

# Get the Facts...

Starting Out 2018

## A guide to applying for a primary school place in Tameside

### Dear Parent/Carer

Your child is due to start primary school in September. This is a very exciting and important time and we hope this booklet will help you by providing all the information you need to help you to make your primary school application. Tameside has a range of primary schools to consider, as well as schools with resource bases and special schools for children with special educational needs. There are some facts about schools in this booklet, but for more detailed information you need to contact the relevant head teacher. You might want to visit the school and speak to the head before you complete your application form. If so, make sure to make an appointment.

Please take the time to read through this booklet carefully, even if you have older children and already have experience of applying for a school place. The information provided will help you to state six preferences for the schools you would most like your child to attend.

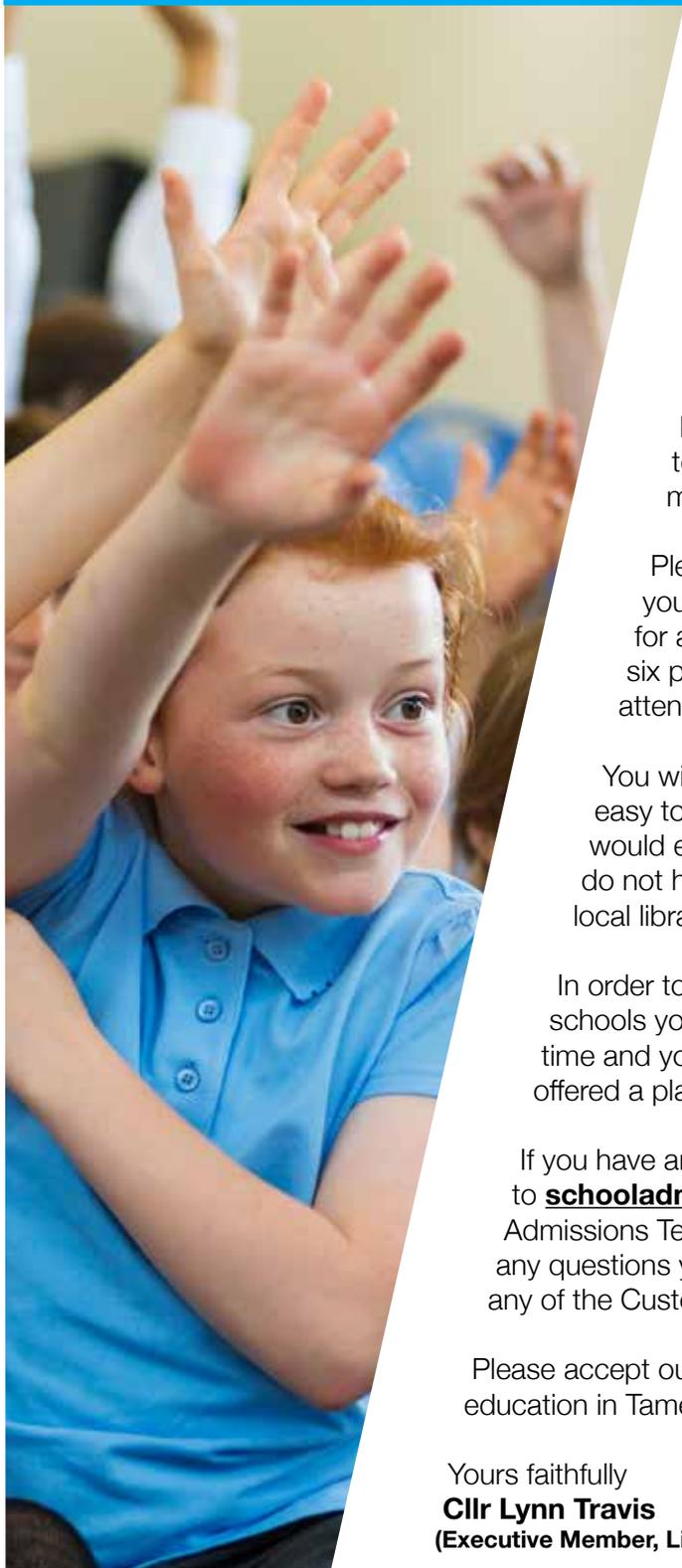
You will need to complete an online application which is quick and easy to use [www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions) and we would encourage all parents to make use of this simple system. If you do not have access to the internet, you can use the facilities in your local library: you will need an email address.

In order to maximise your chances of being offered one of your preferred schools you must submit an application with any required documents on time and your child must meet the admissions criteria of the school to be offered a place. The application closing date is **15 January 2018**.

If you have any queries regarding the admissions process, send an email to [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk) or telephone a member of our Admissions Team on 0161 342 4068 / 3204 who will be happy to answer any questions you may have. If you need assistance with English, call in at any of the Customer Service Offices.

Please accept our very best wishes for your child's happy and successful education in Tameside.

Yours faithfully  
**Cllr Lynn Travis**  
(Executive Member, Life Long Learning)



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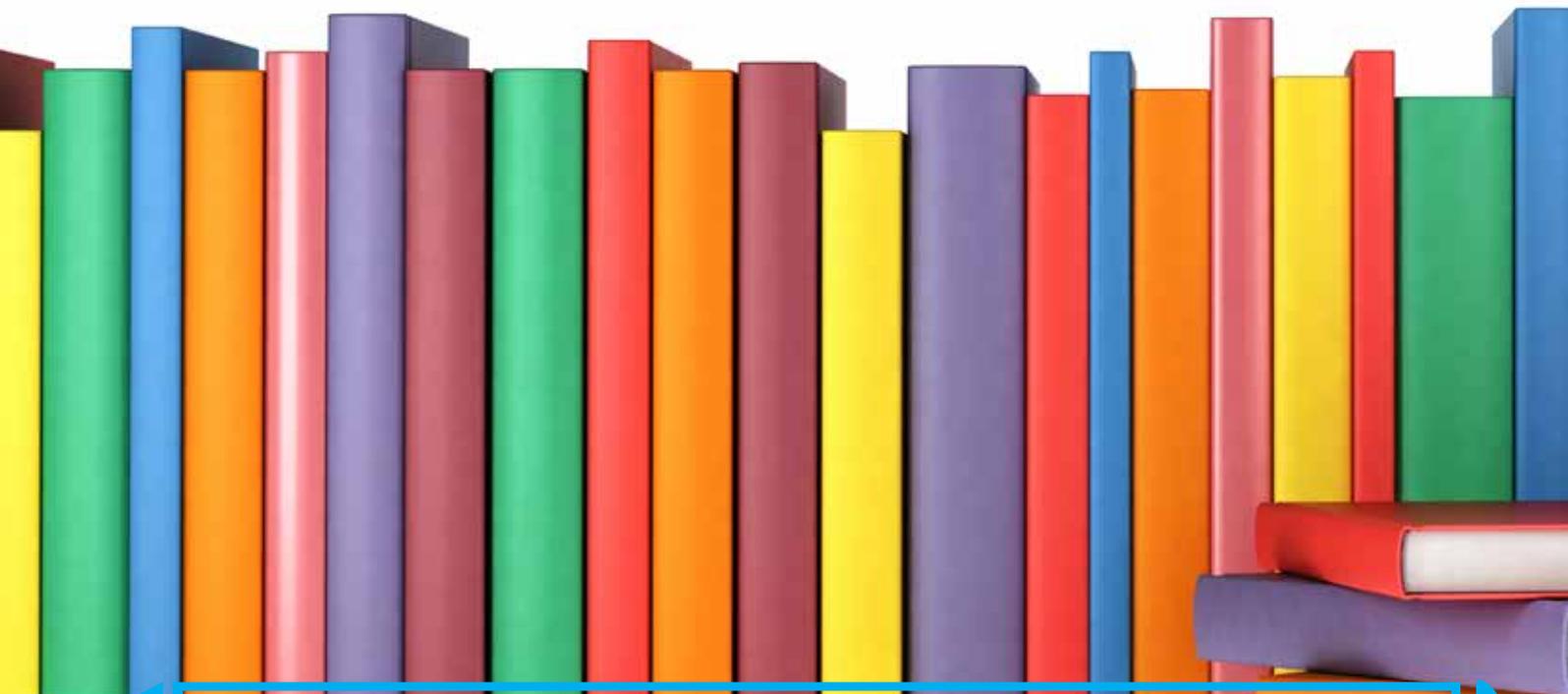
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## DATES TO REMEMBER

<b>Early November 2017</b>	Web page made available for applications online.
<b>15 January 2018</b>	Closing date for submitting your application.
<b>9 February 2018</b>	Final date by which changes to applications (due to exceptional circumstances) can be accepted. Proof must be provided.
<b>16 April 2018</b>	National Offer Day – On this date, all school place offers will be communicated to parents.
<b>29 May 2018</b>	Waiting lists established.
<b>From week commencing 30 April 2018</b>	Second round of allocations for late applications received from <b>16 January 2018 until 29 April 2018</b> . Further offers made from this date are subject to places becoming available.
<b>11 May 2018</b>	Closing date for returning appeal forms.
<b>From week commencing 29 May 2018</b>	Third round of allocations for late applications received from <b>30 April until 28 May 2018</b> . Further offers made from this date are subject to places becoming available.
<b>From June 2017</b>	Appeals are heard by the Independent Appeal Panel.
<b>September 2018</b>	Children start school.
<b>The end of the school year.</b>	Waiting lists for individual schools close at the end of the school year unless individual school admission arrangements say otherwise.



## SECTION 1: BEFORE YOU MAKE YOUR APPLICATION

This section will provide you with information about what you should know and do before making a school application.

Please talk to your child before making the application. Do not be influenced by others. The right school for other children is not necessarily the right school for your child.

- It is important that you take time to read the information in this booklet to help you understand how the application process works.
- Visit schools to ensure you are happy with your expressed preferences before submitting your application.
- Look to see how many places are available in each school. This is called the Published Admission Number or PAN. This number is set to take account of the number of pupils each site can accommodate in each year group and how many places are needed in an area.
- Consider how likely it is that your child will be offered a place at your preferred schools. Read the oversubscription criteria for each school and look to see which apply to your child.
- Use your six preferences.

### MAXIMISE YOUR CHANCE

#### 1. Apply on time

The closing date is **15 January 2018**.

All applications received after this date will be processed at a later date after the majority of places have been allocated.

A late application therefore means you are less likely to get the school you prefer or want.

Notification of places offered will be made on **16 April 2018** (unless your application is late).

#### 2. Use all preferences

You could disadvantage yourself if you do not use your opportunity to express a preference for six schools.

Each preference is considered in its own right so give yourself six separate chances.

We only look at the order of your preferences (1st, 2nd, 3rd etc) if we are able to offer you more than one of your preferences. We will always allocate the highest preference.

#### 3. Choose wisely

Consider the school's oversubscription criteria.

Don't assume that you will be allocated a place at your closest school if you do not state it as one of your preferences.

Don't assume that your child will get priority because they attend a nursery at your preferred primary school. A place in nursery does not guarantee a place in reception.

## WHEN CHILDREN START SCHOOL IN TAMESIDE

Children start school in the September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school. For entry in September 2018, children born between 1 September 2013 and 31 August 2014 are eligible to start school in September 2018.

Children reach statutory school age on the prescribed date following their 5th birthday. The prescribed days are 31st August, 31st December and 31st March. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school).

All children are allowed to start full-time in September or defer admission until they reach compulsory school age (or until the start of the summer term if this is earlier). You can also request that your child attend part-time initially, but you will need to discuss this with the school at which your child has been offered a place.

### **Request to Delay Entry to School in the Same Year (Known as Deferred Entry)**

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school must hold your child's place and not offer it to another child. Your child must also start school in the school year for which the offer was made. The latest your child can start school is at the beginning of the summer term 2019.

If you wish to defer your child's entry, you will need to confirm this with the school where your child has been offered a Reception place. You may also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

### **Applying to a Year Group Outside the Normal Age Group (for Summer Born Children Only)**

Children born between 1 April and 31 August are regarded as summer born children. In exceptional circumstances, summer born children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development. If you would like to request for your 'summer born child' to start school outside of their normal age group, and be admitted to reception rather than Year 1, please follow the process below.

Parents should apply for the normal reception year for their child. The normal year in this case, is the academic year when your child will be five years old – between 1 September and 31 August.

When you apply, you should inform the School Admissions Team in writing, that you do not wish to send your child to school until the September after their fifth birthday and request that your child is admitted **out of their normal age group** – to reception rather than Year 1. Your letter or email should include reasons for your request and any evidence to support your case.

### **Evidence could show:**

- whether your child is summer born
- information about your child's personal, social, emotional development and academic development
- if relevant, the child's medical history and views of a medical professional
- whether your child has previously being educated out of year group
- whether your child was born prematurely

The council or school will look at each case on its merits, taking into account the child's best interest and either agree or refuse the request on that basis.



Where the council is the admissions authority, we will seek views of the head teacher of the school where the child is most likely to be allocated a school place before a decision is taken. We may also take into account the views of their current early years setting and other professionals. Any reasons for refusal will be shared with you.

If your request is refused, your child will still be considered for admission to their normal age group. If we agree to your request, your child will be admitted into reception rather than Year 1 the following year; but you would need to apply again for a reception place for that year. **Please note the decision to agree to delay your child does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place until the following year.**

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a reception place will be considered alongside applications for reception. There is no statutory right of appeal if your request is not agreed.

Please use the table below to see what options are available to you.

Child's birthday	What options are available to you? You should discuss these with your allocated school
<b>1 September - 31 December</b> (Autumn term)	Child can attend full-time, request to attend part-time from September or defer admission until the beginning of January 2019.
<b>1 January - 31 March</b> (Spring term)	Child can attend full or part-time from September 2018 or defer admission until the beginning of January 2019 or until after Easter 2019.
<b>1 April- 31 August</b> (Summer term)	Child can attend full or part-time from September 2018 or defer admission until January or Easter.  You can also choose not to send your child to school until the September following their fifth birthday. In exceptional circumstances your child may be admitted out of their normal age group.

## SELECTING YOUR PREFERRED SCHOOLS

**You need to be aware that many schools in Tameside are heavily oversubscribed. This is important to remember when deciding on your preferred schools. In previous years, it has not been possible to meet all preferences at a number of schools. When considering your preferred schools, you are strongly advised to look at the school's over-subscription criteria and consider which category you would come under.**

### Think carefully about your preferences

The number of preferences that you can make on your application is limited. You need to be realistic in making your preferences. If your child is unlikely to meet the criteria, you may not receive an offer at any of your preferred schools. This could happen if you live too far away from your preferred schools. It is therefore important to understand the order in which places are allocated if a school is oversubscribed by reading the admission policy for the school - see section 8.

You should think carefully about your order of preference when you decide how to list the schools you are applying for. This is because if your child qualifies for a place at a number of schools, you will only be made one offer of the school which you named as a higher preference.

**The law states that you have a right to express a school preference and admission authorities are required to comply with that preference but please be aware that it is subject to the availability of places at the school. This is because there will be times when there are more applications than places. When there are more applications for a school than places available, over-subscription criteria (also called admission criteria) are used to determine priority for admission.**

You should decide which schools you would prefer your child to attend and apply for a school place online listing up to six different preferences. You don't have to express six preferences. However, if you only give one preference, and are not offered a place at that school, you will be offered a place at the next nearest school **with an available place** after the six preferences of other applicants have been considered. This may mean that by the time we look at allocating a place for your child, your local school may be full and your child may have to travel some distance to get to school.

The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.

Each of your preferences will be considered equally and separately. Listing second and third preferences will not affect your chance of being offered your first preference. Each school listed on your application considers your child's application against its over-subscription criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as third preference is considered equally to an application on which the school is ranked as first preference.

If we can offer your child a place at more than one of your preferred schools, we will offer you the highest ranked school we can, so please make sure you like your first preference more than your second preference and your second preference more than your third.

If we are not able to offer your child a place at any of the schools you applied for, we will offer a place at the next nearest school with available places.

### **Changing Your Preferences or Changing the Order**

You can make any changes to your application before the closing date. However, if you wish to change your preferences after the closing date (and only in exceptional circumstance, for example you move house) or you wish to change the preference order, all your preferences would be considered as late applications and considered after all on-time applications.

## **THE APPLICATION PROCESS: WHAT YOU NEED TO DO**

1. Decide which six schools you would most like your child to attend and decide your order of preference.

2. Check whether your preferred schools require you to provide additional information.

3. Go to [www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions) and complete the online application

4. You must include details of any exceptional medical and social needs on the online form. Supporting documents should be sent to the School Admissions Team using the contact details at the back of this document. Please write your child's name and date of birth on all documents.



## SECTION 2: MAKING AN APPLICATION

This section gives you information to help you complete the application. Please read it through carefully

### HOW TO APPLY FOR A PRIMARY SCHOOL PLACE

If you live in Tameside and your child is due to start school or transfer to Stalyhill Junior School in September 2018, you must apply online at: [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions).

Libraries have public access computers where you can access the website and most of our schools will help you access the on-line system if you do not have a home computer.

The online facility is available from **mid-November 2017 to midnight on 15 January 2018**.

There are clear simple prompts to guide you through making your application and we will email you confirmation that your application has been received.

You can change the information online at any time until the closing date, remembering to re-submit if you reopen your account for any reason. Once submitted and downloaded by us, you need to contact the admissions team to make any changes.

The outcome of your application will be available to view on national offer day.

**It is important to keep a record of your email and password to be able to make changes to your application and to log on to view your offer. Record them here for future use.**

**Email:**

**Password:**

If you have any difficulties in using the system, contact the School Admissions Team on: 0161 342 4068/3204 between 10am and 2pm (Monday-Friday) or email [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk).

You can use the online form to apply for a Tameside primary school or a school in another Local Authority area, but you must remember to provide any additional supporting documents or information as required by that school's over-subscription criteria. The supporting documents and information must be sent directly to the school clearly stating your child's name, address and date of birth.

#### Independent Schools

If you want your child to attend an independent school, it is not the policy of Tameside Council to pay the fees, or any other expenses. You will, therefore, need to make your own arrangements for your child to attend this type of school. Parents are advised to submit an application for a pupil in a Tameside school even if you have applied for an independent school place separately.

#### Home Education

It is a parental right to educate a child at home. The council would seek to assess and approve the provision being made by the parent. Please telephone 0161 342 3258 for more details about home education.

#### Child Care

Many parents have complex childcare arrangements and these cannot be taken into account when allocating places. Also remember a place in nursery does not guarantee a place in Reception.



## Distance Check

If you would like us to measure the straight line distance to your preferred schools, please email us at [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk) stating your child's name, date of birth, address and the schools you want us to measure to.

## The Co-ordinated Admissions Scheme

Tameside operates a co-ordinated admissions scheme. This means parents only have to complete one application. There is co-ordination between the council and other admissions authorities, and every parent who lives in Tameside receives one offer of a school place.

Parents can express a preference for up to six schools. These schools can be in or out of Tameside.

If you live outside Tameside you should complete the form from your home local authority, even if you wish to apply for a Tameside school.

We will allocate places at Tameside primary schools using the criteria in Section 8 for oversubscribed schools.

While the process for children with an Education, Health and Care Plan is different the parents of children in this group are still required to complete an application.

## SPECIAL EDUCATIONAL NEEDS (SEN)

Children with an Education Health and Care Plan go through a separate process to be allocated a place at primary school. It is set out in the Special Educational Needs (SEN) code of practice.

Further detailed information can be found on Tameside's local offer website at [www.tameside.gov.uk/localoffer](http://www.tameside.gov.uk/localoffer)

## Who decides which school a child with an EHCP goes to?

Tameside Council works in partnership with parents, schools and support services when making the final decision about which school is named in the EHCP – the school which the child will attend.

While in law it is the council which names the school, due regard has to be given to parents' preferences. However, the SEN code requires the council to consider:

- The special educational needs of the pupil, and the extent to which these can be met in a particular school. This is usually done through the annual review process. Much of the information is taken from the advice of staff in schools, support services, therapy and health services as well as other agencies and professionals.
- The impact the pupil's placement may have on the education of others at the school.
- The efficient and effective use of council resources.



### **What if the council names a primary school which is not the preferred option of parents?**

Parents and carers can discuss their preferences by telephoning a Caseworker - see contact details in section 13.

After the school has been named, parents/carers can contact the Caseworker to discuss the council's reasons for naming the school in the EHCP. If parents/carers are still unhappy with the school, a meeting can be arranged.

The letter issued with the EHCP tells parents/ carers how to appeal to the SEN and Disability Tribunal (this needs to be within eight weeks of the Plan being issued). Or the matter could be referred to the Disagreement Resolution Service - a less formal process.

Parents/carers might also want to seek support or advice from Tameside Special Education Needs and Disability Information and Advice Support Service (SENDIASS) - 0161 342 3383.

### **What should parents consider when deciding on their preference for a primary school?**

Parents who have gone through this process have found the following information helpful:

- Most children with special educational needs attend mainstream schools.
- All mainstream primary schools in Tameside receive resources, training and support to meet the requirements of children with special educational needs, including those who have a EHCP.
- Every year some pupils transfer from one type of special school/specialist provision to another, depending on their special educational needs, recent progress, level of attainment and so on.
- Pupils with an EHCP are not automatically entitled to assistance with home-to-school travel. Parents/carers need to carefully consider travel arrangements to and from school when deciding on their preferences. Assistance with travel between home and school – where necessary – is subject to the council's transport policy. You can find details at [www.tameside.gov.uk/sen/transport/parents](http://www.tameside.gov.uk/sen/transport/parents)

SENDIASS can give advice and support to parents/ carers while they are making their decisions and/or speaking to the council about their preferred school.

### **Mainstream or Special School?**

Tameside Council would normally name a local primary school in an EHCP unless there are specific reasons why it is unable to do so.

When the authority names a placement in a mainstream school, it is likely to specify specialist resources provision in a mainstream school. Resourced provision for a small number of children is available at:

- **The Heys** (Ashton)
- **Russell Scott** (Denton)
- **Oakfield** (Hyde)

All have resourced provision for pupils with moderate learning difficulties.

- **St John Fisher** (Denton) - has resourced provision for children with significant social and communication difficulties ASD.
- **Linden Road** (Denton) - has resourced provision for pupils with significant hearing impairments.

Children must have an EHCP to access-resourced provision, and the significant needs the resourced provision caters for.

Where the needs of a child are particularly significant or complex, the council may place the child at a primary special school:

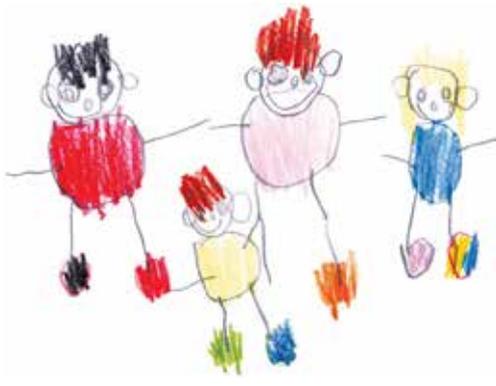
- **Oakdale** (Dukinfield) - For children with severe, profound and multiple learning difficulties.
- **Thomas Ashton School** - For children with behavioural, emotional and social difficulties.
- **Hawthorns** (Audenshaw) - For children with moderate learning difficulties. Children must have an EHCP to access this provision.

If your child has significant additional needs you may want to seek advice from your named SEN Caseworker. Telephone: 0161 342 4433.

**Please note:** Children going through the statutory assessment process must follow the same application procedure as that set out for other children.

Should you have any questions or concerns about your child which may result from a special educational need, contact the SEN Team on 0161 342 4433





# SENDIASS

Tameside Special Educational Needs and Disability (SEND) Information, Advice and Support (IAS) Service

Our service provides confidential, impartial information, advice and support to children and young people with Special Educational Needs (SEN), and those with Disabilities, and their parents/carers (who have children/young people aged 0-25 years) on education matters and health and social care matters in relation to education.

SENDIASS aims to encourage and develop partnership between children, young people, parents/carers, schools, the local authority and all other partners who are involved in working to identify, assess and meet the special educational needs of children and young people.

## Contact details

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0161 342 3383



[sendiass@tameside.gov.uk](mailto:sendiass@tameside.gov.uk)



[www.tameside.gov.uk/sendiass](http://www.tameside.gov.uk/sendiass)

### SENDIASS

Tameside Special Educational Needs and Disability  
Information, Advice and Support Service  
Jubilee Gardens, Gardenfold Way,  
Droylsden, Tameside M43 7XU

**“The earlier you can  
get the right support  
for your child,  
the better.”**



## **Do you have concerns about your child’s development?**

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**The Local Offer** is our online source of information aimed at all families who feel their children aged 0-25 may need some extra help because of additional needs – these could be learning, emotional, communication, physical and/or medical.

The Local Offer signposts you to all available services and support while also helping you to make informed decisions.

**We are here to help.**

**[www.tameside.gov.uk/localoffer](http://www.tameside.gov.uk/localoffer)**

## COMPLETING THE ONLINE APPLICATION FORM

### Your Child's Details

Enter your child's details ensuring that the address, postcode and date of birth are correct so that we can process your application accurately. It is essential that this information is correct. We regularly check addresses and if they are not correct we may have to withdraw our offer of a school place. The address you give us should be the child's permanent address at the time of application. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline applies (see sections 2 and 11). If you are moving within Tameside, you must still make your application by the deadline.

### Home Address

The child's current permanent residential address must be used. The home address is the address of the parent with whom the child normally lives from Monday to Friday. The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered.

**An intention to change address cannot be considered by the council until proof is available.** You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address. **Further information about proof of address can be found in section 11 of this booklet.**

All changes of address will be checked to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement to access a preferred school. **A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family.**

Any recent change of principal carer and/or parental responsibility (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. **Only applications from a person who is legally responsible for the child can be accepted.** If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility.

**If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn.**

### Parents Who Live Separately

When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

### Who is a Parent?

The definition of a 'parent' in education law is wider than just those with parental responsibility. The definition of a parent is defined in section 576 of the Education Act 1996. This can include all natural parents whether they have parental responsibility or not, other people who have acquired parental responsibility by court order or anyone else who has care of a child such as another family member.

### Children With an Education Health and Care Plan (EHCP)

Please indicate in the appropriate place if your child has an Education Health and Care Plan (EHCP). Please name the local authority dealing with your child.

### Looked After Children (LAC)

The School Admissions Code 2012 requires that schools' over-subscription criteria must give priority to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). **Please provide proof with your application if you wish to be considered under this criterion.**

## Admission of Children of UK Service Personnel

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.

## Your Details

It is important that this information is correct as we may use this to contact you about the admissions process. We also need to know your relationship with the child and whether you have parental responsibility as defined by the Children Act 1989.

## Your Preferences

Each school application should be discussed with all those with parental responsibility for the child.

Rank the schools you would like your child to attend in order of preference by writing the name of the school in the boxes with the school you want first in the 'Preference 1' section and the school you want second in the 'Preference 2' box etc.

Preference is not the same as choice. The law does not give parents the right to choose a particular school for their child and have that choice met.

We strongly recommend you use your options of listing six schools. There is no advantage in listing only one school. If you choose to list just one school and your application is unsuccessful, you will have no say in the school you are allocated to. You could be allocated a school some distance from your home if nearer schools have received more applications than there are places available.

The online system will not allow you to select the same school more than once as we can only process one application per child per school. Please note: You may be allocated any one of your preferences and you need to be sure that you are willing and able to get your child to that school. If you are offered one of your preferences the council will not pay for transport to school; this is your responsibility.

If only one of your preferred schools can offer a place, that school will be offered. If more than one school can offer a place, the offer will be for whichever school is the highest preference on the application. This may not be your first preference school.

If it is not possible to offer a place at any of your preferred schools, a place will be allocated at the nearest school to your address with places still available after all other applications have been processed. This may not be your nearest school. Parents are not guaranteed a place at one of their preferred schools.

**You will still need to apply for a Reception place even if your child attends the school's nursery. Having a place in the nursery class or foundation unit does not guarantee a place in the Reception class.**

**Many parents have complex childcare arrangements. Unfortunately, these cannot be taken into account when allocating places.**

## Your Reasons for Applying for Each of Your Preferences

We need you to give us this information so that the local authority or school governors can correctly apply their over-subscription criteria. If you do not provide us with the correct information in this section it could mean that we cannot consider you under a particular criterion, e.g. if you fail to tell us that the child has a sibling (brother or sister) connection within the school, then this will not be considered.



### **Siblings (Brothers and Sisters)**

It is important to show on the form if there will be a brother or sister at the school when your child starts. Add the names of any brothers or sisters that attend the school and their date of birth in the appropriate place. By sibling, we mean a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner but in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend the same school.

### **Confirmation**

In this section you are confirming that all the information you have provided is correct as at the time of application and you have not deliberately given any false information. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline – 9 February 2018 applies.

Tameside Council, as a responsible admissions authority, reserves the right to verify any address given as the child's permanent address in order to ensure that it is allocating places appropriately and fairly. Where a suspected fraudulent application is identified during the allocation process (before allocation day), if relevant evidence is not provided and the application is deemed to be fraudulent, the family concerned will be offered the opportunity to provide their correct address and advised that the application will now be treated as 'late'. Failure to provide any document reasonably required by the council to verify residence after the allocation day will result in the place being withdrawn. We will then offer a place at the nearest school to the home address with an available place. This may be some distance away.

### **Multiple Applications**

Tameside council can only accept one application per child. If applications are received from both parents which are not the same, we will accept the application of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

### **Special Circumstances Form**

You should use this form to provide evidence if the following circumstances apply:

- **Exceptional medical or social needs** - if you have exceptional medical or social needs which you would like to be taken into account with your application. Your application will be considered under criterion 2 provided satisfactory evidence is given on the Special Circumstances Form.
- **Ease of Access** – This will be considered when parents provide details of particular reasons that mean their child could reach their nearest school but will have a disproportionately long journey to another school if denied admission to their nearest school. Your application will be considered under criterion 4 for community schools provided satisfactory evidence is given on the Special Circumstances Form.

The Special Circumstances Form can be found in section 14 of this booklet.

### **Amending/Reviewing Online Applications**

If you re-visit your online account for any reason, to make changes or just to review it, **you must re-submit your application** in order for it to be downloaded by ourselves.

## SUBMITTING YOUR APPLICATION

The closing date for receipt of your application is **15 January 2018**. Before you submit your application please check that you:

- are familiar with the over-subscription criteria for each school you are applying for;
- are clear on the order you want to list the schools you are applying for;
- think carefully about naming a school where your child is unlikely to qualify for a place; and
- do not disadvantage your child by listing only one preference;
- have used all six preferences as this will increase your chances of obtaining a place for your child at one of your preferred schools.

### **Moving into Tameside BEFORE the Allocation Process**

If you move into Tameside after the closing date, but before 9 February 2018, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2018.

If you move into the area after 9 February 2018 your application will only be considered as a late application and will be processed with other late applications in subsequent rounds of allocations commencing from 30 April 2018.

### **Applying for a School Place AFTER the Allocation Process**

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to the waiting lists in criteria order. Your child will be allocated a place at the next nearest school to your home with available places.

### **Changing your Application Information**

You can change the information at any time until the closing date, but once submitted and downloaded by us after the closing date you would need to contact the admissions team to amend your application. You will receive a confirmation email from us when your application has been submitted.

### **How Late Changes of Preference are dealt with**

Once parents have submitted their application, they cannot change preferences after the closing date except in exceptional circumstances, for example, a recent change of address for which proof will be required. No changes can be made to preferences or student details after 9 February 2018, even where there are exceptional circumstances, because the allocations process has started.

### **What Happens if my Application is Late?**

Late applications received after the closing date of 15 January 2018 will only be considered after all applications received by the closing date. This means it is much more likely you will not get a place at your preferred school, as the places may already have been given to other children.



Once the closing date for applications has passed, the online system will close for 2 weeks to enable all on time applications to be processed. The online system will reopen two weeks after the closing date to accept late applications.

Late applications will only be dealt with after all of those that have been received on time. This applies even if your child has exceptional medical or social needs, or has a sibling at the school. If your application is late, you may not receive an offer of a school place on National Offer Day.

**Please note:** If you re-open your online account for any reason even just to review your application, **you must re-submit**. Failure to do so may mean that we are unable to download the application and it will not be added to our database.

### **Calls to the School Admissions Team**

The School Admissions Team receives a high volume of calls during the application period and on National Offer Day.

To help us deal quickly with requests, if you have an enquiry about your child's allocated school or you need advice on alternative options please email the Admissions Team in the first instance at [\*\*schooladmissions@tameside.gov.uk\*\*](mailto:schooladmissions@tameside.gov.uk)

A member of the Team will look into your enquiry and send you an email response and if appropriate we will telephone you.

The School Admissions Team understands the anxiety of parents at the time of school allocations and will do what we can to help. In return we ask you to treat our staff with courtesy and respect.



## THE ONLINE APPLICATION STEP BY STEP

1. Go to [www.tameside.gov.uk](http://www.tameside.gov.uk) click on **'Schools & Learning'** and then **'School Admissions'**. Click on the highlighted online application system link (under the School Admissions Header) to go to the Citizens Portal.
2. If you have used the online system before you can enter your email address and password and click on **'login'**. If you haven't used the online application before click on **'Register'** and then enter your details including your email address and password. Choose a security question. **PLEASE MAKE A NOTE OF THESE DETAILS.**

**Email:**

**Password:**

**Security Question:**

The system will immediately send you a Citizen's Portal Activation email. Please check your JUNK or SPAM box if the email isn't in your Inbox. **PLEASE NOTE THE LINK IN THE EMAIL WILL ONLY REMAIN ACTIVE FOR 7 DAYS** after which you will need to register again.

3. Log in to your personal email box and click on the link provided in your **Citizens Portal Activation** email. This will complete your registration.
4. Log in to the Citizens Portal using your email address and password (as instructed in step 1 above). Click on the **'School Places'** button and then **'Add Child'** button and proceed to add your child's details.
5. Click on the **'Start New Application'** that is shown under each child's details.
6. Check by putting in your postcode that you are applying to the correct Local Authority. If you are a Tameside resident click on the **'Continue to Apply'** button and choose the correct Transfer group for your child.
7. Select your school preferences. For each preference you'll be asked to provide supplementary information to support your application. You can change the order of these preferences if you wish to do so by selecting the appropriate arrow that will appear on the preference page after each school selection and you may also edit or remove your preferences.
8. After selecting your 6 preferences, click on **'next'** and submit your application by confirming you agree to the terms and conditions of the school admission process. **YOU MUST CLICK 'SUBMIT NOW' IN ORDER FOR US TO RECEIVE YOUR APPLICATION.** You will then receive an email confirming the school preferences you have selected for your child.

For any further information please contact the School Admissions Team by emailing [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk) call 0161 342 4068/3204 or visit [www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions).

## SECTION 3: HOW APPLICATIONS ARE PROCESSED

This section tells you how school places are allocated.

### Who Decides Who is Offered Places?

There are different types of schools. Decisions about which children should be offered school places are made by the admissions authority for each school type. However, the process of admission to all of these types of schools is administered by the local authority.

Primary school age ranges are as follows:

- Key Stage 1 (Infants) 4 to 7 years
- Key Stage 2 (Juniors) 7 to 11 years

**Under government legislation, no child in Key Stage 1 can be in a class of more than 30 with one qualified teacher for a normal teaching session.**

There are five types of maintained primary school in Tameside: academy, community, voluntary controlled, voluntary aided and community special. They all work with the council. The local authority determines the admission arrangements for the community and voluntary controlled primary schools. The voluntary aided primary schools and the academies have their own admissions arrangements. The two community special schools admit pupils with an Education, Health and Care Plan where the school is named.

### Stalyhill Junior School

Tameside has one junior school: Stalyhill in Stalybridge. Parents, who wish to be considered for a transfer to Stalyhill Junior School in September 2018, must follow the same process as applying for a place in Reception and complete an online application. The closing date is 15 January 2018. Further information about the admissions arrangements is available on the Tameside Council website at [www.tameside.gov.uk/schools/admissions/1819/consultation](http://www.tameside.gov.uk/schools/admissions/1819/consultation).

Four lists of schools appear in section 5. Those in List A are community and voluntary-controlled schools. List B is voluntary-aided schools. List C is academies, List D is community special schools.

If you are considering a voluntary-aided school or academy you will need to check details of its admission arrangements. These will be in the relevant school's prospectus. Many voluntary-aided schools require applicants to provide additional information - for example a certificate of baptism for Roman Catholic schools or confirmation of church attendance for Church of England schools – if you wish to be considered under faith-based criteria. This may mean completing a supplementary form.

You must complete the school's supplementary information form (if they have one) and also submit an application online to the council for a school place. You must return the completed supplementary information form directly to the school to enable the governing body to assess your application correctly.

Please note that the supplementary form is not an application form, but it is an important part of the process. You can obtain copies of supplementary information forms direct from the relevant schools.

### Partner Primary Schools

In September 2015 the community high schools and some of the academy high schools nominated partner primary schools. Children attending partner primary schools will be given priority in the relevant partner high schools' over subscription criteria. Partner primary schools are listed in the tables in sections 9 and 10. High school over subscription criteria can be viewed in full on individual schools' websites and also on the Tameside Council website at: [www.tameside.gov.uk/schools/admissions/1819/consultation](http://www.tameside.gov.uk/schools/admissions/1819/consultation).

## How School Places are Allocated

On submission of the application, each one of your preferences is treated as a separate application regardless of the order you have listed them in. Tameside Admissions will give your child's details to each school/admissions authority. All on time applications will be considered at the same time. Schools will not be told which preference number they are or which other schools you have applied for.

If you have listed a voluntary aided school or academy we send your application details to the relevant school as the school governors decide who should be offered places. If a school receives more applications than they have places available, the school will use its over-subscription criteria to rank and determine which applicants can receive an offer. This information is then returned to Tameside Admissions and matched against the applicant's list of preferences. All possible offers are shared and exchanged across neighbouring Local Authorities through the Co-ordination Scheme. If you have listed a community school, Tameside Council Admissions will apply the Council's over-subscription criteria if there are more applications than available places.

If you have listed a school in a neighbouring authority, the application will be sent to the local authority for processing. If more than one of your preferred schools can offer your child a place, we will offer a place at the one which features highest in your list of preferences. If only one preferred school can offer your child a place, this is the place you will be offered. If a place cannot be offered at any of the preferred schools, a place will be offered the next nearest school with places available. Your child's name is automatically added to the waiting list of the preferred schools higher than the school we have offered. You will receive only one offer of a school place for each child.

**Note: Most Tameside primary schools receive more applications than they have places available and use admissions over-subscription criteria to determine who can be offered a school place. All over-subscribed schools will offer places using the criteria described in section 8. Please refer to the relevant schools' websites for details and complete and return supplementary information forms as required by the deadline stipulated by the school.**

## Distance Measurement

For admission purposes, we measure distance in 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. The straight line measurement is used purely as a tie-breaker; it has no relevance to how you would walk to the school. Distance is not measured using Google or other similar tools.

## Data Protection Act

The council maintains a register entry in respect of education which includes the administration relating to pupils. Personal information provided on the application form is treated in confidence and complies with the requirements of the Data Protection Act. This information may also be shared with other Local Authorities. Verification of Information – the council may verify information you have provided on the application form, which could involve contacting other departments of the council or other councils who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on the application form.

## SECTION 4: APPLICATION OUTCOME

This section sets out when you will know the outcome of your application and what to do when you find out.

### National Offer Day – 16 April 2018

If you live in Tameside and have applied online, you will be able to access the school admissions website from 12.30am on the morning of 16 April 2018 and see where we have been able to offer your child a school place. Please use the email address and password you used to make your original application to access your online account. Unfortunately the Admissions Team are unable to access your security details, including your secret question. A link is available on your online account to reset forgotten passwords.

Offer letters are posted on 16 April 2018 to everyone who applied on time. You may therefore receive your letter one or two days after offer day. Please note that decisions will not be given over the telephone.

If you live outside Tameside, your own local authority will offer you a school place either through their online system and/or by letter.

### What happens if I am not happy with the school my child has been offered?

If you are not satisfied with your school allocation, there are two options open to you:

- You can ask the school admissions team about places at other schools. Please submit your request in writing to the School Admissions Team by letter or by emailing [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)
- You may appeal.

**Please note: your child's name will be automatically placed on waiting lists for schools that you have ranked higher than your allocated school. You will retain the place you have been allocated until you secure a place at an alternative school.**

### School Waiting Lists

When all available places have been allocated, a waiting list will be established for each oversubscribed school. Positions on a waiting list must follow the same order as the oversubscription criteria and are not allocated on a 'first come, first served' basis. 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 waiting list for some time. So it's possible that over time a child's position on a waiting list can change. Let us know immediately if your circumstances change that may affect your position on a waiting list (e.g. if you move house) and provide appropriate supporting evidence.

### Waiting Lists for Tameside Schools (until 31 August 2018)

If we have not been able to allocate you a place at your first preference school, your child will automatically be added to the waiting list of any school you named on your application that was a higher preference than the school where your child was allocated a place. You will retain the place you have been allocated until you secure a place at an alternative school. The waiting lists for the community high schools will be held until the end of the school year. Some academy schools hold their waiting lists until the end of the autumn term only - please check individual school websites for details.

**Please note: When a place becomes available it is allocated to the child at the top of the waiting list. The child's lower preference school is re-allocated to another child on that school's waiting list. This is an automatic process. It is important, therefore, to tell us if you do not wish to remain on the waiting list for higher preference schools if you are now happy to accept a lower preference school.**

We are unable to discuss your child's position on a waiting list until after 29th May 2018, approximately two weeks after the appeals closing date. The School Admissions Team will contact you if a place becomes available and that place can be allocated to your child. There is no need to telephone to find out your child's position.

## **In Year Transfer Waiting Lists (from September 2018)**

At the start of the autumn term, the waiting lists will be transferred into our in-year admissions system. Waiting lists will be maintained by the local authority for Tameside community schools and by the individual schools if they are their own admission authority. They will last until the end of the current academic year. If you wish to remain on the school's waiting list for the next academic year you will need to complete a new in-year application form. Waiting lists for academies, faith schools and out of area schools are maintained by the relevant authority responsible for the school or the school themselves. Please refer to their admission arrangements for details of how they are maintained.

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 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.

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.

If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone messages to contact the School Admissions Team, they will be removed from that waiting list. If the appeals process leads to the admission of pupils beyond the published admission number, any places which are given up later will not be offered to those on the waiting list until the number in the year group falls below the Published Admission Number.

## **Waiting Lists for Schools in Neighbouring Local Authorities**

Parents should check with neighbouring councils for their waiting list arrangements (see section 13 for contact details).

## **Appeals**

If you are unhappy with the school place your child has been offered, you have a right to appeal to the independent appeals panel.

To appeal for a place at a Tameside school you should complete a form online or write a letter and return it to the Democratic Services Dukinfield Town Hall, King Street, Dukinfield SK16 4LA, by 11 May 2018, stating your grounds for appeal. Any appeals received after this date may be heard after others for that particular school. If you are appealing for a voluntary aided school or academy your appeal will be forwarded to the relevant school. You can only appeal for a school for which you have expressed a preference and have been refused.

All appeals will be heard separately. Every effort will be made to hear appeals before the start of the Autumn Term, but no guarantee can be made that appeals submitted after the deadline will be heard by September.

You will be given 10 school days' notice of your appeal hearing date, and you will be sent a copy of the school's case. You can attend the hearing to present the case for your child. You may bring a friend or representative along. At the meeting, a representative from the school or the council will present the school's case.

The Clerk to the Panel will inform you in writing of the Panel's decision. The decision is binding and parents have no further right of appeal for the same school in the same school year, unless there has been a significant change in circumstances.

## **Please note: that no places are 'held back' for appeals.**

Parents of pupils with an EHCP have the right to appeal to the SEN Tribunal.



Whilst you are awaiting your appeal it is important that you consider alternative schools in case your appeal is unsuccessful. Similarly it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal. If you wish to appeal for a school in another Local Authority area, you should contact the Admissions Team in that LA for advice. The appeal panel's decision is binding on the council and on parents/carers.

Full details about the appeals process can be found at [www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions).

**There is a legal limit on the size of infant classes, set at thirty children. Where classes are at maximum capacity an appeal panel can only agree the appeal if it can be shown that the authority has made a mistake in applying its oversubscription criteria or has acted unreasonably.**



## SECTION 5: ALLOCATION STATISTICS

This section shows how places were allocated on offer day in April 2017

### LIST A – COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

The last distance at initial allocation varies year on year.

School Name	Head Teacher	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017	Furthest Distance at Initial allocation (miles) 2017
<b>Ashton-under-Lyne</b>					
<b>Holden Clough Community Primary,</b> Off St Alban's Avenue, OL6 8XN	Mr F Kordemir 330 5248 (N)	60	325	87	N/A
<b>Hurst Knoll St James CE Primary,</b> Ladbroke Road, OL6 8JS	Mr P Anderson 330 4049 (N)(VC)	30	223	67	N/A
<b>Parochial CE Primary</b> Keppel Street, OL6 6NN	Ms M Wright 343 6070 (N)(VC)	30	232	47	N/A
<b>Rosehill Methodist Community Primary,</b> Rosehill Road, OL6 8YG	Mrs C Redman 343 8485 (N)(VC)	60	478	81	N/A
<b>St James CE Primary</b> Romney Street, OL6 9HU	Mrs V Marsh 330 2008 (N)(VC)	30	227	58	N/A
<b>The Heys Primary</b> Whiteacre Road, OL6 9NS	Mr A Card 330 1847 (N)	30	254	67	N/A
<b>Waterloo Primary</b> Worthington Street OL7 9NA	Ms A Clark 330 1280 (N)	60	445	71	N/A
<b>Audenshaw</b>					
<b>Aldwyn Primary and Motor Impaired Resource Base,</b> Lumb Lane, M34 5SF	Mr S Clark 370 3626 (N)	45	378	119	1.432
<b>Audenshaw Primary</b> Ash Street, M34 5NG	Mr P Williams 370 2504	30	214	102	0.769
<b>Poplar Street Primary</b> Ravenswood Drive, M34 5EF	Mr I Linsdell 336 4134 320 8006 (N)	60	435	100	N/A

(V) Voluntary Controlled

(N) Nursery

School Name	Head Teacher	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017	Furthest Distance at Initial allocation (miles) 2017
<b>Denton</b>					
<b>Corrie Primary</b> Cemetery Road, M34 6FG	Mrs N Cartledge 336 4265 (N)	60	376	69	N/A
<b>Dane Bank Primary</b> Thornley Lane South Reddish, SK5 6QG	Ms A Todhunter 336 5896 (N)	30	239	80	0.592
<b>Greswell Primary</b> Percy Road, M34 2DH	Mr J Cooper 336 6854	60	473	141	0.36
<b>Russell Scott Primary</b> Clare Street, M34 3LQ	Mr S Marsland 320 5186 (N)	60	469	154	0.479
<b>St Anne's Primary</b> St Anne's Road, M34 3DY	Ms Kirsty Rimmer 336 2956	30	215	102	0.513
<b>Doylsden</b>					
<b>Fairfield Road Primary</b> Fairfield Road, M43 6AF	Mr A Stephenson 370 3625 (N)	60	461	128	0.487
<b>Greenside Primary</b> And Early Years Centre Greenside Lane, M43 7RA	Mrs J Bowen 371 8492 (N)	60	480	108	N/A
<b>Dukinfield</b>					
<b>Broadbent Fold Primary</b> Tennyson Avenue, SK16 5DP	Ms A Thornton Jones 303 9411 (N)	30	233	101	1.2
<b>Lyndhurst Community Primary,</b> Hill Street, SK16 4JS	Mrs J Woolfenden 330 7220 (N)	30	253	52	N/A
<b>Ravensfield Primary</b> Clarendon Street, SK16 4JG	Mrs B Allford 344 2905 (N)	60	463	105	0.868
<b>St John's CE Primary</b> Westmorland Avenue SK16 5JA	Ms V Hewitt-Lee 338 5821 (N) (VC)	45	287	132	0.712
<b>Yew Tree Community Primary,</b> Yew Tree Lane SK16 5BJ	Miss P Tankard 338 3452 (N)	75	536	108	N/A

(V) Voluntary Controlled

(N) Nursery



Apply on-line: [www.tameside.gov.uk](http://www.tameside.gov.uk)

Admissions Team: 0161 342 4068/3204

 **Tameside**  
Metropolitan Borough



School Name	Head Teacher	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017	Furthest Distance at Initial allocation (miles) 2017
<b>Hattersley</b>					
<b>Arundale Primary</b> Lowry Grove, Mottram SK14 6PW	Mrs J Hughes 01457 762328 (N)	30	165	30	N/A
<b>Pinfold Primary</b> Hattersley Road East SK14 3NL	Mr S Clark 368 3732/4346 (N)	60	427	58	N/A
<b>Hyde</b>					
<b>Gee Cross Holy Trinity CE Primary,</b> Higham Lane SK14 5LX	Ms S Lane 368 2911 (VC) (N)	30	220	89	1.145
<b>Greenfield Primary</b> Queen Street, SK14 1QD	Mrs N Frost 368 1898 (N)	45	308	48	N/A
<b>Longdendale</b>					
<b>Broadbottom CE Primary</b> Mottram Road Broadbottom SK14 6BB	Ms E Bland 01457 762382 (VC)	20	106	39	N/A
<b>Hollingworth Primary</b> Market Street, Hollingworth SK14 8LP	Mrs S Tickle 01457 762136 (N)	30	207	35	N/A
<b>Mossley</b>					
<b>Livingstone Primary</b> Valeside, OL5 0AP	Ms R Willard 01457 832495 (N)	30	161	55	N/A
<b>Micklehurst All Saints CE Primary,</b> The Rowens, OL5 9DR	Ms L Trelfa 01457 832499 or 01457 832128 (N) (VC)	30	213	33	N/A
<b>Milton St John's CE Primary,</b> Mill Lane, OL5 0BN	Ms L Gallaher 01457 832572 (N) (VC)	30	255	92	0.348

(V) Voluntary Controlled

(N) Nursery

School Name	Head Teacher	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017	Furthest Distance at Initial allocation (miles) 2017
<b>Stalybridge</b>					
<b>Arlies Primary</b> Broadhill Road, SK15 1HQ	Ms L Hughes 338 4854 (N)	30	250	52	N/A
<b>Buckton Vale Primary</b> Swallow Lane, Carrbrook SK15 3NU	Mr S Hunter 01457 833102	45	291	94	N/A
<b>Gorse Hall Primary</b> Forrester Drive, SK15 2DP	Ms A Flood 338 4262 (N)	60	438	152	1.223
<b>Millbrook Primary</b> Bank Road, off Huddersfield Road, SK15 3JX	Ms E Turner 01457 834314 (N)	30	258	119	0.579
<b>Stalyhill Infant School</b> Stalyhill Drive, SK15 2TR (Linked to Stalyhill Junior School)	Ms L Lockett 01457 763598	60	179	151	1.094
<b>Stalyhill Junior School</b> Hereford Way, Mottram Old Road, SK15 2TD (Linked to Stalyhill Infant School)	Mrs S Kitchen 338 4290	60	237	60	N/A
<b>Wild Bank Primary</b> Demesne Drive, SK15 2PG	Ms J Callaghan 303 7404 (N)	30	179	28	N/A

(V) Voluntary Controlled

(N) Nursery



## LIST B – VOLUNTARY AIDED PRIMARY SCHOOLS

The last distance at initial allocation varies year on year.

School Name	Head Teacher	Religious Affiliation	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017
<b>Ashton-under-Lyne</b>					
<b>Canon Burrows CE Primary</b> Oldham Road, OL7 9ND	Ms S Fildes 330 4755 (N)	CE	60	476	127
<b>Canon Johnson CE Primary</b> Elgin Street, OL7 9DD	Mrs M Bidgood 330 3169 (N)	CE	30	238	97
<b>Holy Trinity CE Primary</b> Kenyon Street, OL6 7DU	Mr S Brereton 330 1065 (N)	CE	30	254	46
<b>Our Lady of Mount Carmel RC Primary</b> Holden Street, OL6 9JJ	Mrs H Hayes 330 9521 (N)	RC	30	234	67
<b>St Christopher's RC Primary</b> St Christopher's Road OL6 9DP	Mr I Noone 330 5880 (N)	RC	30	250	101
<b>St Peter's CE Primary</b> Oxford Street, OL7 0NB	Mr J Wilson 330 1691	CE	30	238	61
<b>Audenshaw</b>					
<b>St Anne's RC Primary</b> Clarendon Road, M34 5QA	Mrs E Gaffney 370 8698 (N)	RC	30	236	70
<b>St Stephen's CE Primary,</b> Audenshaw Road, M34 5HD	Ms C Masztalerz 330 3818	CE	30	208	68
<b>Denton</b>					
<b>St John Fisher RC Primary and Autistic Spectrum Disorder Resource Base,</b> Manor Road, Haughton Green, M34 7SW	Ms H Hayes 336 5308 (N)	RC	30	231	76
<b>St Mary's RC Primary</b> Kynder Street, M34 2AR	Ms D Reeves 336 3322 (N)	RC	30	242	108
<b>Droylsden</b>					
<b>St Mary's CE Primary</b> Church Street, M43 7BR	Ms K Hampson 370 3948 (N)	CE	30	242	92
<b>St Stephen's RC Primary</b> Chappell Road, M43 7NA	Mr B Marley 370 2071 (N)	RC	60	457	87

(V) Voluntary Controlled  
(N) Nursery

(CE) Church of England  
(RC) Roman Catholic

School Name	Head Teacher	Religious Affiliation	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017
<b>Dukinfield</b>					
<b>St Mary's Catholic Primary</b> Cheetham Hill Road, SK16 5LD	Mr J Murray 368 4824	RC	30	209	147
<b>Hattersley</b>					
<b>St James' Catholic Primary</b> Cheriton Close, SK14 3DQ	Mrs J Walker 368 3455 (N)	RC	30	172	28
<b>Hyde</b>					
<b>St George's CE Primary School,</b> Henry Street, SK14 1JL	Mrs P Walker 368 2848 (N)	CE	30	230	68
<b>St Paul's Catholic Primary</b> Turner Lane, SK14 4AG	Ms M Flynn 368 2934 (N)	RC	30	252	81
<b>Longdendale</b>					
<b>Mottram CE Primary</b> War Hill, Mottram, SK14 6JL	Ms E Bland 01457 763368	CE	20	135	59
<b>Mossley</b>					
<b>St George's CE Primary</b> Stamford Street, OL5 0HT	Ms C Divers 01457 832496 (N)	CE	25	180	71
<b>St Joseph's RC Primary</b> Market Street, OL5 0ES	Mrs I Williams 01457 832360 (N)	RC	30	186	50
<b>Stalybridge</b>					
<b>St Peter's Catholic Primary</b> Hough Hill Road, SK15 2EQ	Mrs E Summersgill 338 3303 (N)	RC	30	238	105
<b>St Raphael's Catholic Primary</b> Huddersfield Road, SK15 3JL	Mr P Johnson 338 4095 (N)	RC	30	212	59

(V) Voluntary Controlled  
(N) Nursery

(CE) Church of England  
(RC) Roman Catholic



## LIST C – ACADEMY PRIMARY SCHOOLS

The last distance at initial allocation varies year on year.

School Name	Head Teacher	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017	Furthest Distance at Initial allocation (miles) 2017
<b>Ashton-under-Lyne</b>					
<b>Ashton West End Primary,</b> Williams Street, West End OL7 0BJ	Mr M Cummings 330 4234 (N)	60	409	73	N/A
<b>Inspire Academy</b> Mossley Road, OL6 9RU	Mrs K Burns 339 7822 (N)	60	142	91	N/A
<b>Oasis Academy Broadoak</b> (formerly Broadoak Primary) Norman Road, OL6 8QG	Mrs F Lomas (Acting Head Teacher) 330 3105 (N)	60	371	82	N/A
<b>Denton</b>					
<b>Denton West End Primary,</b> Balmoral Drive M34 2JX	Mrs S White 336 3409 (N)	60	471	112	0.301
<b>Linden Road Primary and Hearing Impaired Resource Base,</b> Linden Road, M34 6EF	Ms A Ives 320 0002 (N)	30	258	58	N/A
<b>Manor Green Primary</b> Mancunian Road, M34 7NS	Mrs J Lomas 336 5864 (N)	60	461	115	0.547
<b>Droylsden</b>					
<b>Manchester Road Primary,</b> Manchester Road, M43 6GD	Ms J Taylor 370 3079 (N)	60	440	83	N/A
<b>Moorside Primary</b> Market Street, M34 7DA	Mr P Dickson (Acting Head Teacher) 370 3614 (N)	60	461	93	N/A

(V) Voluntary Controlled

(N) Nursery

School Name	Head Teacher	Published Admission Number	Number on roll in Jan 2017	Number of Request 2017	Furthest Distance at Initial allocation (miles) 2017
<b>Hyde</b>					
<b>Bradley Green Primary</b> Bradley Green Road SK14 4NA	Ms J Matthews 368 2166 (N)	30	215	57	N/A
<b>Discovery Academy</b> Porlock Avenue, SK14 3LE	Mrs Bev Oldham 368 5962 (N)	30	35	64	N/A
<b>Dowson Primary</b> Marlborough Road, SK14 5HU	Mrs K Thornburn 366 0177 (N)	60	481	136	0.442
<b>Flowery Field Primary</b> Main Street, off Old Road, K14 4SN	Mr A Fell 368 1466 (N)	90	640	154	1.483
<b>Godley Primary</b> St John's Drive, SK14 2QB	Ms S Clawley- Welton 368 3162 (N)	30	274	118	0.301
<b>Leigh Primary</b> Walker Lane, SK14 5PL	Mrs J Haseldine 368 3366 (N)	45	309	53	N/A
<b>Oakfield Primary and Moderate Learning Difficulties Resource Base,</b> St Mary's Road, SK14 4EZ	Ms H Farrell 368 3365 (N)	30	239	51	N/A
<b>Stalybridge</b>					
<b>Silver Springs Primary Academy,</b> School Crescent, SK15 1EA	Ms D Mason 338 2475 (N)	60	397	65	N/A
<b>St Paul's CE Primary</b> Huddersfield Road SK15 2PT	Mr S Wright 338 2060 (VC)	45	293	103	N/A

(V) Voluntary Controlled

(N) Nursery



## LIST D – SPECIAL SCHOOLS

- Only children with an EHCP will be placed in one of these schools
- Children will only be placed at a school designated to meet their primary special educational need
- Placement at a special school is not dependent upon admissions numbers, number of pupils on roll or religious affiliation

School Name	Head Teacher	Published Admission Number
<b>Dukinfield</b>		
<b>Oakdale School,</b> Cheetham Hill Road, SK16 5LD	Ms L Lester 367 9299	Severe, profound and multiple learning difficulties
<b>Hyde</b>		
<b>Thomas Ashton School</b> Bennett Street, SK14 4SS	Mr R Elms 368 6208	Behavioural, emotional and social difficulties
<b>Audenshaw</b>		
<b>Hawthorns School</b> Lumb Lane, M34 5SF	Mrs M Thompson 370 1312	Moderate learning difficulties



## SECTION 6: SUPPORT FOR PARENTS AND PUPILS

### ASSISTANCE WITH TRAVEL

Tameside has an overall vision for sustainable travel which is outlined in its sustainable modes of travel strategy “Promoting Sustainable School Travel”.

The strategy encourages sustainable choices on the journey to and from school which will help in fostering a long-term change in the travel habits of children, parents, teachers and, hopefully, the wider community, so that they are more likely to take up walking, cycling and public transport.

The strategy’s overall aim is to reduce car-use for travel to school, improve safety and security on the school journey, improve the health of children by encouraging use of active modes, and to contribute to the improvement of the environment through reduced emissions.

The strategy also contains information on a host of associated initiatives including school travel plans, bus services, pedestrian and cycle training and, most importantly, an action plan setting out initiatives to take forward the plan over the longer period.

#### Bus Pass Application

It is the responsibility of the parent(s)/carer(s) of a pupil to see that their child attends school. However, the council may provide assistance with transport to school for some pupils who live within the Tameside area. The full home to school transport policy is available on the Council’s website [www.tameside.gov.uk/education/transport/5-16policy](http://www.tameside.gov.uk/education/transport/5-16policy).

The following groups of primary pupils are eligible for a zero-fare bus or train pass.

#### Group 1:

Pupils whose nearest qualifying school is beyond ‘walking distance’. ‘Walking distance’ is more than:

- Two miles for children of school age but under 8.
- Three miles for youngsters aged 8-16.

#### Group 2:

Primary school pupils from low-income families travelling to:

- One of the nearest three qualifying schools when they live more than two miles but less than six miles from that school.
- The nearest school preferred by reason of a parent’s faith or belief, where the school is more than two miles but less than 15 miles from the child’s home.

**Please Note:** Low income is defined as pupils who are eligible for free school meals or parents eligible for the maximum level of Working Tax Credit.

The distance between home and school is measured by the nearest available walking route by an officer of the council using the School Admissions software. Distance will be measured using the same method as used to allocate places as defined in section 7.

The law defines a qualifying school as a school with places available that provides education appropriate to the age, ability and aptitude of the child.

A cycle allowance of £30 per year is payable instead of a bus pass, if requested.

Pupils not resident in Tameside will need to check with their home authority to see if they are eligible for a zero fare bus pass.

Zero fare bus passes will not be issued to pupils applying after Easter. However, eligible pupils can still claim travel expenses. Details on how to do this will be provided as necessary.

### **Applications on the Web**

You will need to complete an application form for assistance with travel. This can be downloaded from the Tameside Council website at [www.tameside.gov.uk/buspasses/schools](http://www.tameside.gov.uk/buspasses/schools)

## **ASSISTANCE WITH UNIFORM COSTS**

If you think you might have difficulty in providing uniform for your children, you may wish to consider the following options

- contact your child's school and discuss it with them
- check that you are getting all the benefits you are entitled to
- consider purchasing items from high street supermarkets where they are often cheaper

A small amount of money has been set aside for families facing exceptional circumstances which will only be available through a professional referral. The circumstances that might qualify are families who have lost clothing in a fire or a flood, families who have been made homeless or are fleeing domestic violence. We expect that only a small number of people will qualify.

## **FREE SCHOOL MEALS**

Free school meals are offered to children of families who are in receipt of Universal Credit, Employment and Support Allowance (Income Related), Income Support, Income Based Job Seekers Allowance or Guaranteed Element of State Pension Credit. They are also offered to children of families who are in receipt of Child Tax Credit only, but who are not entitled to Working Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190.00. If you are in receipt of Child Tax Credit, you will need to attend one of the council's Customer Service Centres and present your Child Tax Credit award notice.

To apply for free school meals, you can complete an application form online on the council website at [www.tameside.gov.uk](http://www.tameside.gov.uk) ring the council call centre on 0161 342 8355 or call in to one of the council's customer services offices.

## SECTION 7: SCHOOL ADMISSION ARRANGEMENTS

The determined admission arrangements for a school are the full set of arrangements which set out how a school will admit pupils. This includes the published admission number (the maximum number of pupils intended to be admitted to the relevant year group), the over-subscription criteria and information on waiting lists.

You are advised to read the full arrangements for all your preferred schools before you complete your application. The full admission arrangements can be found on the relevant school website or at [www.tameside.gov.uk/schools/admissions/1819](http://www.tameside.gov.uk/schools/admissions/1819)

### Definitions for Admission Arrangements

Unless stated otherwise in the admission arrangements the following definitions will apply.

#### Distance

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.

#### Home Address

The address from which distance will be measured is the permanent residential address as at 15 January 2018 of the parent with whom the child normally lives. Where parents have shared responsibility – the child lives with each for part of the week – the home address is the one from which the child travels to school the most during a week. If the number of days is equal, the home address will be that of the parent who receives the child benefit.

#### Tie-Breaker

If a school is oversubscribed within any of the criteria, priority will be given to those children living nearest to the school. In the event of distances being the same for 2 or more applicants 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.

#### Parent

Throughout this guide the term 'parent' includes:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, who has care of a child or young person.

### Admission Arrangements for new Academy Status Schools

Admission Arrangements are set approximately 18 months in advance. Therefore the first opportunity for schools having attained academy status during the admission year 2016 – 2017 to consult on changing their admission arrangements is between 1st October 2017 and 31st January 2018. The new arrangements will commence in September 2019.

Schools having recently attained academy status should continue to use the community school admission arrangements and associated over-subscription criteria until they have consulted upon and subsequently adopted their relevant academy admission arrangements.

## SECTION 8: OVER-SUBSCRIPTION CRITERIA FOR TAMESIDE PRIMARY SCHOOLS

A list of all Tameside primary schools, with their respective Published Admission Numbers, can be found here: [www.tameside.gov.uk/schools/admissions/1819/consultation](http://www.tameside.gov.uk/schools/admissions/1819/consultation)

Where applications for admission to any Tameside Community and Voluntary Controlled primary 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.

### Oversubscription Criteria For Community and Voluntary Controlled Schools

Children with Education, Health and Care Plans (EHCP) 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 or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, 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).

#### **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 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 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 taking into account ease of access to and distance from alternative schools.

Ease of access will be considered when parents provide details of particular reasons that mean their child could reach their nearest school but will have a disproportionately long journey to another school if denied admission to their nearest school. Details must be provided in with the application. Details must be provided with the application and evidence included on the Special Circumstances Form in Section 14.

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.

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).

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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).

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.

## Oversubscription Criteria For Voluntary Aided Schools

In voluntary-aided schools (List B) the governing body is responsible for determining the admission arrangements and for allocating places.

Many voluntary-aided schools require applicants to provide additional information - for example a certificate of baptism for Roman Catholic schools or confirmation of church attendance for Church of England schools – if they wish to be considered under faith-based criteria. This may mean completing a supplementary form. Supplementary forms must be returned direct to each school.

The admissions arrangements are posted on the Tameside Council website at [www.tameside.gov.uk/school/admissions/1819/admissionarrangementsforVAPrimarySchools18-19](http://www.tameside.gov.uk/school/admissions/1819/admissionarrangementsforVAPrimarySchools18-19)

## Oversubscription Criteria For Academy Schools

In academy schools (List C) the governing body is responsible for determining the admission arrangements and for allocating places.

Please refer to individual school websites for the full admission over-subscription criteria as these may differ between schools. Some admissions arrangements are also posted on the Tameside Council website at [www.tameside.gov.uk/school/admissions/1819/AdmissionArrangementsforPrimaryAcademies2018/19](http://www.tameside.gov.uk/school/admissions/1819/AdmissionArrangementsforPrimaryAcademies2018/19)

## SECTION 9: PARTNER PRIMARY SCHOOLS FOR TAMESIDE COMMUNITY HIGH SCHOOLS

Alder Community High School	Hyde Community College
Arundale Bradley Green Discovery Academy Dowson Gee Cross Holy Trinity Godley Greenfield Leigh Mottram CE Pinfold St George's CE Hyde St James' RC Hattersley St Paul's RC Hyde Stalyhill Junior St Anne's CE Denton St John Fisher RC Broadbottom CE	Arundale Bradley Green Broadbent Fold Discovery Academy Dowson Flowery Field Gee Cross Holy Trinity Godley Greenfield Leigh Linden Road Oakfield Pinfold St George's CE Hyde St Paul's RC Hyde
Mossley Hollins High School	Denton Community College
Buckton Vale Livingstone Micklehurst Millbrook Milton St John's CE St George's CE Mossley St Joseph's RC ST Raphael's RC	Audenshaw Corrie Dane Bank Denton West End Greswell Linden Road Manor Green Poplar Street Russell Scott St Anne's CE Denton St Stephen's CE Audenshaw



## SECTION 10: PARTNER PRIMARY SCHOOLS FOR TAMESIDE ACADEMY HIGH SCHOOLS

<b>Fairfield High School for Girls</b>		
Aldwyn Ashton West End Audenshaw Bradley Green Broadbent Fold Oasis Broadoak Canon Burrows Canon Johnson Corrie Dane Bank Denton West End Dowson Fairfield Road Flowery Field	Gorse Hall Greenside Greswell Holden Clough Holy Trinity Ashton Hurst Knoll St James Linden Road Lyndhurst Manchester Road Manor Green Moorside Oakfield Our Lady of Mount Carmel RC Parochial CE Poplar Street Ravensfield	Rosehill Russell Scott Silver Springs St Anne's CE Denton St Anne's RC Audenshaw St Christopher's RC St James CE Ashton St Mary's RC Denton St Mary's CE Droylsden St Peter's CE Ashton St Stephen's RC Droylsden St Stephen's CE Audenshaw Stalyhill Junior The Heys Waterloo Yew Tree
<b>Rayner Stephens High School (formerly Astley Sports College )</b>		<b>Copley Academy</b>
Bradley Green Broadbent Fold Lyndhurst Oakfield Ravensfield St John's CE St Mary's RC Dukinfield Yew Tree	Arlies Buckton Vale Gorse Hall Millbrook Silver Springs St Paul's CE Stalybridge Stalyhill Junior Wild Bank St Peter's RC St Raphael's RC	
<b>Great Academy Ashton (formerly New Charter Academy)</b>	<b>Longdendale High School</b>	<b>Droylsden Academy</b>
Arlies Ashton West End Oasis Broadoak Canon Burrows CE Canon Johnson CE Holden Clough Holy Trinity CE Hurst Knoll St James Inspire Academy Parochial CE Rosehill Methodist Silver Springs Academy St James' CE Ashton St Peter's CE Ashton The Heys Waterloo	Arundale Bradley Green Broadbottom CE Discovery Academy Dowson Godley Gorse Hall Greenfield Hollingworth Mottram CE Pinfold St James' RC Hattersley St Paul's RC Hyde Stalyhill Yew Tree	Aldwyn Audenshaw Fairfield Road Greenside Manchester Road Moorside Poplar Street St Anne's RC Audenshaw St Mary's CE Droylsden St Stephen's CE Audenshaw St Stephen's RC Droylsden

## SECTION 11: MOVING HOUSE AND PROOF OF ADDRESS

If you are in the process of moving house or recently changed address, you must still apply by the closing date (to us if you are moving within Tameside or to your home local authority if you are currently living outside Tameside). You must state your child's current address at the time of application in order for your application to be considered.

In order for your new address to be used in the allocation, you must be residing at the property by 9 February 2018 and be able to provide the necessary proof of address set out later in this section.

We will be able to use your new address to process your application providing we receive the proof of address by 9 February 2018.

You will also be able to change the schools you have listed on your application form up to this date if a material change in circumstances has taken place. We may ask at a later stage that you support previous evidence by sending us further evidence, for example a utility bill. If you cannot provide this evidence until after 9 February 2018, we will not be able to take your new address into account during our initial allocations. This is because after 9 February 2018 we are unable to make any further changes to our computer systems. However, we will be able to use your new address for any waiting list application you make.

If you move before we send out the allocation letters, please send us evidence of your new address (proof) so that we can make sure that your allocation letter goes to the new address.

**Please note:** If your proposed house move falls through, then you must inform us so that the correct address can be used for the allocation. Failure to do so may result in an offer being withdrawn.

### Proof of Address

As part of the school admission process, you may be asked to provide proof of address to the Council or the Admission Authority of the school your child has been offered. To ensure that offers of school places are made fairly, Tameside Council is committed to following strict address verification procedures.

Where there is any doubt, the Council / Admission Authority may require the following proof:

1. Proof of where you (the parent/carer) live
2. Proof that the child lives with you (the parent / carer)
3. Proof of the child's date of birth

**Proof of where you live** - Please provide any two of the following:

- A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency.
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill for the current year
- A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (Not mobile phones)
- A copy of your driving licence
- A copy of your rent book for a current Council tenancy
- A copy of a letter from a Housing Association confirming that you and the child are living at the address



- A copy of your house insurance dated within the last 12 months
- HMRC Tax notification documentation
- Credit Card Statements dated within the last three months
- Bank / Building Society / Statement dated within the last three months
- TV Licence (valid for the current year) with the name and address
- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at the address
- A photocopy of the Child Benefit statement, showing parent's name, the child's name and the home address
- A photocopy of the child's medical card, showing the home address
- Home Office paperwork (including child's name and date of birth)

### **Recently moved house?**

If you have recently moved house and your present address is different from the address on your application, you must provide a Closing Council Tax bill or Closing utility bill for gas, water or electricity for your previous address to prove that you were living at the address at the time of application. You will also need proof of your new address. If you do not provide the above proofs, we will assume your child does not live at the address you have provided. Even if you prove that you live at the address yourself, we still need proof that your child lives there as well.

Please be aware that irrespective of the proof you provide, the Council may ask you to supply further evidence to verify your address or prove a sibling link.

### **Proof that the child lives with you**

The Council may also require proof that the child that has been offered a school place lives with you. Therefore, please provide:

- A photocopy of your most recent child benefit statement OR
- A photocopy of your family tax credit letter which clearly states your child's name and address

If you do not receive child benefit or family tax credit, please provide at least two alternative documents to prove that your child lives with you. For example; a letter from your child's GP, dentist, hospital, optician; NHS Medical Card; child trust fund document; letter from social services or housing department confirming child's placement at address

### **Proof of the child's Date of Birth**

- The child's birth certificate / adoption certificate OR
- The child's passport (this must be valid)

## Proof of Parental Responsibility

Where there is any doubt about parental responsibility, the council / admission authority will ask you to provide proof of parental responsibility. In such cases, whatever you choose to provide will be entirely up to you. However, it must indicate that you have parental responsibility. In law having "Parental Responsibility" (PR) means all the rights, duties, powers, responsibility and authority that a parent of a child has in relation to the child and his property. For example having the right to make important decisions about the child's life in areas like medical treatment and education. People other than a child's natural parents can acquire parental responsibility through;

- being granted a child arrangement order
- being appointed a guardian

According to current law, a natural mother always has parental responsibility for her child. However, a father has this responsibility if he is on the birth certificate for a child born after 1st December 2003 or if he is married to the child's mother or has acquired legal responsibility for the child.

Changes in the Adoption and Children Act 2002 mean that from 30 December 2005, unmarried and same-sex couples that have jointly adopted a child will also have equal rights with regard to parental responsibility.

Others can also acquire parental responsibility by holding a Child Arrangement Order, Special Guardianship Order, or the Local Authority via a Care Order.

Examples of documents that denote parental responsibility include:

- The child's Birth Certificate;
- Marriage Certificate;
- Parental Responsibility Agreement entered into by birth parents;
- Copy of a Court Order giving father parental responsibility
- Child Arrangement Order in respect of the child
- Adoption Order
- Upon taking office as a formally appointed guardian of the child

**Please note:** It is an offence to give a false address. If we offered your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will be re-considered based on the correct facts.

## SECTION 12: ADDITIONAL INFORMATION

### SCHOOL TRANSFERS

**Tameside council believes that it is detrimental to a child's education to transfer schools other than going into Reception at a new primary school.**

**It is generally in a child's best interest to remain at the same school for the whole primary phase and should only transfer at the end of Year 6, when they move up to secondary school.**

Studies show that many children experience difficulties settling in to a new school and, in most cases, attainment dips when transfers take place. For example, it can be difficult to join established friendship groups; the curriculum may be organised differently, so that pupils may find they are repeating some units of work and have missed others; and they will have to get used to new routines and timetables.

In addition, it is often the case that problems experienced in one school re-occur in another. If your child is experiencing difficulties, please try to work through these with the school staff. If you are still considering a move, make an appointment with the Head Teacher to discuss your concerns so that you can try to resolve them in conjunction with the school.

A decision to move your child from one school to another should not be taken lightly. In view of the upheaval it is likely to cause to your child's education, it should only be considered as a last resort.

We do realise that, in certain circumstances, it may be necessary to transfer your child – for example if you are moving house and the distance would make it impossible to attend their current school. However, on these occasions, we cannot guarantee a place will be available at a particular school.

If you do wish to proceed with a transfer further details of how to do so can be found at [www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions) You will need to complete a transfer form from the transfers page and you will need to get the form signed by the Head Teacher at your child's current school. Please note that transfers can take up to 20 school days to process.

### IN YEAR FAIR ACCESS PROTOCOL

All local authorities have a fair access protocol for in year transfers. It ensures the speedy admission and fair distribution of pupils with agreed additional needs. With specific short-term exceptions, all Tameside's schools participate in the protocol, which may result in schools admitting pupils over their published admission number.

### OUT-OF-SCHOOL PROVISION

Head Teachers can supply details of any out-of-hours clubs based at their school or operating in the area. Alternatively, parents can contact the council's Families Information Service on 0161 342 5434 for information about children's activities and childcare provision before and after school and during the holidays.

**Remember . . . You can get further information about a school by reading its prospectus (available from the Head Teacher). You can view Ofsted reports on the Ofsted website [www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

## SECTION 13: IMPORTANT CONTACTS

### THE SCHOOL ADMISSIONS TEAM

If you need further information or have any questions regarding transfer to primary school, please do not hesitate to contact us – we will be happy to help.

**Admissions Advice:** 0161 342 3204/4068, email: [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)

**Appeals Service:** Democratic Services, Dukinfield Town Hall, King Street, Dukinfield SK16 4LA.

**Appeals Advice:** 0161 342 3562/3054, email: [schoolappeals@tameside.gov.uk](mailto:schoolappeals@tameside.gov.uk)

### SEN TEAM

**Special Educational Needs Advice:** 0161 342 4433

### SENDIASS

**Advice for families of children with SEND:** 0161 342 3047, email: [sendiass@tameside.gov.uk](mailto:sendiass@tameside.gov.uk)

**Website:** [www.tameside.gov.uk/sendiass](http://www.tameside.gov.uk/sendiass)

### NEIGHBOURING LOCAL AUTHORITIES

For details of schools and admissions in neighbouring council areas please contact the relevant admissions team:

<b>Derbyshire County Council</b>	<b>School Admissions &amp; Transport Team,</b> School Road, off Sheffield Road, Chesterfield S41 8LJ	<b>Admissions:</b> 01629 537 499 <b>Appeals:</b> 01629 537 499 <b>Email:</b> <a href="mailto:admissions.transport@derbyshire.gov.uk">admissions.transport@derbyshire.gov.uk</a>
<b>Manchester City Council</b>	<b>Integrated Admissions, Directorate for Children &amp; Commissioning Services,</b> PO Box 532 Town Hall Extension, Manchester, M60 2LA	<b>Admissions:</b> 0161 245 7166 <b>Appeals:</b> 0161 234 3038 <b>Email:</b> <a href="mailto:school.admissions@manchester.gov.uk">school.admissions@manchester.gov.uk</a>
<b>Oldham MBC</b>	<b>School Admissions,</b> Civic Centre, West Street, Oldham, OL1 1UT	<b>Admissions:</b> 0161 770 4213 (press 1) <b>Appeals:</b> 0161 770 4213 (press 2) <b>In-Year Transfers:</b> 0161 770 4213 (press 3) <b>Email:</b> <a href="mailto:ecs.pupils@oldham.gov.uk">ecs.pupils@oldham.gov.uk</a>
<b>Stockport MBC</b>	<b>School Admissions Education Division,</b> Town Hall, Stockport, SK1 3XE	Admissions: 0161 217 6022 Appeals: 0161 474 3216 Email: <a href="mailto:admissions.support@stockport.gov.uk">admissions.support@stockport.gov.uk</a>

## SECTION 14: SPECIAL CIRCUMSTANCES FORM

You may use this form to provide evidence if you wish your application to be considered under criterion 2 and/or 4:

### Criterion 2 – Exceptional Medical or Social Needs

Please use this form to give details of any exceptional medical or social needs that mean admission to a particular school is essential. The School Admissions Code says that the admission authority MUST NOT consider giving a higher priority to an application if supporting evidence has not been provided so you MUST also provide supporting evidence from a suitably qualified professional, for example a consultant or social worker. The admission authority may contact professionals involved with your child for further information. Any information provided will be treated in strict confidence and will not prejudice any school application.

### Criterion 4 – All Other Applications On Distance (Ease Of Access)

Ease of access will be considered when parents provide details of particular reasons that mean their child could reach their nearest school but will have a disproportionately long journey to another school if denied admission to their nearest school. Details must be provided on this form.

<b>Child's Name</b>
<b>Date of Birth</b>
<b>Primary school attended</b>
<b>Details of special circumstances</b>



## SECTION 15: CHECKLIST FOR APPLICANTS

### HAVE YOU DONE ALL YOU NEED TO DO?

Please ensure that you have:

- Read the Starting Out information online
- Listed six schools in preference order on your application
- Included the name(s) of any siblings who will still be attending any of your preferred schools from September 2018
- Ticked the exceptional medical or social needs box if relevant and included details of any exceptional medical or social needs
- Ticked the box for Looked After Children (LAC) if relevant and provided proof
- Submitted additional information required by any of your preferred schools
- Completed the Online Application Form by 15 January 2018

**DO NOT ask your child's nursery provider to write a letter of support for an application to a particular school, as these will not be considered.**

