

ROCHDALE BOROUGH COUNCIL ADMISSION ARRANGEMENTS 2017-2018

Admission Policy for Community & Voluntary Controlled Schools 2017

APPENDIX ONE

INTRODUCTON

1. The Local Authority is required to determine the 'relevant area' for admissions. As with previous years, it is proposed that the relevant area will be the area covered by the Borough itself.
2. Schools are reminded that in all cases, places will be allocated in line with this policy. For within year admissions, where a year group is not up to the Planned Admission Number (PAN), pupils will be admitted.
3. Every attempt will be made to meet parents' first preferences. Where that is not possible, a place will be allocated at the highest ranked school possible.

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS or EDUCATION HEALTH and CARE PLAN

4. Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan that names a specific school, the Local Authority has a statutory duty to admit those pupils. This means that children with such a Statement of Special Educational Needs will be allocated a place before any other places are allocated.

CRITERIA FOR THE ALLOCATION OF PLACES

5. The policy of Rochdale LA is to admit pupils, on demand, up to a school's Published Admission Number. Where there are more applications for a school than there are places available, places will be allocated giving priority to pupils in the following order:

Looked After Children (Children in care to a Local Authority):

Children who are in public care ("Looked After" children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangement order or special guardianship order.

(ii) Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned:

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt of such a letter and evidence the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

This criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

(iii) Children with an older sibling attending the school at the time of admission.

A sibling is defined as a brother or sister, step-brother or step-sister, and half-brother or half sister. A sibling must be living at the same address and not be a cousin or other relative. You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2017.

(iv) For Voluntary Controlled schools only- evidence of Church affiliation for children who have strong Church connections:

In the case of Voluntary Controlled Primary schools, priority can be claimed on religious grounds if evidence is provided to show that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those who worship at least once a month over a period of a year prior to the closing date for applications. This should be in the form of a supporting letter from the Minister of the parent's church submitted at the time of the application.

Note: Should the number of children falling into the first three categories above exceed the Published Admission Number, Category (vi) will be used as a tie-breaker.

(v) Children eligible for the service premium.

Children eligible for admission under this priority are those where:

- * one of their parents is serving in the regular armed forces;*
- * one of their parents served in the regular armed forces in the last 3 years;*
- * one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).*

(vi) Proximity and ease of Access - where you live.

Once places have been allocated using criteria (i), (ii), (iii), (iv) and (v), any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Distance will be determined by measuring the shortest, suitable walking distance to the preferred school and deducting the shortest suitable walking distance to the nearest or next nearest alternative school. This figure will give the difference in distance that one child would have to travel compared to another, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.

*It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, **accompanied as necessary**. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.*

Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school applied to, and to the nearest/next nearest school. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

6. Allocation of places to Twins

Where a single place remains at a school and the application being considered is for twins or children from multiple births or same year group siblings the Local Authority will allocate above the Published Admission Number to accommodate each child.

7. Deferred entry to school

All children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

8. Admission of children outside their normal age group

In some special cases, parents can request that their child is placed outside their normal age group. Where parents of a child born between 1st April and 31st August choose not to send their child to school until September following their fifth birthday they may request that they are admitted out of their normal age group- that is to Reception rather than Year 1. The Local Authority will take decisions on any such requests on the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development and whether they have previously been educated outside their normal age group. The Local Authority will take into account the views of the headteacher of the school concerned.

9. Children of UK Service Personnel

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. Infant age children admitted outside the normal on round are excepted pupils under the infant class size regulations.

For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.

..... **Appendix One ends**.....

CO-ORDINATED ADMISSION SCHEME for ROCHDALE LOCAL AUTHORITY MAINTAINED SECONDARY SCHOOLS 2017-18	APPENDIX TWO
--	---------------------

Introduction

1. Rochdale Local Authority operates a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community high schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Foundation, Voluntary Aided schools and Academies, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before September 2017, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

Application Process

5. The parents/carers of all Year 6 pupils resident in the Borough will be requested to apply for a maintained high school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply on-line as soon as possible from 1st September**. Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to four preferences on a standard Common Application Form. Most Voluntary Aided Schools require supplementary information to that contained on the Common Application Form. In such cases the Governing Body will request this information. Parents will be able to state reasons for their preferences.
7. A copy of the information booklet and Common Application Form will be made available on Rochdale Council's web site by **1st September 2016**. An admission pack, including a "Transferring to High School" information booklet and the common application form, will be available from the Local Authority on request.
8. Rochdale residents should **complete the on-line form** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **31st October 2016**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the LA receives a completed Common Application Form.

9. All preferences for Rochdale Local Authority maintained community secondary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school maintained by another authority will be advised in the Transfer to Secondary School booklet to check the ranking policy with the appropriate school or local authority.

Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by **14th November 2016**. The relevant admission authority will be responsible for determining who is offered a place.

11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **28th November 2016**. The governing bodies of those schools are responsible for determining who is offered a place.

12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **16th December 2016**.

13. Rochdale Local Authority will inform other local education authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale Borough residents by **13th January 2017**.

Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.

15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest community or voluntary controlled school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

Notifying Parents/Carers of Decisions

16. Rochdale Local Authority will notify Rochdale residents by second class post of places that can be offered at all maintained Rochdale schools on **1st March 2017**. **Online applicants will be sent an email on the same day.**

17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than **14th March 2017**.

18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on **1st March 2017**:-
Bury, Manchester, Oldham, Calderdale and Lancashire.

Late Applications

19. Applications received after the closing date of **31st October 2016** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale Borough after **31st October 2016** and before offers of places are made.

20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **1st March 2017**. Parents/carers who apply late may, therefore, miss out on their preferred school.

21. Applications for Voluntary Aided, Foundation and Academy schools in Rochdale and for schools maintained by other Local Authorities received after the closing date of **31st October 2016** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

Waiting Lists

22. Rochdale Local Authority will operate a waiting list for Rochdale Community schools which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority's admission policy. The waiting list will be maintained for the Autumn Term only.

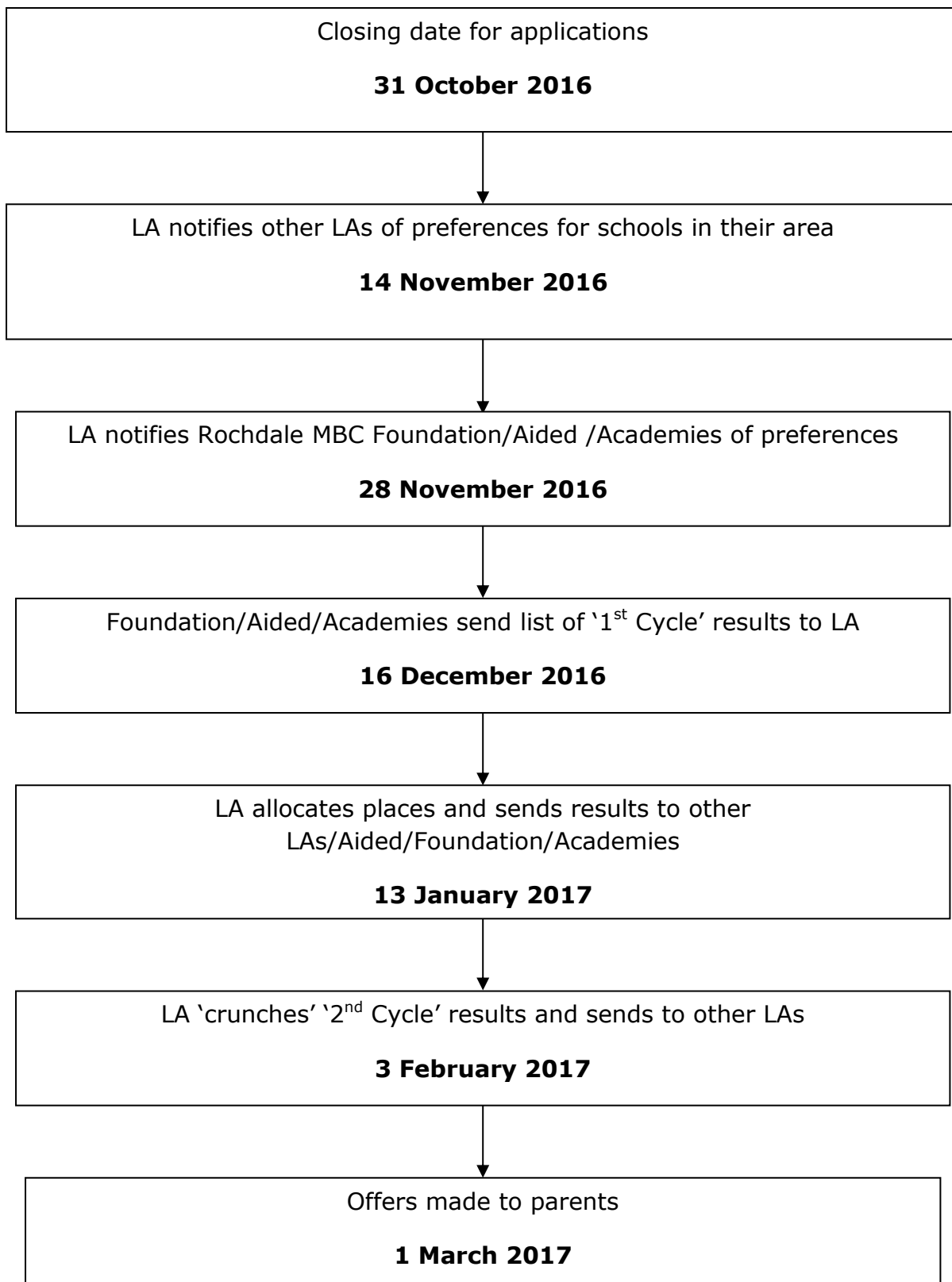
23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

Changing secondary schools (In year admissions)

24. If a parent/carer residing in the Rochdale Borough wants to move their child to another secondary school other than at the normal transfer age, they need to complete a transfer form and submit it to Rochdale Local Authority in accordance with the Local Authority's published Within-Year Transfer Policy.

..... *Proposed Timetable follows*.....

TIMETABLE OF CO-ORDINATED SCHEME FOR SECONDARY SCHOOLS



(LA= Local Authority)

CO-ORDINATED ADMISSION SCHEME for ROCHDALE LOCAL AUTHORITY MAINTAINED PRIMARY SCHOOLS 2017-18	APPENDIX THREE
--	-----------------------

Introduction

1. Rochdale Local Authority continues to operate a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community and voluntary controlled primary schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Academies, Foundation and Voluntary Aided schools, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before **September 2017**, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

Application Process

5. The parents/carers of all pupils resident in the Borough will be requested to apply for a maintained primary school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply on-line as soon as possible from 1st September**. Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to three preferences on a standard Common Application Form. Most Voluntary Aided Schools require supplementary information to that contained on the Common Application Form. In such cases the Governing Body will request this information. Parents will be able to state reasons for their preferences.
7. Rochdale residents should **complete the on-line form** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **15th January 2017**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the Local Authority receives a completed Common Application Form.
8. A copy of the information booklet and Common Application Form will be made available on Rochdale's web site by **1st September 2016**. An admission pack, including a "Starting School" information booklet and the common application form, will be available from the Local Authority on request.

9. All preferences for Rochdale Local Authority maintained community and voluntary controlled primary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school maintained by another authority, will be advised on the council website and in the Starting School booklet to check the ranking policy with the appropriate school or local authority.

Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by **30th January 2017**. The relevant admission authority will be responsible for determining who is offered a place.
11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **13th February 2017**. The governing bodies of those schools are responsible for determining who is offered a place.
12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **3rd March 2017**.
13. Rochdale Local Authority will be responsible for determining who is offered a place at community and voluntary controlled schools in accordance with the published criteria. The LA will inform other local authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale residents by **17th March 2017**.

Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.
15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest community or voluntary controlled school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

Notifying Parents/Carers of Decisions

16. Rochdale Local Authority will notify Rochdale residents by second class post of places that can be offered at all maintained Rochdale schools on **17th April 2017**. **Online applicants will be sent an email on 16th April 2017.**

17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than **2nd May 2017**.

18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on **17th April 2017**:- **Bury, Manchester, Oldham, Calderdale and Lancashire**.

Late Applications

19. Applications received after the closing date of **15th January 2017** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale after **15th January 2017** and before offers of places are made.

20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **17th April 2017**. Parents/carers who apply late may, therefore, miss out on their preferred school.

21. Applications for Voluntary Aided, Foundation schools and Academies in Rochdale and for schools maintained by other Local Authorities received after the closing date of **15th January 2017** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

Waiting Lists

22. Rochdale Local Authority will operate a waiting list for Rochdale Community and Voluntary Controlled schools, which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority's admission policy.

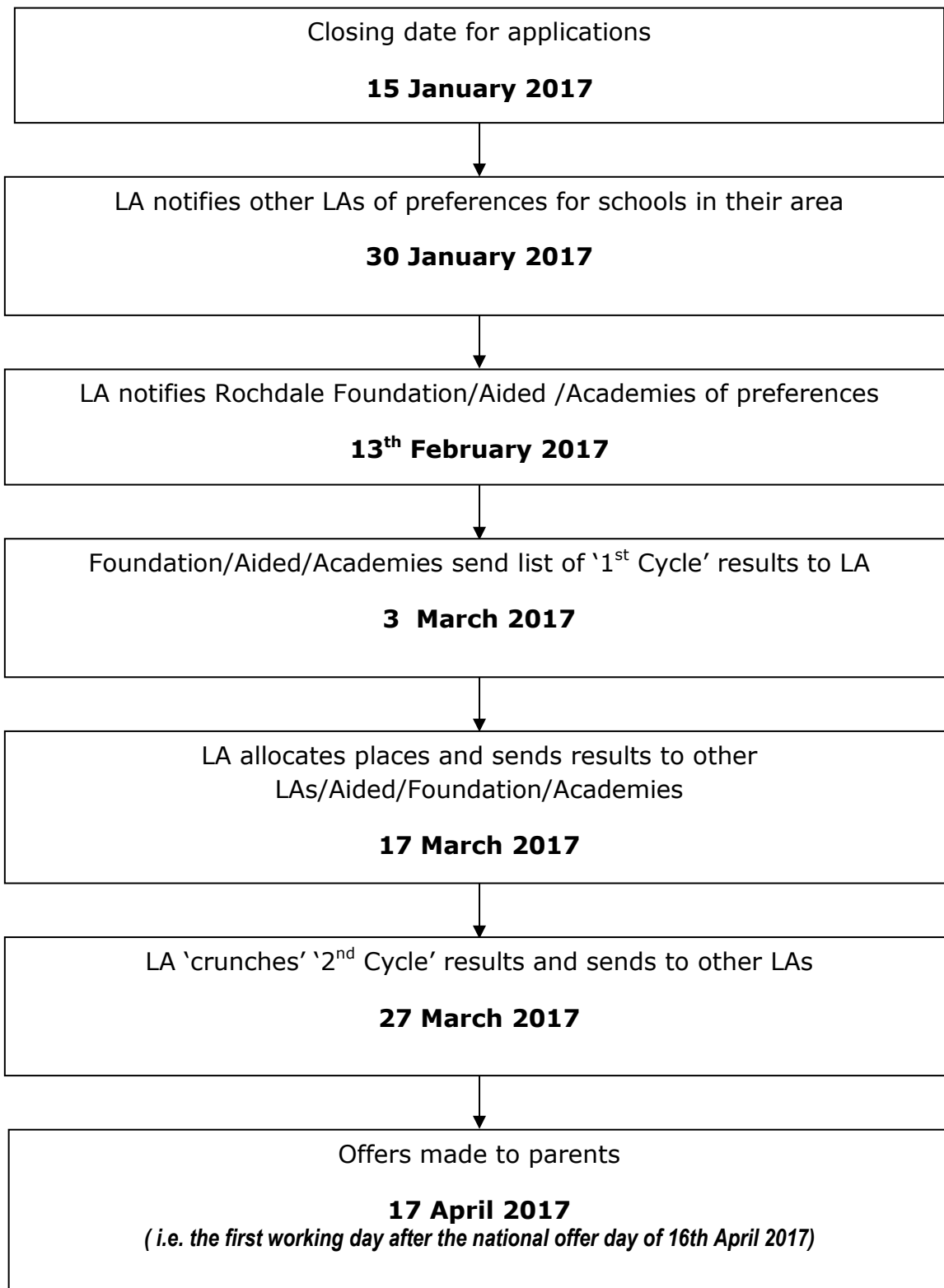
23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

Changing primary schools (In year admissions)

24. If a parent/carer residing in the Rochdale Borough wants to move their child to another primary school other than at the normal transfer age, they need to complete a transfer form and submit it to the Admission Authority for the school in accordance with the Local Authority's published Within-Year Transfer Policy.

.....**Draft Timetable follows**

TIMETABLE OF CO-ORDINATED SCHEME FOR PRIMARY SCHOOLS



(LA= Local Authority)

..... Appendix Three ends.....

ADMISSION ARRANGEMENTS FOR WITHIN YEAR TRANSFER AND APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND SEPTEMBER 2017-18	APPENDIX FOUR
---	----------------------

INTRODUCTION

1. In accordance with the School Admissions Code, where a pupil applies for a place outside the normal admissions round, whether in-year or at the start of a school year which isn't the normal point of entry to the school (i.e. Reception or Year 7), admission authorities **must** comply with the parental preference unless one of the statutory reasons for refusing admission applies (i.e. the Year Group is full or the child has been permanently excluded from two or more schools). All applications **must** be considered without delay and a formal decision either to offer or to refuse a place **must** be made and notified to the applicant. Applicants **must not** be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

TRANSFER/APPLICATION FORM

2. Applications for a school place outside of the normal transfer time must be made on Rochdale's standard Within-Year Transfer Form. This form can be obtained from the Local Authority or its website, or the current school (if in Borough). Parents must ensure that the form is completed in full and submitted with any supplementary information. If in doubt parents should contact the Local Authority.

FAIR ACCESS

3. A Fair Access Protocol is in place to consider children who are without a school/academy place who meet the criteria. This is in accordance with the School Admissions Code. This applies to both primary and secondary schools.
4. If, in the Admission Authority's opinion, there is a **statutory reason** to refuse entry or a child meets the criteria in the **Fair Access Protocol (Hard to Place)**, the application will be dealt with in accordance with the Fair Access Protocol. The operation of the Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a place under in-year transfer procedures.
5. Admission authorities (see School Admissions Code 2.9) **must not** refuse to admit a child solely because:
 - a) they have applied later than other applicants;
 - b) they are not of the faith of the school in the case of faith schools;
 - c) they followed a different curriculum at their previous school; and
 - d) information has not been received from their previous school.
6. It is essential that children who have no school place are found one quickly. However in cases involving within-year transfers that do not require a house move, or where there is no need for an immediate transfer, the change of school will not normally be until the beginning of the next half term.

INTERVIEWS

7. The School Admissions Code, paragraph 1.9(m) prohibits the interviewing of parents and/or children as a method for deciding whether a child is to be offered a place at a school. Interviews **must not** form part of the admissions process and admission authorities (or schools) **must not** use either face-to-face interviews or interviews by telephone or by other means.

CHILDREN WITH CHALLENGING BEHAVIOUR

8. Admission authorities (and schools) **must not** refuse to admit children on the basis of their behaviour elsewhere, unless they have been permanently excluded from two or more schools within the past two years. They also **must not** refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour.
9. Where a governing body does not wish to admit a child with challenging behaviour outside the normal admission round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children, subject to the provisions of the Fair Access Protocol.

APPLYING FOR SCHOOL PLACES

10. All applications for school places must be made on Rochdale's Within-Year Admission Application Form, regardless of which school they are applying for.
11. Application forms will be available from all Customer Contact Centres, schools, the Admissions Team in the School Organisation and Development Team and on Rochdale MBC's web site www.rochdale.gov.uk.
12. A pupil does not become resident in Rochdale until they actually live in Rochdale. Rochdale will however accept within-year applications from parents who are intending to move into the area when they can provide evidence of an exchange of contracts on a property or have a signed rental/lease agreement provided this is no more than 30 days before the intended start date. Children must be in the UK before an application can be considered. **The exception** to this is in relation to the children of armed forces personnel or crown servants, whereby a school place can be allocated in advance of a confirmed posting, even if there is uncertainty about the exact future address.
13. If additional information is required by the governing body of a Foundation, Voluntary Aided school or academy in order to apply its oversubscription criteria, parents may need to provide additional information usually on a supplementary form. Such information must be provided at the time of application because applications cannot be considered until such information has been received.
14. For **Community and Voluntary Controlled Primary Schools** parents are required to return the completed form to the Local Authority.
15. For **Voluntary Aided, Foundation and Academy Primary Schools** parents are required to return the completed form directly to the school.

16. For ALL ***Secondary Schools*** parents are required to return the completed form to the Local Authority. Parents can send applications direct to own admission authority schools.

PROCESSING APPLICATIONS- COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS

17. The Local Authority aims to process applications within **10 school days** of receipt (subject to relevant background information being available and address verification being available). See **Appendix Five (A)** for outline flow chart.
18. Where there are more preferences received than places available at a school then the relevant governing Body will use the published oversubscription criteria to allocate the place(s) available (details of the oversubscription criteria for each admission authority in Rochdale can be found in the admission booklet published by the LA each year).
19. If the Local Authority is unable to meet the preference requested by the parents a place will be allocated at the school nearest to the child’s home address that has a place available.
20. The Local Authority will inform parents in writing of the outcome of their application, and of their right to appeal to an independent appeals panel if their preference is not met.

PROCESSING APPLICATIONS- VOLUNTARY AIDED, FOUNDATION SCHOOLS & ACADEMIES

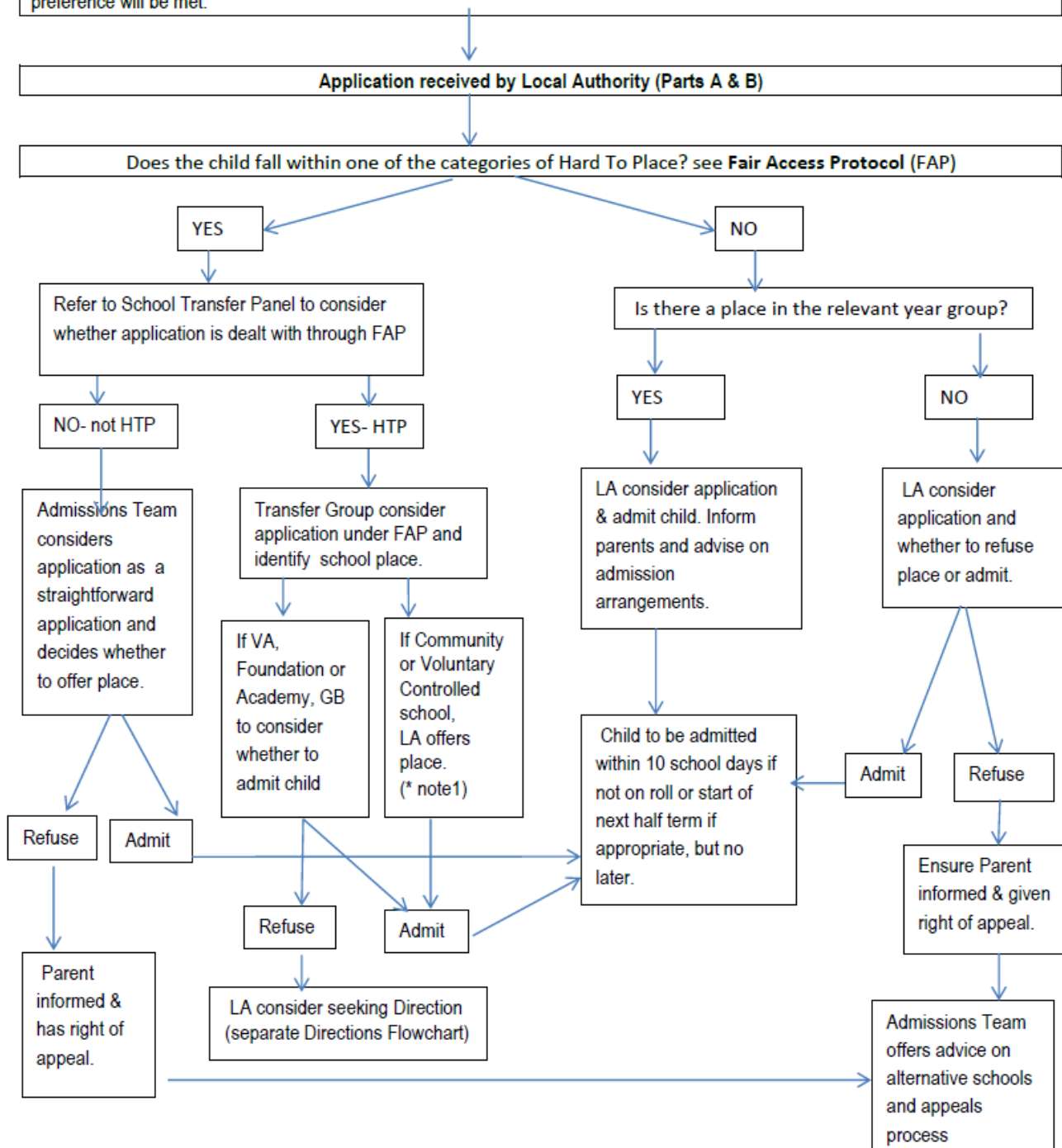
21. The Governing Body, on receipt of an in-year application, **must** notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform the parent of their right to appeal against the refusal of a place. (see School Admissions Code para 2.22). See Appendix Five (B) for outline flow chart
22. Schools who are their own admission authorities should consider all applications without unnecessary delay. The school should admit the child if there is a vacancy within the admission number for the year group. If there are more applications than places available, the governing body must apply their oversubscription criteria.
23. Decisions to refuse admission cannot be made by an individual on behalf of an admission authority i.e. Headteacher of a Foundation school, Voluntary Aided school or an Academy. The decision must be taken by a committee of the Governing Body comprising at least 3 governors.

..... Appendix Four ends

**APPENDIX FIVE (A) WITHIN YEAR ADMISSIONS FLOW CHART FOR:
COMMUNITY, VOLUNTARY CONTROLLED PRIMARY SCHOOLS and SECONDARY SCHOOLS**

Parents have a right to express a preference for a school place at any time. Admission Authorities have a duty to comply with a preference unless there is a statutory reason not to, as set out in the school Admissions Code. If a preference is not complied with then parents have a right of appeal as set out in the Appeals Code.

If a parent makes a verbal enquiry about a place they should be told of the current position. Even if the year group is full they should have the opportunity to submit an application and for that to be considered. No parent can be given a guarantee that their preference will be met.



(* Note 1-The Governing Body of a Community or Voluntary Controlled school has a duty to implement any decision relating to the admission of pupils to the school which is taken by or on behalf of the admission authority. The legal basis for this is under Sections 86(2) and 88(1)(A) of the School Standards and Framework Act 1998)

**APPENDIX FIVE (B) WITHIN YEAR ADMISSIONS FLOW CHART FOR:
VOLUNTARY AIDED, FOUNDATION & ACADEMY PRIMARY SCHOOLS**

Parents have a right to express a preference for a school place at any time. Admission Authorities have a **duty to comply** with a preference unless there is a statutory reason not to, as set out in the school **Admissions Code**. If a preference is not complied with then parents have a right of appeal as set out in the **Appeals Code**.
If a parent makes a verbal enquiry about a place they should be told of the current position. Even if the year group is full they should have the opportunity to submit an application and for that to be considered. No parent can be given a guarantee that their preference will be met.

Application received by school (Parts A & B)

School notifies LA of receipt of application (admissions code para 2.22) Governing Body Admissions Committee considers application(s). The whole process up to notifying parent should normally be completed within **10 school days**

Does the child fall within one of the categories of Hard To Place? see **Fair Access Protocol (FAP)**

YES

NO

Refer to School Admissions Team. Inclusion Team then to consider whether application is dealt with through FAP

Is there a place in the relevant year group?

NO- not HTP

YES- HTP

YES

NO

Refer application to school

Transfer Group consider under FAP and identify school place. Parent can appeal

GB consider application & admit child. Inform parents and advise on admission arrangements. Notify LA of decision

GB consider application and whether to refuse place or admit. Inform parents of decision and ensure they are given the right of appeal and guidance on how to appeal. Notify LA of decision

GB considers application and decides whether to admit child or not.

GB considers application and decides whether to admit child or not.

Child to be admitted within 10 school days if not on roll or start of next half term if appropriate, but no later.

Admit

Refuse

Refuse

Admit

Refuse

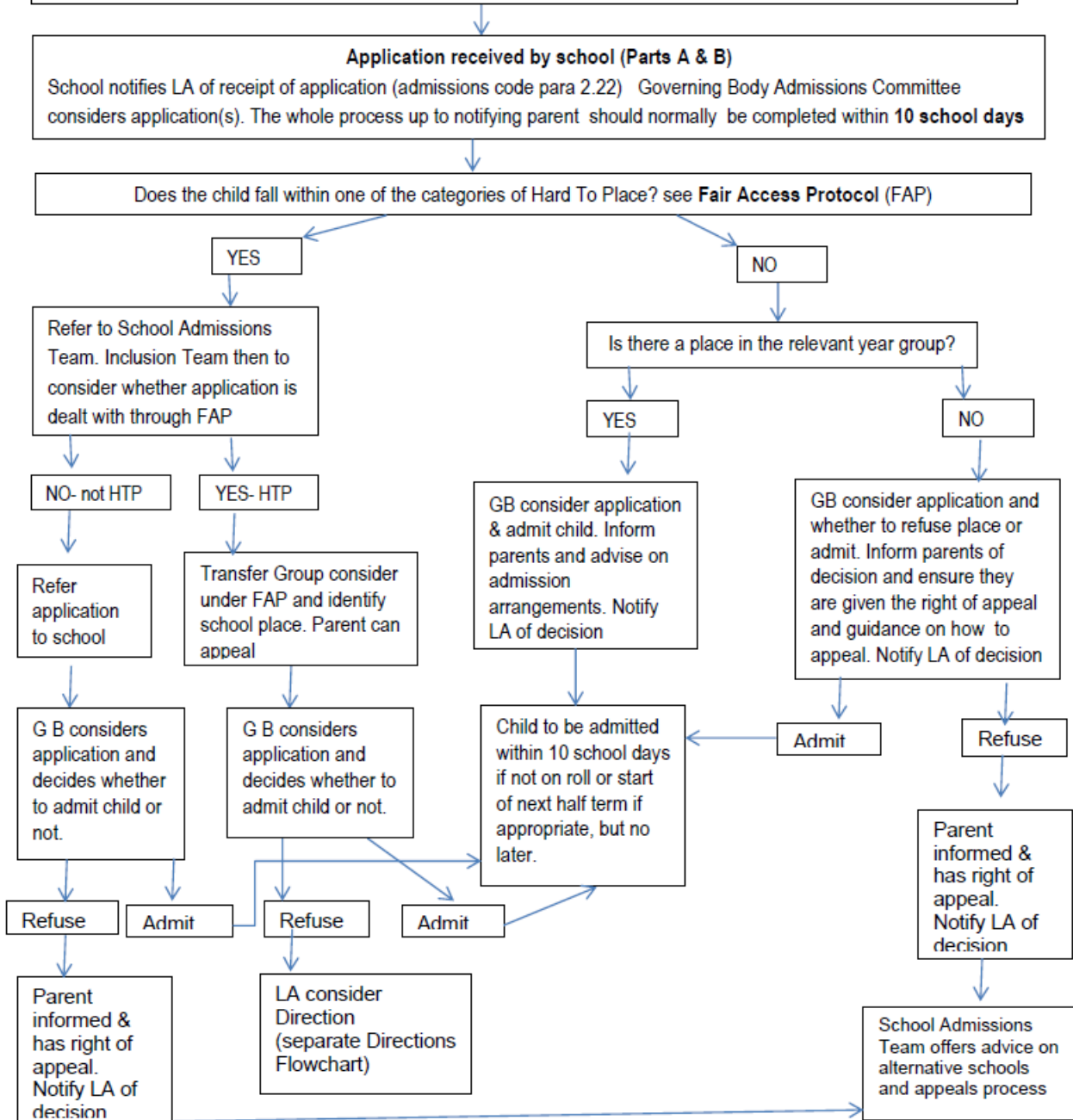
Admit

Parent informed & has right of appeal. Notify LA of decision

Parent informed & has right of appeal. Notify LA of decision

LA consider Direction (separate Directions Flowchart)

School Admissions Team offers advice on alternative schools and appeals process



PROPOSED PLANNED ADMISSION NUMBERS 2017

APPENDIX
SIX

COMMUNITY PRIMARY SCHOOLS

SCHOOL	Net Capacity 2015	Indicated Admission Number (IAN)	Published Admission Number 2016 (PAN)	Proposed Admission Number 2017 (PAN)	Notes/Comments
Alkrington	420	60	60	60	
Ashfield Valley	207	29	30	30	
Belfield	315	45	45	45	
Boarshaw	330	30	60	60	IAN adjusted to allow for temporary increases in numbers
Bowlee Park	630	90	120	120	Increase in PAN subject to statutory proposals
Brimrod	180	25	30	30	
Broadfield	420	60	60	60	
Caldershaw	210	30	30	30	
Castleton	210	30	30	30	
Elm Wood	406	58	60	60	
Greenbank	420	60	60	60	
Hamer	315	45	45	45	
Harwood Park	420	60	60	60	
Heap Bridge	175	24	25	25	
Heybrook	629	81	90	90	
Hollin	270	30	60	30	IAN adjusted to allow for temporary increase in numbers, 60 children to be admitted in each of 2014, 2015 and 2016.
Hopwood	396	44	60	60	
Littleborough	420	60	60	60	
Lowerplace	510	60	60	60	IAN adjusted to allow for temporary increase in numbers in prior years
Marland Hill	418	59	60	60	
Meanwood	420	60	60	60	
Moorhouse	210	30	30	60	Up to 60 children to be admitted in 2015 and 2016
Newhey	315	26	45	30	IAN Adjusted to allow for temporary increase in numbers. 45 children were admitted in 2014, 2015.
Norden	420	60	60	60	
Parkfield	210	30	30	30	
Sandbrook	480	60	90	90	Increase in PAN Subject to statutory proposals
Shawclough	420	60	60	60	
Spotland	420	60	60	60	
Whittaker Moss	378	35	45	45	IAN Adjusted to allow for temporary increase in numbers in prior years
Woodland	510	60	60	60	IAN Adjusted to allow for temporary increase in numbers in prior years
Voluntary Controlled Primary Schools					
All Souls' CE	203	29	30	30	
Little Heaton CE	210	30	30	30	
St.Andrew's CE	315	45	45	45	
St.Edward's CE	364	51	52	52	
St.Gabriel's CE	201	30	30	30	
St.Luke's CE	210	30	30	60	60 children were admitted in 2015, and 60 to be admitted in 2016 and 2017
St.Mary's CE	210	29	30	30	
St.Peter's CE	406	60	60	60	

Stansfield Hall CE/Free Church	140	20	20	20	
-----------------------------------	-----	----	----	----	--

COMMUNITY SECONDARY SCHOOLS

SCHOOL	Net Capacity 2015	Indicated Admission Number (IAN)	Published Admission Number 2016 (PAN)	Proposed Admission Number 2017 (PAN)	Notes/Comments
Falinge Park	1200	240	240	240	PAN increase to match IAN
Matthew Moss	928	185	180	185	
Middleton Technology School	1350	270	270	270	
Oulder Hill	1500	300	300	300	
Siddal Moor	1050	210	210	210	

VOLUNTARY AIDED, FOUNDATION and ACADEMY PRIMARY SCHOOLS

SCHOOL	Net Capacity 2015	Indicated Admission Number (IAN)	Published Admission Number 2016 (PAN)	Proposed Admission Number 2017 (PAN)	Notes/Comments
Bamford Academy	315	45	45		
Deeplish Academy	419	59	60		
Kentmere Academy	315	45	45		
St.John's Thornham CE VA	70	10	10		
St.Michael's CE Bamford VA	208	29	30		
Holy Trinity CE VA	204	29	30		
St.Margaret's CE VA	210	30	30		
St.Mary's RC Littleborough VA	209	29	30		
St.Peter's RC	234	29	45		IAN Adjusted to allow for temporary increase in numbers. The school admitted 45 children in each of 2014, 2015 and 2016 only
St.Mary's RC Langley VA	420	60	60		
Our Lady & St.Paul's RC VA	210	30	30		
St.Thomas More RC VA	315	45	45		
Middleton Parish Church School CE VA	420	60	45		School plans to admit 60 children in 2016 and subsequent years
St.Michael's CE Alkington VA	208	30	30		
Milnrow Parish CE VA	210	30	30		
St.Thomas' CE Newhey VA	147	21	21		
St.Gabriel's RC VA	203	29	30		
St.John's RC VA	237	30	30		IAN Adjusted to allow for temporary increase in numbers in prior years
St.Patrick's RC VA	315	45	45		
Sacred Heart RC VA	210	30	30		
All Saints CE VA	210	30	30		

Holy Family RC VA	210	30	30		
St.Vincent's RC VA	420	60	60		
Alice Ingham RC VA	209	30	30		
St.Joseph's RC VA	315	45	45		60 children admitted in 2015 and school plans to admit 60 children in 2016 and 2017
Crossgates (Foundation)	294	42	45		
Smithy Bridge (Foundation)	420	60	60		
St.James' CE (Foundation)	209	29	30		
St.John Fisher RC VA	210	30	30		
Healey (Foundation)	210	30	30		

Voluntary Aided and Academy Secondary Schools					
SCHOOL	Net Capacity 2015	Indicated Admission Number (IAN)	Published Admission Number 2016 (PAN)	Proposed Admission Number 2017 (PAN)	Notes/Comments
Cardinal Langley RC VA	1060	180	180		
St.Cuthbert's RC VA	1200	240	240		
Holy Family RC/CE College VA	600	120	120		
Wardle Academy	1200	240	240		
Hollingworth Academy	1207	241	250		
Kingsway Park	1200	240	260		
St.Anne's CE Academy	911	150	150		

..... ends.....