents must submit their applications is **15 January 2024**.

5 PROCESSING OF APPLICATIONS

- 5.1 Parents who approach a voluntary aided school or academy directly about admissions, must be advised to complete and submit an online application.
- 5.2 The Local Authority will forward details of the application, together with any additional information provided by the parent, to all voluntary aided schools and academies where the school is a parental preference, and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.
- 5.3 All admission authorities will consider all applications for their schools regardless of the preference order, apply the school's oversubscription criteria and provide the Local Authority with a list of applicants ranked according to the school's oversubscription criteria. For those schools for which the Local Authority is the admission authority, it will apply the school's oversubscription criteria to produce a list of applicants ranked according to the oversubscription criteria.
- 5.4 The Local Authority will collate all information. Tameside Local Authority has agreed with other local education authorities to ensure, so far as is reasonably practicable, that a parent receives only one offer of a school place.
- 5.5 Tameside Local Authority will inform other local authorities whether or not a place can be offered at a Tameside school to pupils resident in their area. Where Tameside Local Authority has forwarded an application to another Local Authority, that authority will advise Tameside Local Authority whether or not a place could be offered at a school within its area.
- 5.6 If a place can be allocated at only one of the schools named, that school will be offered. If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application. This may not be the first preference school. Where a school is oversubscribed and the Local Authority is not able to offer any of the parental preferences, the Local Authority will allocate a place at the nearest appropriate primary school to the child's home with a place available.
- 5.7 Tameside Local Authority will notify all Tameside schools of the names of children allocated places in their school.

6 CHANGE OF PREFERENCE

- 6.1 Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date of **15 January 2024** except in exceptional circumstances for example,

if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of primary schools this date is the **2 February 2024**.

7 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

7.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

7.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

7.3 Summer Born (1st Entry to School), A parent who chooses not to send their summer born child (those born between 1st April and 31st August) to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

7.4 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

7.5 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

7.6 Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals where relevant, for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

7.7 Application process for Summer Born/Admission Outside Normal Age Group

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

7.8 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

7.9 Please note that one admission authority cannot be required to honour a decision made by another which means where multiple applications are being made to different schools, you may receive differing outcomes.

8 NOTIFICATION OF DECISION TO PARENTS/CARERS

- 8.1 Notification of offers of a single school place will be sent to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 8.2 Parents will be asked to confirm within 10 working days whether they intend to accept the place.
- 8.3 Where parents are not offered their highest ranked school, they will be informed of the reasons for this decision in the offer letter, which will also inform them about their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.
- 8.4 Parents/carers of pupils resident in other Local Authority areas who are allocated a place at a Tameside school will be informed of the offer by their home authority.
- 8.5 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

9 LATE APPLICATIONS

- 9.1 The closing date for applications in the normal admissions round is **15 January 2024**. Applications submitted after this date will be considered after all applications received on time have been processed. If there is a good reason why an application could not be submitted on time, such as moving into Tameside after the closing date, bereavement, hospitalisation or serious illness, it may be considered as 'on time' if it is received by **2 February 2024** together with evidence to support the reason for lateness with the application form. Each case will be decided on an individual basis based on the evidence provided.
- 9.2 Applications received after the closing date must be submitted to the Local Authority immediately. Where only the supplementary form is received the school must inform the Local Authority immediately so it can verify whether an online application has been received from the parent and, if not, the Local Authority will contact the parent and ask them to complete an application. The Local Authority will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or, if this is not possible, at the nearest appropriate school with a place available.

10 WAITING LISTS

- 10.1 If any school is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual schools). Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).
- 10.2 A place from the waiting list will only be held for two school days. Tameside Council will use

the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.

- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

11 TIMETABLE OF CO-ORDINATED PRIMARY ADMISSIONS SCHEME 2024/25

1 November 2023	Letters to be distributed to parents/ online application available
1 November 2023	Online Application system is available
15 January 2024	Closing date for applications to be submitted to the Local Authority and supplementary forms to be submitted to VA schools if required.
26 January 2024	Details of applications and any relevant supplementary forms to be sent to other Local Authorities, if a preference for one of their schools has been expressed.
2 February 2024	This is also the last date by which, exceptionally, changes to preferences or pupil details may be made.
9 February 2024	Local Authority provides voluntary aided schools with details of all those who have named the school as a preference.
1 March 2024	Voluntary aided schools provide the Local Authority with ranked lists of applicants.
Process	The Local Authority will match the ranked lists of all the schools and allocate places.
11 March 2024	Begin exchanging offer status.
25 March 2024	The Local Authority will notify other Local Authorities of its determination with regard to children living in their area.
15 April 2024	On this date the Local Authority will make available for schools to view which pupils have been allocated places at their schools
16 April 2024	Notification of offers sent to parents.
26 April 2024	Last date for acceptance by parents of offers.
From 30th April 2024	Any places that have become available are allocated to parents in priority order.
17 May 2024	Closing date for receipt of appeals.
12 July 2024	Last date for hearing of appeals.

12 ADMISSION TO SECONDARY SCHOOLS

- 12.1 This part of the scheme ([paragraphs 13 – 17) applies to arrangements in Tameside whereby children are to be admitted to secondary schools in the normal admissions round for the academic year 2024/25 (i.e. children who will be commencing secondary education in Year 7 September 2024).
- 12.2 The application must be used as a means of expressing up to six preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any secondary school excluding independent schools.

- 12.3 The application will –
- invite the parent to express preferences for up to 6 schools;
 - invite the parent to rank the schools applied for in order of preference;
 - invite parents to give their reasons for each preference;
 - specify that all applications should be submitted by **31 October 2023**, the closing date.
 - Invite all Tameside residents to apply for a school place regardless of the primary school attended
- 12.4 The Local Authority will make appropriate arrangements to ensure:
- that parents can apply online
 - that there is a written explanation of the coordinated admissions scheme
- 12.5 The Tameside composite prospectus 'Moving On' will be made available to parents/carers **early September 2023**. In order to identify all pupils resident in Tameside, the Local Authority will request neighbouring authorities to provide details of year 6 pupils resident in Tameside and attending their schools. Tameside will in turn provide information to other Local Authorities about pupils resident in Tameside attending schools in their areas. Moving On will be available on Tameside's web site.
- 12.6 Parents applying for a place at a voluntary aided school or academy, or a school in another Local Authority, may be required to provide additional information on a supplementary form and/or complete supplementary application details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.
- 12.7 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application and the school is listed as a preference.
- 12.8 Parents of children resident in other authorities must submit an application to the home authority on the form provided by that authority.
- 12.9 The closing date by which parents must submit their applications is **31 October 2023**.

13 PROCESSING OF APPLICATIONS

- 13.1 Parents who approach a voluntary aided school or academy directly about admissions, must be advised to complete and submit an online application.
- 13.2 The Local Authority will forward details of the application, together with any additional information provided by the parent, to all voluntary aided schools and academies where the school is a parental preference, and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.
- 13.3 All admission authorities will consider all applications for their schools regardless of the preference order, apply the school's oversubscription criteria and provide the Local Authority with a list of applicants ranked according to the school's oversubscription criteria. For those schools for which the Local Authority is the admission authority, it will apply the school's oversubscription criteria to produce a list of applicants ranked according to the oversubscription criteria.
- 13.4 The Local Authority will collate all information. Tameside Local Authority has agreed with other local education authorities to ensure, so far as is reasonably practicable, that a parent receives only one offer of a school place.

- 13.5 Tameside Local Authority will inform other local authorities whether or not a place can be offered at a Tameside school to pupils resident in their area. Where Tameside Local Authority has forwarded an application to another Local Authority, that authority will advise Tameside Local Authority whether or not a place could be offered at a school within its area.
- 13.6 If a place can be allocated at only one of the schools named, that school will be offered. If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application. This may not be the first preference school. Where a school is oversubscribed and the Local Authority is not able to offer any of the parental preferences, the Local Authority will allocate a place at the nearest appropriate primary school to the child's home with a place available.
- 13.7 Tameside Local Authority will notify all Tameside schools of the names of children allocated places in their school.

14 CHANGE OF PREFERENCE

- 14.1 Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date of **31 October 2023** except in exceptional circumstances; for example, if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of secondary schools this date is the **10 November 2023**.

15 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

- 15.1 Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals, where appropriate for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.
- 15.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group
- 15.3 Parents requesting their child to be admitted outside age range should submit reasons for requesting admission for their child outside of the normal age range, together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the School Admissions Team for further information.
- 15.4 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

- 15.5 If a child was admitted to reception class outside age group and has continued on this basis throughout primary school, on application for secondary education, it is anticipated that the child will continue to be educated outside of age range. However please note a decision by Tameside MBC, does not bind another own admission authority school (VA's and Academies) and you may need to reapply or seek further permission.
- 15.6 Important Note: If your child has been taught out of year group, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations. However, young people are required to continue in education or training until their 18th birthday.

16 NOTIFICATION OF DECISION TO PARENTS/CARERS

- 16.1 Notification of offers of a single school place will be sent to parents on **1 March 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 16.2 Where parents are not offered their highest ranked school, they will be informed of the reasons for this decision in the offer letter, which will also inform them about their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.
- 16.4 Parents/carers of pupils resident in other Local Authority areas who are allocated a place at a Tameside school will be informed of the offer by their home authority in a letter posted on the same day.
- 16.5 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

17 LATE APPLICATIONS

- 17.1 The closing date for applications in the normal admissions round is **31 October 2023**. Applications submitted after this date will be considered after all applications received on time have been processed. If there is a good reason why an application could not be submitted on time, such as moving into Tameside after the closing date, bereavement, hospitalisation or serious illness, it may be considered as 'on time' if it is received by **10 November 2023** together with evidence to support the reason for lateness with the application form. Each case will be decided on an individual basis based on the evidence provided.
- 17.2 Applications received after the closing date must be submitted to the Local Authority immediately. Where only the supplementary form is received the school must inform the Local Authority immediately so it can verify whether an application has been received from the parent and, if not, the Local Authority will contact the parent and ask them to complete an application. The Local Authority will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or, if this is not possible, at the nearest appropriate school with a place available.

18 WAITING LISTS

- 18.1 If any school is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual schools). Parents who have expressed the school as

a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).

- 18.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 18.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

19 TIMETABLE OF CO-ORDINATED SECONDARY ADMISSIONS SCHEME 2023/24

1 September 2023	Letters to be distributed to parents/ online application available
1 September 2023	Online Application system is available
31 October 2023	Closing date for applications to be submitted to the Local Authority and supplementary forms to be submitted to VA schools if required.
10 November 2023	Details of applications and any relevant supplementary forms to be sent to other Local Authorities, if a preference for one of their schools has been expressed.
10 November 2023	This is also the last date by which, exceptionally, changes to preferences or pupil details may be made.
17 November 2023	Details of applications and any relevant supplementary forms to be sent to voluntary aided schools and academies.
8 December 2023	Voluntary aided schools and academies provide the Local Authority with ranked lists of applicants.
Process	The Local Authority will match the ranked lists of all the schools and allocate places.
12 January 2024	Begin exchanging offer status.
26 January 2024	The LA will notify other LAs of its determination with regard to children living in their area.
29 February 2024	The Local Authority will make available for schools to view which pupils have been allocated places at their schools.
1 March 2024	Notification of offers sent to parents.

11 March 2024	Last date for acceptance by parents of offers.
29 March 2024	Closing date for receipt of appeals.
From 1 April 2024	Any places that have become available from this date are allocated and notification sent to parents.
21 June 2024	Last date for hearing of appeals.

20 APPLYING FOR A PLACE OUTSIDE OF NORMAL TRANSFER TIMES

- 20.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the School Transfer Request Form. The School Transfer Request Form can be obtained from the Headteacher of the school the child currently attends, if in Tameside or it can be downloaded from the Tameside Council website: www.tameside.gov.uk/admissions. Forms should be returned to the School Admissions Team for community and voluntary controlled schools or direct to voluntary aided schools and Academies. Parents should ensure that the form is completed in full and submitted with any additional/supplementary documentation/evidence to enable their application to be considered as quickly as possible.
- 20.2 The School Admissions Team, on request, will provide information to parents about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority.

21 APPLICATIONS FOR TRANSFERS TO COMMUNITY OR VOLUNTARY CONTROLLED SCHOOLS

- 21.1 Applications for a community or voluntary controlled school will be processed by the School Admissions Team within 20 school days.
- 21.2 A place will be allocated if there is a place available (unless paragraphs 3.8 to 3.15 of the School Admissions Code apply).
- 21.3 If there are more applications than places available, the local authority will apply the oversubscription criteria to determine which children will be allocated a place.

22 APPLICATIONS FOR TRANSFERS TO VOLUNTARY AIDED SCHOOLS AND ACADEMIES

- 22.1 Voluntary aided schools and academies should consider all applications without unnecessary delay. A place will be allocated if there is a place available (unless paragraphs 3.8 to 3.15 of the School Admissions Code apply). If there are more applications than places available governors are required to apply their oversubscription criteria.
- 22.2 If a parent applies to a voluntary aided school or academy, the school or academy must, on receipt of an in-year application, notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

23 WAITING LISTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

- 23.1 Waiting lists for community and voluntary controlled schools will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual

schools). Parents who have not been offered a place at a community and voluntary controlled school, will automatically be placed on the waiting list.

- 23.2 All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol (see below) or who are the subject of a direction by the local authority to admit must be given priority over any other children on the waiting list.
- 23.3 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 23.4 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

24 RIGHT OF APPEAL

- 24.1 Any parent who is refused a place at one of their preferred schools has the right to appeal to an independent appeal panel.

25 FAIR ACCESS PROTOCOL

- 25.1 Tameside local authority has a Fair Access protocol for in-year transfers which ensures the speedy admission and fair distribution throughout the borough of pupils with agreed additional needs. With specific short term exceptions, all schools in Tameside participate in the protocol, which may in some cases result in schools admitting pupils over their Published Admission Number. All applications will be scrutinised to determine whether or not they meet the criteria for consideration under the protocol.

26 CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN

- 26.1 Applications for children with a current Education, Health and Care plan will be referred to the Inclusive Services Team of the local authority, which is responsible for arranging a school place.

27 PROVIDING INFORMATION ON PUPIL NUMBERS

- 27.1 All Tameside schools must forward migration reports, with a population analysis by year group, to the Admissions Team at the end of each calendar month. Primary schools must also send to the Admissions Team a breakdown of class organisation at the beginning of each school year.