

# CO-ORDINATED ADMISSIONS SCHEME FOR ADMISSION TO TAMESIDE SCHOOLS 2025/26

## 1 INTRODUCTION

- 1.1 This scheme applies to arrangements in Tameside whereby children are to be admitted to primary and secondary schools in the normal admissions round for the academic year 2025/26. It also applies to in-year transfers outside of the normal admissions round, throughout the academic year 2025/26. Tameside will operate an equal preference scheme.

## 2 INTERPRETATION

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

### 3. THE SCHEME

3.1 The following admission authorities are covered by the scheme:

#### Primary

Admissions Authority	Number and Type of School
Tameside Local Authority	17 x community primary schools
Tameside Local Authority	1 x community junior school
Tameside Local Authority	6 x voluntary controlled Church of England primary schools
Individual Schools	6 x voluntary aided Church of England primary schools
Individual Schools	12 x voluntary aided Roman Catholic primary schools
Individual Schools	34 x Academy Primary schools

#### Secondary

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

### 4 ADMISSION TO PRIMARY SCHOOLS

- 4.1 This part of the scheme (paragraphs 4 -10) applies to arrangements in Tameside whereby children are to be admitted to primary schools in the normal admissions round for the academic year 2025/26 (i.e. children who will be commencing primary education in Reception in September 2025).
- 4.2 The application must be used as a means of expressing up to six preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any primary school excluding independent schools.
- 4.3 The application will –
- invite the parent to express preferences for up to 6 schools;
  - invite the parent to rank the schools applied for in order of preference;
  - invite parents to give their reasons for each preference;
  - specify that all applications should be submitted by **15 January 2025**, the closing date.
- 4.4 The Local Authority will make appropriate arrangements to ensure:
- that parents can apply online;
  - that there is a written explanation of the coordinated admissions scheme; and
- 4.5 Parents are invited to register their child’s details at any time at any Tameside primary school. Parents may be asked to confirm their details in the spring term of the school year prior to application and schools will forward the details to the Local Authority Admissions Section. In order to identify children resident in Tameside, the Local Authority will request neighbouring authorities to provide details of children who are eligible to start Reception in September 2025, who are resident in Tameside and who have registered an interest with them. Tameside will in turn provide information to

other Local Authorities about children resident in their areas who have registered their details at a Tameside school.

- 4.6 The Local Authority will send out details of how to apply for a primary school place in November 2024 including details of where to view the composite prospectus Starting Out. Starting Out will be available on Tameside's website.
- 4.7 Parents applying for a place at a voluntary aided school, or a school in another Local Authority, may be required to provide additional information on a supplementary form and/or complete supplementary application details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.
- 4.8 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an Online Application and the school is listed as a preference.
- 4.9 Parents of children resident in other authorities must submit an application to the home authority on the form provided by that authority.
- 4.10 The closing date by which parents must submit their applications is **15 January 2025**.

## **5 PROCESSING OF APPLICATIONS**

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

school has been ranked highest on the application. This may not be the first preference school. Where a school is oversubscribed and the Local Authority is not able to offer any of the parental preferences, the Local Authority will allocate a place at the nearest appropriate primary school to the child's home with a place available.

- 5.7 Tameside Local Authority will notify all Tameside schools of the names of children allocated places in their school.

## **6 CHANGE OF PREFERENCE**

- 6.1 Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date of **15 January 2025** except in exceptional circumstances for example, if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of primary schools this date is the **23 January 2025**.

## **7 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

- 7.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.
- 7.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.
- 7.3 Summer Born (1<sup>st</sup> Entry to School), A parent who chooses not to send their summer born child (those born between 1<sup>st</sup> April and 31<sup>st</sup> August) to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.
- 7.4 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.
- 7.5 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 7.6 Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals where relevant, for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.
- 7.7 Application process for Summer Born/Admission Outside Normal Age Group

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application

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

- 7.8 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.
- 7.9 Please note that one admission authority cannot be required to honour a decision made by another which means where multiple applications are being made to different schools, you may receive differing outcomes.

## **8 NOTIFICATION OF DECISION TO PARENTS/CARERS**

- 8.1 Notification of offers of a single school place will be sent to parents on **16 April 2025**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 8.2 Parents will be asked to confirm within 10 working days whether they intend to accept the place.
- 8.3 Where parents are not offered their highest ranked school, they will be informed of the reasons for this decision in the offer letter, which will also inform them about their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.
- 8.4 Parents/carers of pupils resident in other Local Authority areas who are allocated a place at a Tameside school will be informed of the offer by their home authority.
- 8.5 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

## **9 LATE APPLICATIONS**

- 9.1 The closing date for applications in the normal admissions round is **15 January 2025**. Applications submitted after this date will be considered after all applications received on time have been processed. If there is a good reason why an application could not be submitted on time, such as moving into Tameside after the closing date, bereavement, hospitalisation or serious illness, it may be considered as 'on time' if it is received by **23 January 2025** together with evidence to support the reason for lateness with the application form. Each case will be decided on an individual basis based on the evidence provided.
- 9.2 Applications received after the closing date must be submitted to the Local Authority immediately. Where only the supplementary form is received the school must inform the Local Authority immediately so it can verify whether an online application has been received from the parent and, if not, the Local Authority will contact the parent and ask them to complete an application. The Local Authority will enter the details onto its

central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or, if this is not possible, at the nearest appropriate school with a place available.

## 10 WAITING LISTS

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

## 11 TIMETABLE OF CO-ORDINATED PRIMARY ADMISSIONS SCHEME 2025/26

<b>1 November 2024</b>	Letters to be distributed to parents/ online application available
<b>1 November 2024</b>	Online Application system is available
<b>15 January 2025</b>	Closing date for applications to be submitted to the Local Authority and supplementary forms to be submitted to VA schools if required.
<b>23 February 2025</b>	This is also the last date by which, exceptionally, changes to preferences or pupil details may be made.
<b>24 January 2025</b>	Details of applications and any relevant supplementary forms to be sent to other Local Authorities, if a preference for one of their schools has been expressed.
<b>7 February 2025</b>	Local Authority provides voluntary aided schools with details of all those who have named the school as a preference.
<b>28 February 2025</b>	Voluntary aided schools provide the Local Authority with ranked lists of applicants.
<b>Process</b>	The Local Authority will match the ranked lists of all the schools and allocate places.

<b>10 March 2025</b>	Begin exchanging offer status.
<b>21 March 2025</b>	The Local Authority will notify other Local Authorities of its determination with regard to children living in their area.
<b>15 April 2025</b>	On this date the Local Authority will make available for schools to view which pupils have been allocated places at their schools
<b>16 April 2025</b>	Notification of offers sent to parents.
<b>28 April 2025</b>	Last date for acceptance by parents of offers.
<b>From 30 April 2025</b>	Any places that have become available are allocated to parents in priority order.
<b>16 May 2025</b>	Closing date for receipt of appeals.
<b>11 July 2025</b>	Last date for hearing of appeals.

## 12 ADMISSION TO SECONDARY SCHOOLS

- 12.1 This part of the scheme ([paragraphs 13 – 17) applies to arrangements in Tameside whereby children are to be admitted to secondary schools in the normal admissions round for the academic year 2025/26 (i.e. children who will be commencing secondary education in Year 7 September 2025).
- 12.2 The application must be used as a means of expressing up to six preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any secondary school excluding independent schools.
- 12.3 The application will –
- invite the parent to express preferences for up to 6 schools;
  - invite the parent to rank the schools applied for in order of preference;
  - invite parents to give their reasons for each preference;
  - specify that all applications should be submitted by **31 October 2024**, the closing date.
  - Invite all Tameside residents to apply for a school place regardless of the primary school attended
- 12.4 The Local Authority will make appropriate arrangements to ensure:
- that parents can apply online
  - that there is a written explanation of the coordinated admissions scheme
- 12.5 The Tameside composite prospectus ‘Moving On’ will be made available to parents/carers **early September 2024**. In order to identify all pupils resident in Tameside, the Local Authority will request neighbouring authorities to provide details of year 6 pupils resident in Tameside and attending their schools. Tameside will in turn provide information to other Local Authorities about pupils resident in Tameside attending schools in their areas. Moving On will be available on Tameside’s web site.
- 12.6 Parents applying for a place at a voluntary aided school or academy, or a school in another Local Authority, may be required to provide additional information on a supplementary form and/or complete supplementary application details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.

- 12.7 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application and the school is listed as a preference.
- 12.8 Parents of children resident in other authorities must submit an application to the home authority on the form provided by that authority.
- 12.9 The closing date by which parents must submit their applications is **31 October 2024**.

### **13 PROCESSING OF APPLICATIONS**

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

### **14 CHANGE OF PREFERENCE**

- 14.1 Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date of **31 October 2024** except in exceptional circumstances; for example, if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other



admission bodies by the Council, because the allocations process has commenced. In the case of secondary schools this date is the **7 November 2024**.

## **15 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

- 15.1 Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals, where appropriate for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.
- 15.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group
- 15.3 Parents requesting their child to be admitted outside age range should submit reasons for requesting admission for their child outside of the normal age range, together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the School Admissions Team for further information.
- 15.4 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.
- 15.5 If a child was admitted to reception class outside age group and has continued on this basis throughout primary school, on application for secondary education, it is anticipated that the child will continue to be educated outside of age range. However please note a decision by Tameside MBC, does not bind another own admission authority school (VA's and Academies) and you may need to reapply or seek further permission.
- 15.6 Important Note: If your child has been taught out of year group, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations. However, young people are required to continue in education or training until their 18th birthday.

## **16 NOTIFICATION OF DECISION TO PARENTS/CARERS**

- 16.1 Notification of offers of a single school place will be sent to parents on **3 March 2025**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

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

## **17 LATE APPLICATIONS**

- 17.1 The closing date for applications in the normal admissions round is **31 October 2024**. Applications submitted after this date will be considered after all applications received on time have been processed. If there is a good reason why an application could not be submitted on time, such as moving into Tameside after the closing date, bereavement, hospitalisation or serious illness, it may be considered as 'on time' if it is received by **7 November 2024** together with evidence to support the reason for lateness with the application form. Each case will be decided on an individual basis based on the evidence provided.
- 17.2 Applications received after the closing date must be submitted to the Local Authority immediately. Where only the supplementary form is received the school must inform the Local Authority immediately so it can verify whether an application has been received from the parent and, if not, the Local Authority will contact the parent and ask them to complete an application. The Local Authority will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or, if this is not possible, at the nearest appropriate school with a place available.

## **18 WAITING LISTS**

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

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

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

## 19 TIMETABLE OF CO-ORDINATED SECONDARY ADMISSIONS SCHEME 2025/26

<b>1 September 2024</b>	Letters to be distributed to parents/ online application available
<b>1 September 2024</b>	Online Application system is available
<b>31 October 2024</b>	Closing date for applications to be submitted to the Local Authority and supplementary forms to be submitted to VA schools if required.
<b>7 November 2024</b>	This is also the last date by which, exceptionally, changes to preferences or pupil details may be made.
<b>8 November 2024</b>	Details of applications and any relevant supplementary forms to be sent to other Local Authorities, if a preference for one of their schools has been expressed.
<b>15 November 2024</b>	Details of applications and any relevant supplementary forms to be sent to voluntary aided schools and academies.
<b>6 December 2024</b>	Voluntary aided schools and academies provide the Local Authority with ranked lists of applicants.
<b>Process</b>	The Local Authority will match the ranked lists of all the schools and allocate places.
<b>10 January 2025</b>	Begin exchanging offer status.
<b>24 January 2025</b>	The LA will notify other LAs of its determination with regard to children living in their area.
<b>28 February 2025</b>	The Local Authority will make available for schools to view which pupils have been allocated places at their schools.
<b>3 March 2025</b>	Notification of offers sent to parents.
<b>10 March 2025</b>	Last date for acceptance by parents of offers.
<b>28 March 2025</b>	Closing date for receipt of appeals.
<b>From 1 April 2025</b>	Any places that have become available from this date are allocated and notification sent to parents.
<b>20 June 2025</b>	Last date for hearing of appeals.

## 20 APPLYING FOR A PLACE OUTSIDE OF NORMAL TRANSFER TIMES

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

## **21 APPLICATIONS FOR TRANSFERS TO COMMUNITY OR VOLUNTARY CONTROLLED SCHOOLS**

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

## **22 APPLICATIONS FOR TRANSFERS TO VOLUNTARY AIDED SCHOOLS AND ACADEMIES**

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

## **23 WAITING LISTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

- 23.1 Waiting lists for community and voluntary controlled schools will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual schools). Parents who have not been offered a place at a community and voluntary controlled school, will automatically be placed on the waiting list.
- 23.2 All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a

higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol (see below) or who are the subject of a direction by the local authority to admit must be given priority over any other children on the waiting list.

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

## **24 RIGHT OF APPEAL**

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

## **25 FAIR ACCESS PROTOCOL**

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

## **26 CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN**

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

## **27 PROVIDING INFORMATION ON PUPIL NUMBERS**

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

