

# Get the Facts...

Moving On 2017

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

### Dear Parent/Carer

Your child is starting their last year at primary school and will move up to high school next September. You will need to make some important and exciting decisions regarding your preferences for their high school place. This guide gives you all the information you need to help you to make your high school application.

Tameside has a range of community high schools, Roman Catholic high schools and academies to consider, as well as special schools for pupils with a statement of special educational needs (SEN) or an Education, Health and Care Plan. This booklet will give you some basic information on individual schools and includes details of the school open evenings that you can attend; more detailed information on individual schools is available in the school prospectus, available from Headteachers on request.

The information provided will help you to state six preferences for the schools you would most like your child to attend. Details of over-subscription criteria are included along with the number of applications each school received in the last year.

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)). If you do not have access to the internet, you can use the facilities in your local library: you will need an email address.

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.

May we take this opportunity to wish your child every success in their last year at primary school and into high school next year.

Yours faithfully  
**Cllr Lynn Travis**  
**Life Long Learning**

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## DATES TO REMEMBER

1 September 2016	Web page made available for applications online.
26 September – 6 October 2016	School open evenings - see table below
31 October 2016	Closing date for submitting your application.
20 November 2016	Final date by which changes to applications (due to exceptional circumstances) can be accepted.
1 March 2017	National Offer Day – On this date, all school place offers will be communicated to parents. Waiting lists for individual schools open
If you wish to appeal against the decision not to offer a place at your preferred school, you also need to be aware of the following dates:	
31 March 2016	Closing date for returning appeal forms.
From May 2016	Appeals are heard by the Independent Appeal Panel.
The end of the school year	Waiting lists for individual schools close at the end of the school year unless individual school admission arrangements say otherwise.

## Open Evenings 2016

School Name	Open Evening	Time
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### Community High Schools

<b>Astley Sports College and Community High School</b>	Monday 26 September	6.30pm - 8.30pm
<b>Mossley Hollins High School</b> Specialists in the Arts & Sport	Tuesday 27 September	6.45pm-9pm
<b>Alder Community High School</b> A Specialist Maths and Computer College	Thursday 29 September	6.45pm - 9pm
<b>Longdendale High School</b>	Tuesday 4 October	6.30pm - 9pm
<b>Denton Community College</b> Specialising in Performing Arts & Sport	Thursday 6 October	7pm - 9pm
<b>Hyde Community College</b>	Thursday 6 October	6.45pm - 8.45pm

### Academies

<b>Copley Academy</b>	Wednesday 28 September	6.30pm - 8.30pm
<b>Droylsden Academy</b>	Wednesday 28 September	6.30pm - 9pm
<b>West Hill School</b>	Thursday 29 September	7pm - 9pm
<b>Fairfield High School for Girls</b>	Thursday 29 September	6pm - 8pm
<b>New Charter Academy</b>	Wednesday 5 October	6.30pm - 9pm
<b>Audenshaw School</b>	Tuesday 4 October	6pm - 8pm

### Roman Catholic High Schools

<b>All Saints Catholic College</b> A Voluntary Academy	Tuesday 27 September	6:30pm - 8.30pm
<b>St Damian's RC Science College</b>	Monday 26 September	6.30pm - 8.30pm
<b>St Thomas More RC College</b> Specialising in Mathematics, Computing & Applied Learning	Wednesday 28 September	6:30pm - 8:30pm

### Community Special Schools (for pupils with Statements of SEN or EHC Plans)

<b>Cromwell School</b>	Tuesday 4 October	4.30pm - 7pm
<b>Samuel Laycock School</b>	Thursday 29 September	6.30pm - 7pm
<b>Thomas Ashton School</b>	No open evening-Contact school	Tel. 368 6208

# SCHOOL APPLICATIONS AND OFFERS

## The Co-ordinated Admissions Scheme

Tameside operates a co-ordinated admissions scheme. This means parents only have to complete one application, and the schools can be inside or outside the borough. 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 local authority, even if you wish to apply for a Tameside school.

We will allocate places at Tameside high schools using the criteria on pages 16 to 21 for oversubscribed schools.

While the process for children with a Statement of Special Educational Needs or an Education, Health and Care Plan is different (see page 8) the parents of children in this group are still required to complete an application.

## How school places are allocated

Tameside Council operates an equal preference system for school admissions which means all preferences are considered.

Each school application should be discussed with all those with parental responsibility for the child as only one application per child can be accepted.

Parents should indicate six preferred schools on their application, listed in order of preference. 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.

Applications for all six preferred schools will be sent to and considered by the relevant council or the governing body of the school depending on who is the admission authority.

If there are more applications than places available, all applications will be ranked according to the oversubscription criteria, regardless of which preference it is. The full ranked list for all schools will be processed by computer and places allocated.

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.

## 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.
5. Enclose a supplementary information form for each Roman Catholic high school you are applying for (see page 31), if applicable and return to each relevant school.

## Online Applications

All applications should be completed online. The application process is explained on page 26. The online application facility is open from 1 September 2016 to the closing date of 31 October 2016.

When you have completed your application, you will get an email confirming that it has been received. If you make a note of your password you can make changes to your application and re-submit it **up to the closing date**. Each time you re-submit you will get an email to confirm. Please ensure you click **submit** when you have completed your application or the School Admissions Team will not receive it.

You can log back into your application on 1 March 2017 to view your allocated school.

If you have any difficulties in using the system, contact the School Admissions Team on: 0161 342 4068/3204 or email **[schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)**

**Note:** Some schools require supporting information, please submit this as directed by your preferred school and clearly state your child's name, address and date of birth.

## **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 20 November 2016, even where there are exceptional circumstances, because the allocations process has started.

## **How Late Applications Are Dealt With**

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.

## **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.

## **Considering Your Preferred Schools**

It is very important that you consider the likelihood of your child being offered a place at one of your preferred schools. The information on pages 10 and 12 tells you how many applications were received by each school last year and the number of children the school can admit. The information also includes details of the criterion applied to the final pupil who was offered a place.

**The number of applications and furthest distance allocated varies year on year and can only serve as a guide for future years.**

If you put down six schools which are oversubscribed, and your child does not meet the criteria for any of them, you may not be offered a place at any of your preferred schools. We will offer a place at the school nearest to your home with places still available after all other applications have been processed.

Only putting one preference on your application does not increase your chances of being offered a place at that school and you may be allocated a school some distance away from your home if nearer schools receive more applications than there are places.

For the same reason, there is no advantage in listing fewer than six schools or including the same school more than once. Information given to support applications for particular schools, e.g. single sex education or baptised Roman Catholic, doesn't compromise your other stated preferences.

You should make your application online. If you need access to the internet, you can visit any of Tameside's libraries to use a computer. If you need assistance to complete your application, please contact the School Admissions Team on 0161 342 4068/3204 who will be able to book you an appointment with one of our staff to help you complete your application.

## **Address Change**

An intention to change address cannot be considered by the council until proof is available. A solicitor's letter confirming exchange of contracts on a property and proof of disposal of previous property or tenancy agreement will be accepted up to 20 November 2016.

Any fraudulent or misleading information on a school application may result in the withdrawal of a school offer. You may be asked to provide proof of any of the information you give on your application.

## **Child Care**

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

## **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)**

### **Looked After Children (LAC)**

The School Admissions Code 2012 requires that schools' oversubscription 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.



## HIGH SCHOOL INFORMATION

### High Schools in Tameside

There are four different types of high schools in Tameside:

- Community high schools
- Voluntary aided Catholic high schools
- Academies
- Community special schools

The process of admission to all of these types of schools is administered by the local authority.

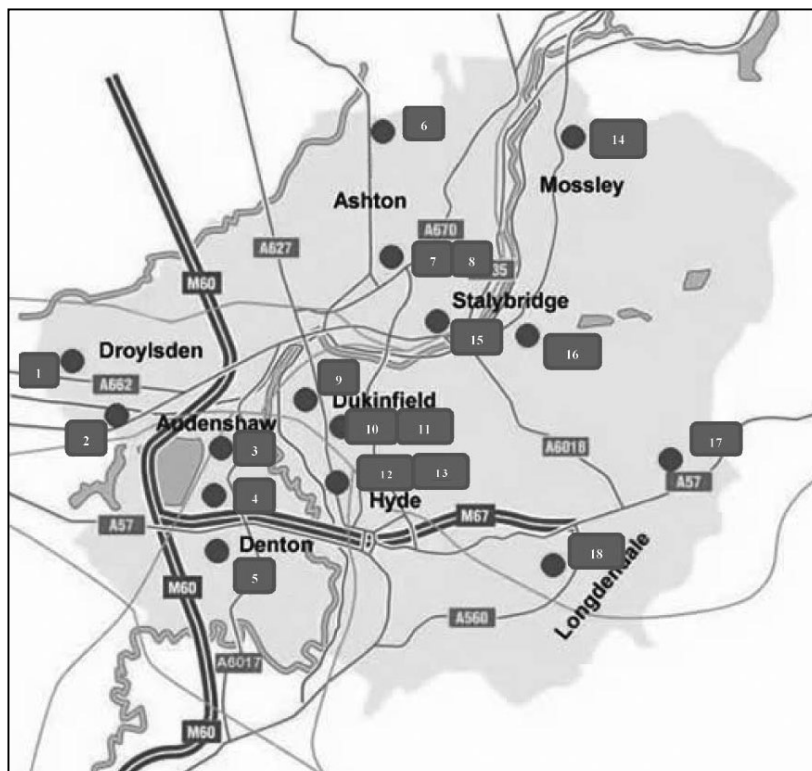
There are currently six community high schools in Tameside. The local authority determines the admission arrangements for these schools. There are currently three voluntary aided Roman Catholic high schools and six academies and they all have their own admission arrangements. There are three community special schools to meet the needs of pupils with a Statement of Special Educational Needs (SEN) or an EHC Plan only. Each special school is designated to meet the needs of pupils with specific needs. Admission is through a statement of SEN or EHC Plan where the school is named in Part 4 - see page 8.

Schools develop and alter over the years as staff, policies and buildings change. It is very important to visit a number of schools at the open evenings before deciding on your preferences. If you are unable to attend the open evenings, contact the schools who may be able to arrange a visit at another time.

In exceptional circumstances pupils who are younger than 11 may be considered for admission to a high school. Similarly, in certain cases, it may be better for a child of transfer age to continue at primary school for a further year. In these circumstances, reports will normally be required from the child's primary school headteacher and from the Council's nominated Educational Psychologists.

### Partner Primary Schools

From September 2015 the community high schools and some of the academy high schools have nominated partner primary schools. Children attending partner primary schools will be given priority in the relevant partner high school's over subscription criteria. Partner primary schools are listed in the tables on pages 24 and 25. 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/1718](http://www.tameside.gov.uk/schools/admissions/1718)



#### Key to map

1	Droylsden Academy
2	Fairfield High School for Girls
3	Audenshaw School
4	Denton Community College
5	St Thomas More Roman Catholic College
6	St Damian's RC Science College
7	New Charter Academy
8	Samuel Laycock School
9	All Saints Catholic College
10	Astley Sports College
11	Cromwell School
12	Hyde Community College
13	Thomas Ashton School
14	Mossley Hollins High School
15	West Hill School
16	Copley Academy
17	Longdendale High School
18	Alder Community High School

## SPECIAL EDUCATIONAL NEEDS (SEN)

The process of allocating a high school place for children with Education Health Care Plans (EHCP) is different from children who do not have an EHCP.

All children with EHCP, regardless of their needs or school they attend, go through the same process.

This process is set out in the 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 EHC Plan goes to?

The council works in partnership with parents, schools and support services when making the final decision about which school is 'named' in the EHC Plan - and therefore which school the pupil will attend. While in law it is the council which 'names' the school, due regard must be paid to the preference of parents. However the council is also required by the Special Educational Needs Code of Practice to consider:

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

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

Options for high school transfer will have been discussed at the Year 5 Annual Review of the Statement. Caseworkers are also able to discuss parent's / carer's options for a child by telephone if the parent rings them directly. See contact details on page 28. After the amended EHC Plan has been issued parents / carers are able to contact the Caseworker to discuss the reasons for the council naming the school in the EHC Plan. If necessary a meeting may be arranged to discuss the EHC Plan further if parents / carers are still not happy with the school named in the EHC Plan. In parallel to this parents / carers are advised in the letter which is issued with the amended EHC Plan how to appeal to the SEN & Disability Tribunal (this needs to be within 8 weeks of the EHC Plan being issued) and / or for the matter to be referred to the Disagreement Resolution Service – a less formal process. In addition parents / carers may also wish to seek support or advice from Tameside's Special Educational Needs and Disability Information,

Advice and Support Service (SENDIASS) which can be contacted on 0161 342 3383. (see page 28).

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

Parents who have gone through this process already have found the following information / sources of information helpful:

- Most children with special educational needs attend mainstream schools.
- All mainstream secondary schools in Tameside receive resources, training, and support in meeting the needs of children with special educational needs - including those who have a EHC Plan.
- Each year some children successfully transfer from primary special school / or a resourced primary school to a mainstream secondary school.
- Each year some pupils transfer from one 'type' of special school / specialist provision to another 'type' depending on their current special educational needs, recent progress, levels of attainment, etc.
- If your child has significant additional needs you may wish to seek advice from your named lead professional or a Caseworker on 0161 342 4433.
- Pupils with an EHC Plan are not automatically entitled to assistance with home to school travel. Parents / carers therefore need to consider travel arrangements to and from school when they decide on their preferred school. Assistance with travel between home and school, where necessary, is subject to Tameside's Transport Policy which can be found at: [www.tameside.gov.uk/sen/transport/parents](http://www.tameside.gov.uk/sen/transport/parents)
- SENDIASS can provide advice and support to parents / carers as they are considering and / or speaking to the council about their preferred school.

### Mainstream or Special School?

The council would normally name a local secondary school in an EHC Plan unless there are specific reasons why a local school would not be able to meet the needs of the child.

Where the council names a placement in a mainstream school it may well specify specialist resourced provision in a mainstream school. Resourced provision for a small number of children is available at:

- **Hyde Community College** – resourced provision for children with significant hearing impairments
- **St Thomas More RC College** – resourced provision for children with significant social and communication difficulties / ASC

Children must have an EHC Plan to access this provision, and be regarded to have significant needs that the resourced provision caters for.

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

- **Cromwell School** – for children with severe, profound and multiple learning difficulties and autism with LD

- **Thomas Ashton School** – for children with behavioural, emotional and social difficulties

- **Samuel Laycock School** – for children with significant moderate learning difficulties and autism

- **ASC Resource base at Samuel Laycock School**

Children must have an EHC Plan to access this provision.

The chart below sets out the key actions during Year 6 for pupils with a Statement of SEN or EHC Plan.

When?	What will happen?
Autumn term 2016	Parents have the opportunity to visit secondary school open evenings.  *Parents complete an Application.
Spring term 2017	The council considers <ul style="list-style-type: none"> <li>• the review documents from Year 5,</li> <li>• parental preference indicated on the Common Application Form,</li> <li>• any discussions with parents and</li> <li>• consultation feedback from potential secondary schools</li> <li>• the requirements of the SEN Code of Practice</li> </ul> And then issues an EHCP before 15 February 2017. This will 'name' the Year 7 placement.
Summer term 2017	Parents will work with school to prepare for transition to secondary school

\* Parents / carers of children with Statements of SEN or EHC Plans must complete an application indicating their preferences for special and / or mainstream schools. Where the council comes to the conclusion that the needs of a child can be met in a mainstream school and the parents / carers have not provided the name of a mainstream school on the application the Council will proceed with naming the mainstream high school closest to the home of the child.



**Allocation Statistics September 2016****LIST A - Community High Schools**

The furthest distance at initial allocation varies year on year.

School Name	Headteacher	Published Admission Number 2017	Number on roll in Jan 2016	Number of Requests 2016	Furthest distance at initial allocation (miles) 2016	School Hours
Alder Community High School, Mottram Old Road, Hyde SK14 5NJ	Mr R O'Regan Tel: 368 5132	155	760	402	1.122*	8.20am - 2.45pm
Astley Sports College and Community High School, Yew Tree Lane, Dukinfield SK16 5BL	Ms F Beach Tel: 338 2374	150	610	365	n/a	8.45am - 2.45pm
Denton Community College, Specialising in Performing Arts & Sport, Taylor Lane, Denton M34 3NG	Mr N. Condliffe Tel: 336 2219	270	1108	491	n/a	8.40am - 2.50pm
Hyde Community College, Old Road, Hyde, SK14 4SP	Mrs A Radcliffe Tel: 366 7533	210	896	334	n/a	9.00am - 3.00pm
Longdendale High School, Spring Street, Hollingworth, Hyde, SK14 8LW	Mrs A Jones Tel: 01457 764006	180	737	378	n/a	8.30am - 2.50pm
Mossley Hollins High School, Specialists in the Arts & Sport, Huddersfield Road, Mossley OL5 9DL	Mr S Marshall Tel: 01457 832491	156	789	563	2.933*	8.45am - 3.00pm (2.30pm Friday)

\* Last distance admitted under criterion 4 (Attendance at a Tameside Partner Primary School)

**LIST B - Roman Catholic High Schools (voluntary aided - denominational)**

School Name	Headteacher	Published Admission Number 2017	Number on roll in Jan 2016	Number of Requests 2016	Furthest distance at initial allocation (miles) 2016	School Hours
All Saints Catholic College* A Voluntary Academy, Birch Lane, Dukinfield SK16 5AP	Ms L Emmett Tel: 338 2120	150	666	291	n/a	9.00am - 3.00pm
St Damian's RC Science College, Lees Road, Ashton-u-Lyne OL6 8BH	Mr S Logue Tel: 330 5974	165	785	526	2.777+	9.00am - 3.25pm
St Thomas More RC College, Town Lane, Denton, M34 6AF	Miss J Burns Tel: 336 2743	150	759	528	2.241+	8.45am - 3.00pm

+ Last distance admitted under criteria 6

**LIST C - Academies**

School Name	Headteacher	Published Admission Number 2017	Number on roll in Jan 2016	Number of Requests 2016	Furthest distance at initial allocation (miles) 2016	Academy Start Time
Audenshaw School (boys) Hazel Street, Audenshaw M34 5NB +	Mrs J Saw Tel: 336 2133	210	1088	408	N/A	8.20am
Copley Academy Huddersfield Road, Stalybridge SK15 3RR	Mr M Jennings Tel: 338 6684	150	674	295	N/A	8.40am
Droylsden Academy Manor Road, Droylsden M43 6QD	Mr P Wilson Tel: 301 7600	180	848	372	N/A	8.30am
Fairfield High School (girls) Fairfield Avenue, Droylsden M43 6AB	Mr B Hesketh Tel: 370 1488	195	975	517	2.088**	8.15am
New Charter Academy Broadoak Road, Ashton-under-Lyne OL6 8RF ++	Mr D Shaw Tel: 241 9555	270	1420	403	N/A	8.30am
West Hill School (boys) Thompson Cross, Stalybridge, SK15 1LX	Mr A F Harrison Tel: 338 2193	170	827	384	1.534*	8.45am

+ Audenshaw School has a mixed sixth form with 130 places in year 12

++ New Charter Academy has a sixth form with 100 places in year 12

\* Last distance admitted under criterion 6 (Distance)

\*\* Last distance admitted under criterion 4 (Attendance at a Tameside Partner Primary School)

## LIST D - Community Special Schools

- Only children with a statement of SEN or an EHCP will be placed in one of these schools
- Children will only be placed at a school designated to meet their primary SEN
- Placement at a special school is not dependent upon admission numbers, numbers of pupils on roll or distance from home

School Name	Headteacher	School designated to meet the needs of pupils with:	School Hours
Cromwell School	Mr A Foord Tel: 338 9730	Severe, profound and autism with learning difficulties	8.50am - 3.15pm
Thomas Ashton School	Mr R Elms Tel: 368 6208	Emotional, behavioural and social difficulties	9.15am - 2.45pm
Samuel Laycock School	Ms C Lund Tel: 344 1992	Significant, moderate learning difficulties and autism	9.10am - 3.20pm

### Calls to the School Admissions Team

The School Admissions Team receive 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.

### Appealing for a School Place

Parents who are unhappy with their child's school allocation have the right to appeal to an Independent Appeal Panel.

To appeal for a place at a Tameside community high school, an academy, or voluntary aided 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 31 March 2017, 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.

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 a statement of Special Educational Needs or an EHC Plan have the right to appeal to the SEN Tribunal.

Whilst you are awaiting your appeal it is important that you consider alternative schools (including the one that has been allocated for your child) in case your appeal is unsuccessful.

If you wish to appeal for a school in another Local Authority area, you should contact the Admissions Team in that LA for advice.

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

## SUPPORT FOR SECONDARY AGE CHILDREN

### Assistance with Travel

Tameside has an overall vision for sustainable travel that is outlined in its Sustainable Modes of Travel Strategy – Promoting Sustainable School Travel.

The strategy encourages sustainable travel 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 school children by encouraging use of active modes, and to contribute to the improvement of the local environment through reduced emissions.

The strategy also contains information on a host of associated initiatives including school travel plans, current school bus services, information on pedestrian and cycle training and most importantly an action plan setting out a series of initiatives to take forward the plan over the longer period. A full copy of the strategy can be found at [www.tameside.gov.uk/traveltransport/smot](http://www.tameside.gov.uk/traveltransport/smot)

### 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 <http://www.tameside.gov.uk/education/transport/5-16policy>.

Following an extensive consultation between 23 May 2016 and 13 July 2016, the Council took the decision to end discretionary support for pupils attending

denominational secondary schools. The Council will no longer provide a bus pass for pupils attending denominational schools other than for the following eligible pupils:

#### **Group 1**

Pupils whose nearest qualifying school is outside 'walking distance'. 'Walking distance' is more than:

- two miles for children under the age of 8
- three miles for children aged 8-16

#### **Group 2**

Pupils from low income families at secondary school travelling to:

- one of the nearest three qualifying schools where 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.

#### **Group 3**

Pupils who move into Tameside from another area, are in Years 10 or 11, want to stay at their current school and will have to travel more than three miles to that school.

**You can obtain the form from the high school on induction day, customer services offices or from the council website.**

#### **Applications on the Web**

You will need to complete an application form for assistance with travel. This can be down-loaded 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.

### **Reminder...**

**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.**

## **ADDITIONAL INFORMATION**

### **School Transfers**

**Tameside council believes that it is detrimental to a child's education to transfer schools other than going into Year 7 at a new secondary school.**

**It is generally in a child's best interest to remain at the same school for the whole secondary phase.**

Studies show that many children experience difficulties settling into a new school and, in the majority of cases, attainment dips when a pupil transfers to another school. For example it can be difficult to join established friendship groups, the curriculum may be organised differently so they 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 can often be the case that problems experienced in one school will recur 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, please make an appointment with the headteacher to discuss any concerns you may have, and 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 and, in view of the upheaval it is likely to cause to your child's education, should only be considered as a last resort.

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

If you 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 which can be downloaded from the transfers page and you will need to get the form signed by the Headteacher 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 that ensures the speedy admission and fair distribution of pupils with agreed additional needs throughout the Borough.

With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number.

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

## **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/1718](http://www.tameside.gov.uk/schools/admissions/1718)**

## **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 31 October 2016 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.

## **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.



## OVER-SUBSCRIPTION CRITERIA

### Over-subscription Criteria for Community High Schools

The criteria for over-subscription for community secondary 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 at the time of application, who will still be attending at the time of admission, i.e. in the September when the pupil is admitted to Year 7. Preference will be given to pupils living nearest to the school.

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

#### **4. Children attending the named partner primary school at the time of application.**

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

When a parent has moved from further than ½ mile to an address within ½ mile of a named partner school (see list on page 24), whilst their child is in Year 5 or 6, and they have chosen to keep their child at their current primary school, this will be considered as an exceptional circumstance under criterion 4, provided details are given on the special circumstances form together with satisfactory evidence of the house move.

#### **5. All other applications on distance.**

Preference will be given to pupils living nearest to the school. Distance will also be used as a tie-breaker where oversubscription occurs within any of criteria 1 to 4. Preference will be given to pupils living nearest to the school.

### Over-subscription Criteria for New Charter Academy

The full admission arrangements can be found on the Academy website or at **[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Children with statements of special educational needs where the Academy is named in the statement will be allocated places before the following criteria are applied.

- a. 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.<sup>1</sup>
- b. Children and families with exceptional medical or social needs.<sup>2</sup>
- c. Sibling - this will apply where there are brothers or sisters attending the school at the time of admission.<sup>3</sup>
- d. Children attending named partner\* primary schools (see lists on pages 24 and 25) and students educated at home at the time of application, as identified by Tameside MBC.

Distance will be used as a tie-breaker where oversubscription occurs within any of criteria a to d. Preference will be given to students living nearest to the school.<sup>4</sup>

e. All other applications on distance. In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applications where the distance is the same. The random lottery will be carried out in a public place and supervised by someone independent of the Academy. All the names will be entered into a hat and the required number of names will be drawn out.

1. Looked after children or children who have previously been looked after but immediately after being looked after become the subject of an adoption, residence or special guardianship order. (See section 1.7 of the Code)
2. Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to a particular school is essential, for example, reference will normally be made to the Community Health Physician, Social Services, or the Educational Psychologist, as appropriate. A panel of governors from the Academy will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be treated in the strictest confidence.
3. Sibling includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/ brothers of fostered children, 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. Where the last place to be allocated would mean that a sibling group i.e. twins, triplets or other multiple birth sibling groups would be split, the sibling group will be given priority over other children.
4. Preference will be given to students living nearest to the school. The address from which distances are measured will be the permanent principal residential address, at the time of application, of the parent. The Academy will not take into account an intention to move to another address without a solicitor's letter confirming an exchange of contract for purchase of a property, or a long-term agreement for renting a residential property. When a child lives with parents who share responsibility, each for part of a week, the home address, for the purpose of distance measurements and travel considerations, will be that from which the child travels to school for the majority of school days during a normal school week.

Distance will be measured as a straight line from the child's home address to the main gate to the school site which houses Year 7 students, using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance

Survey.

### **Published Admission Numbers for Droylsden Academy and Over Subscription Criteria**

The full admission arrangements can be found on the Academy website or at **[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

- a) The published admission number for Year 7 is 180 students.
- b) Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. They will be applied in conjunction with explanatory notes 1 - 4 which form part of the admissions arrangements and can be found at the end of this document.
- c) After the admission of students with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the following order:
  1. Looked After Children (Note 1)
  2. Children and families with exceptional medical or social needs (Note 2)
  3. Sibling: This will apply where there are brothers or sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when the student is admitted to Year 7. Preference will be given to students living nearest to the school.
  4. Sibling criteria may apply where, at the time of application, an older sibling is expected to be on roll when a younger child starts at the Academy. If the older sibling unexpectedly leaves the school after an offer has been made to a younger child the offer of a place would not be withdrawn on these grounds (Note 3)
  5. Children attending named partner primary schools at the time of application. Preference will be given to students living nearest to the school (Note 4)
  6. All other applications on distance. In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the student that is nearer using walking distance as measured using the Local Authority's school admission data mapping software.

**Note 1**

Looked after children or children who have previously been looked after but immediately after being looked after become the subject of an adoption, residence or special guardianship order.

(See section 1.7 of the Code)

**Note 2**

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 - that he/she has exceptional needs, which means that admission to a particular school is essential. A panel of governors from the Academy will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence.

**Note 3**

Sibling includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/ brothers of fostered children, 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.

Where the last place to be allocated would mean that

a sibling group i.e. twins, triplets or other multiple birth sibling groups would be split, the sibling group will be given priority over other children.

**Note 4**

Preference will be given to students living nearest to the school. The address from which distances are measured will be the permanent principal residential address, at the time of application, of the parent. The Academy will not take into account an intention to move to another address without a solicitor's letter confirming an exchange of contract for purchase of a property, or a long-term agreement for renting a residential property.

When a child lives with parents who share responsibility, each for part of a week, the home address, for the purpose of distance measurements and travel considerations, will be that from which the child travels to school for the majority of school days during a normal school week.

Distance will be measured as a straight line from the child's home address to the main gate to the school site which houses Year 7 students, using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.



## **Over-subscription Criteria for Audenshaw School**

The full admission arrangements can be found on the Academy website or at **[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

If the school receives more applications for places than there are places available, the criteria for over-subscription are applied to determine who should be allocated the places at the school. Children with statements of special educational needs, where Audenshaw School is the named school, will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription for Audenshaw School are:

**1. Children in Public Care** (Looked After Children/ Previously Looked After) as per the Admissions Code February 2012.

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

Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to a particular school is essential, reference will normally be made to the Community Health Physician, Social Services, or the Educational Psychologist, as appropriate. Members of the school's Admission Committee will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence.

**3. Sibling**

This will apply where there are brothers or sisters attending the school in years 7-12 at the time of application. Preference will be given to pupils living nearest to the school.\*

Sibling is defined in these arrangements as children who live as brothers in the same house, including natural brothers, half brothers, adopted siblings, step brothers and foster brothers, and in each case living at the same address.

In the case where twins/triplets, other multiple birth siblings or other siblings whose date of birth falls within the same academic year, are split between Audenshaw and another school when allocations take place, siblings will be offered a place at Audenshaw, if that is the parents wish.

**4. Children of Staff**

This will apply where a member of staff has been employed by the Governors of the school on a permanent contract for two consecutive years or more at the time at which the application for admission to the school is made.

**5. Single sex education**

The Online Application Form allows an expression of a general preference for single sex education. This must be selected at the time of application to be considered under this criterion. If the school is oversubscribed on this criterion preference will be given to pupils living nearest to the school.\*

**6. All other applications on distance**

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

\*Where oversubscription occurs in applying criterion 3, 4 or 5, 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 employs a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who received child benefit.

In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applications where the distance is the same. The random lottery will be carried out in a public place and supervised by someone independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.



## **Over-subscription Criteria for West Hill School**

The full admission arrangements can be found on the Academy website or at **[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

If the school receives more applications for places than there are places available, the criteria for over-subscription are applied to determine who should be allocated the places at the school. Children with statements of special educational needs, where West Hill is the named school, will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription for West Hill School are:

### **1. Looked After Children**

This will apply to a 'looked after child' or a child who was previously 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 from a doctor or other agency that he has exceptional needs which means that admission to West Hill School is essential, reference will normally be made to the Community Health Physician, Social Services, or the Educational Psychologist, as appropriate. Members of the school's Admission Committee will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence. Common childhood medical conditions such as asthma or giving the child's nervousness at starting a new school are unlikely to be accepted as exceptional.

### **3. Sibling**

This will apply where there are brothers attending the school at the time of application i.e. the year in which a student is applying for a place into Year 7. Preference will be given to pupils living nearest to the school.\*

Children with a sibling attending the school at the time of application.

Sibling is defined in these arrangements as children who live as brothers in the same house, including natural brothers, half brothers, adopted siblings, stepbrothers, foster brothers, the son of the parent/carer's partner and in each case living at the same address. This allows for the admittance of children

whose siblings will still be attending the preferred school. In the case where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, are split between West Hill and another school when allocations take place, siblings will be offered a place at West Hill, if that is the parents wish.

### **4. Children of staff**

This will apply where the child of a member of staff attends a Tameside primary school and where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

### **5. Single sex education**

The Online Application Form allows an expression of a general preference for single sex education. If the school is oversubscribed on this criterion preference will be given to pupils living nearest to the school.\*

### **6. All other applications on distance**

Preference will be given to pupils living nearest to the school\*

Where oversubscription occurs in applying criterion 3, 4, 5 or 6, 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 employs a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

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.

## **Over-subscription Criteria for Fairfield High School for Girls**

The full admission arrangements can be found on the Academy website or at **[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Children with statements of special educational needs where the school is named in the statement will be allocated places before the oversubscription criteria are applied. An application to Fairfield High School for Girls indicates a preference for single sex education. The criteria for over-subscription for community secondary 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 Fairfield High School is the only school that can meet the defined needs of the child. The Governing Body 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. The Governing Body will not ask for additional information. All information provided will be treated in the strictest confidence.

### **3. Sibling**

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

The sibling criterion includes; natural sisters; half-sisters; step sisters; adopted sisters; sisters 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 Fairfield High School.

The Governing Body reserves the right to give special consideration to twins, triplets or multiple birth siblings, or other siblings whose birth date falls within the same academic year to prevent breaking the sibling link.

### **4. Children attending the named partner primary school at the time of application.**

Preference will be given to pupils living nearest to the school (see list on Page 24).

### **5. All other applications on distance**

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

Distance will also be used as a tie-breaker where oversubscription occurs within any of criteria 1 to 4. Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property.

Measurements will be made using the Local Authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

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 the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the Local Authority's school admissions data mapping software.

## **Over-subscription Criteria for Copley Academy**

The full admission arrangements can be found on the Academy website or at **[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where Copley Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

### **1. Looked after children (as defined by Section 22 of the Children Act 1989) and children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**

Priority will be given to a child who is in the care of a local authority or provided with accommodation by that authority.

### **2. Medical/Social**

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 Academy is the only school that can meet the defined needs of the child. A panel from the Academy Trust 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. All information provided will be treated in the strictest confidence.

### **3. Siblings**

Whether siblings attend the school and will still be attending the school at the time of admissions. For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half-brother/sister (i.e. share one common parent)
- stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where families have a sibling attending the school at the time of the application as well as at the time of admission.

4. Children attending named partner primary schools (see lists on pages 24 and 25) at the time of application. Preference will be given to students living nearest to the school.

### **5. Distance**

How close the child lives to the school requested, with those living closest to the school getting the highest priority. The measurement between home and school will be determined by a straight line measurement from the designated seed point of the home address to the designated seed point of the school using the LA's computerised system.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Day and the start of the academic year in September, will be considered. The address must be the child's only or main residence and is either:

- owned by the child's parent(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for a majority of the school week. If the child equally shares living with both parents, the parents must inform the local authority which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.



## **Over-subscription Criteria for Roman Catholic High Schools**

The full admission arrangements can be found on the schools' websites or at **[www.tameside.gov.uk/schools/admissions/1718/vahigh](http://www.tameside.gov.uk/schools/admissions/1718/vahigh)**

If there are more applications than places, admission to St Damian's RC Science College will be subject to the oversubscription criteria in the order of priority set out below.

### **Statemented Pupils**

If the college is named in a Statement of special educational needs, the Governing Body has a duty to admit the child to the school. The duty to apply these arrangements rests with the Governors of the College. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of oversubscription criteria forming a priority order where there are more applications for admissions than the college has places available.

1. Children who are looked after or 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).
2. Baptised Roman Catholic children with exceptional medical or social needs. (Where evidence is provided from a child's doctor or other agency that he/she has exceptional needs which mean that admission to a particular school is essential, reference will be made to the Community Health Physician, Social Services, or Educational Psychologist, as appropriate. A panel of governors will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence.)
3. Baptised Roman Catholic children who live in a designated Parish.
4. Baptised Roman Catholic children who attend a designated Roman Catholic Primary School.
5. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission.
6. Other Baptised Roman Catholic children.
7. Other children with exceptional medical or social needs. (Where evidence is provided from a child's doctor or other agency that he/she has exceptional needs which mean that admission to a particular school is essential, reference will be made to the Community Health Physician, Social Services, or Educational Psychologist, as appropriate. A panel of governors will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence.)
8. Other children who will have a brother or sister attending the school at the time of admission.
9. Other children who attend a designated Roman Catholic Primary School.
10. Other children.



## PARTNER PRIMARY SCHOOLS FOR TAMESIDE COMMUNITY HIGH SCHOOLS

<b>Alder Community High School</b>	<b>Hyde Community College</b>	<b>Longdendale High School</b>
Arundale	Arundale	Arundale
Bradley Green	Bradley Green	Bradley Green
Discovery Academy	Broadbent Fold	Broadbottom C of E
Dowson	Discovery Academy	Discovery Academy
Gee Cross Holy Trinity	Dowson	Dowson
Godley	Flowery Field	Godley
Greenfield	Gee Cross Holy Trinity	Gorse Hall
Leigh	Godley	Greenfield
Mottram C of E	Greenfield	Hollingworth
Pinfold	Leigh	Mottram C of E
St George's C of E Hyde	Linden Road	Pinfold
St James' RC Hyde	Oakfield	St James' RC Hyde
St Paul's RC Hyde	Pinfold	St Paul's RC
Stalyhill Junior	St George's C of E Hyde	Stalyhill
Broadbottom C of E	St Paul's RC Hyde	Yew Tree
St John Fisher RC		
St Annes, Denton		

<b>Astley Sports College and Community High School</b>	<b>Denton Community College</b>	<b>Mossley Hollins High School</b>
Bradley Green	Audenshaw	Buckton Vale
Broadbent Fold	Corrie	Livingstone
Lyndhurst	Dane Bank	Micklehurst
Oakfield	Denton West End	Milton St John's C of E
Ravensfield	Greswell	St George's C of E
St John's C of E	Linden Road	St Joseph's RC
St Mary's RC Dukinfield	Manor Green	Millbrook
Yew Tree	Poplar Street	St Raphael's RC
	Russell Scott	
	St Anne's, Denton	
	St Stephen's C of E	

## PARTNER PRIMARY SCHOOLS FOR TAMESIDE ACADEMY HIGH SCHOOLS

New Charter	Copley	Droylsden
Arlies	Arlies	Aldwyn
Ashton West End	Buckton Vale	Audenshaw
Broadoak	Gorse Hall	Fairfield Road
Canon Burrows C of E	Millbrook	Greenside
Canon Johnson C of E	Silver Springs	Manchester Road
Holden Clough	St Paul's C of E Stalybridge	Moorside
Holy Trinity C of E	St Peter's RC	Poplar Street
Hurst Knoll	St Raphael's RC	St Anne's RC Audenshaw
Inspire Academy	Stalyhill Junior	St Mary's C of E
Parochial C of E	Wild Bank	St Stephen's C of E
Rosehill Methodist		St Stephen's RC
Silver Springs Academy		
St James' C of E Ashton		
St Peter's C of E		
The Heys		
Waterloo		

Fairfield		
Aldwyn	Gorse Hall	Rosehill
Ashton West End	Greenside	Russell Scott
Audenshaw	Greswell	Silver Springs
Bradley Green	Holden Clough	St Anne's Denton
Broadbent Fold	Holy Trinity Ashton	St Anne's R.C.
Broadoak	Hurst Knoll	St Christopher's RC
Canon Burrows	Linden Road	St James C of E
Canon Johnson	Lyndhurst	St Mary's RC Denton
Corrie	Manchester Road	St Mary's CE Droylsden
Dane Bank	Manor Green	St Peter's C of E
Denton West End	Moorside	St Stephen's RC
Dowson	Oakfield	St Stephen's C of E
Fairfield Road	Our Lady of Mount Carmel RC	Stalyhill Junior
Flowery Field	Parochial C of E	The Heys
	Poplar Street	Waterloo
	Ravensfield	Yew Tree

# THE ONLINE APPLICATION PROCESS

## What You Need To Do

1. Go to **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.** 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. Enter the '**Unique Identity Number**' (UID) as provided in your child's admission letter along with their date of birth and click on '**next**'. If you don't have the UID number click on the '**No UID**' button.
8. 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.
9. 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.

It is important that you send any supplementary information forms for each Roman Catholic high school you are applying for directly to the school, if applicable.

For a step by step walk through guide, please view the online admissions video.

For any further information please contact the School Admissions Team by emailing **schooladmissions@tameside.gov.uk** call 0161 342 4068/3204 or visit **www.tameside.gov.uk/schools/admissions**



# SCHOOL ALLOCATIONS, WAITING LISTS AND APPEALS

## National Offer Day - 1 March 2017

You may log into your online admissions account to view your allocated school on national offer day. 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 1 March 2017 to everyone who applied on time. You may therefore receive your letter one or two days after offer day. Please note that we cannot give allocation information by phone.

## School Allocation

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

- Ask to be considered for a school(s) which has places available after allocation. Please submit your response in writing to the School Admissions Team either by letter or by emailing **[schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)**
- Submit an appeal.

Please note that you will retain the place you have been allocated until you secure a place at an alternative school.

## Waiting Lists for Tameside Schools

If we have not been able to allocate you a place at

your first preference school, **you will automatically be placed on the waiting list for schools that you have ranked higher than your allocated school.** All waiting lists will be held in over-subscription criteria order and will be held until the end of the school year.

If a place becomes available at a higher ranked school than your allocated school and you are next on the waiting list, it will be allocated to you up until 1st September, unless you inform us in writing that you do not wish this to happen.

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 pupils on the waiting list until numbers fall below the published admission number.

The number of children on a waiting list for any particular school can vary from day to day. 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.

We are unable to discuss your child's position on a waiting list until mid-April, 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.

## Waiting Lists for Schools in Neighbouring Local Authorities

Parents should check with neighbouring councils for their waiting list arrangements.



## IMPORTANT CONTACTS

### The School Admissions Team

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

Admissions Advice	0161 342 3204/4068
Admissions team email: <a href="mailto:schooladmissions@tameside.gov.uk">schooladmissions@tameside.gov.uk</a>	

### Assessment, Review & Monitoring Team

Dealing with secondary school admissions for children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC Plan).

Special Educational Needs Advice	0161 342 4433
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### Neighbouring Local Authorities

For details of schools in other council areas, please contact the relevant admissions team:

Local Authority	Address	Phone Number	Appeals Number
Derbyshire	Council House, Saltergate, Chesterfield S40 1LS	01629 537 479	01629 537 479
Manchester	Integrated Admissions, PO Box 532. Town Hall, Manchester, M60 2LA	0161 245 7166	0161 245 7166
Oldham	Civic Centre, West St, Oldham, OL1 1XJ	0161 770 4213	0161 770 4213
Stockport	Education Division, Town Hall, Stockport, SK1 3XE	0845 644 4313	0161 474 3216

## Tameside Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS)

(formerly known as Parent Partnership Service)

**SENDIASS** is a confidential and impartial information, advice and support service for children, young people and their parents/carers, where the child/young person has Special Educational Needs and/or Disabilities (0-25 yrs).

The service provides factual information about special educational need processes including Health and Social Care needs in relation to education, to help children, young people and their parents/carers play an active and informed role in their education and care.

If you require information, advice and support contact:

### **SENDIASS**

**Jubilee Gardens, Gardenfold Way, Droylsden, Tameside, M43 7XU**

**Tel: 0161 342 3383**

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

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

## SPECIAL CIRCUMSTANCES FORM

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

### Criterion 2 – Exceptional Medical or Social Needs

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. You MUST 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. Please note that childcare arrangements or the short term impact of transition to high school on a medical condition will not be considered as exceptional medical or social needs. Any information provided will be treated in strict confidence and will not prejudice any school application.

### Criterion 4 – Change of Address in Year 5 or 6

When a parent has moved from further than ½ mile to an address within ½ mile of a named partner whilst their child is in year 5 or 6, and they have chosen to keep their child at their current primary school. This will be considered as an exceptional circumstance under criterion 4 provided details are given on this form together with satisfactory evidence of the house move.

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

## CHECKLIST FOR APPLICANTS

### Have You Done All You Need To Do?

#### **Please ensure that you have:**

- Read the Moving On 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 2017
- Ticked the single sex box if one or more of your preferences is for a single sex school
- 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 31 October

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



## APPENDIX

Admission arrangements for New Charter Academy

**[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Admission Arrangements for Droylsden Academy

**[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Admission Arrangements for Audenshaw School

**[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Admission Arrangements for West Hill School

**[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Admission Arrangements for Fairfield High School for Girls

**[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Admission Arrangements for Copley Academy

**[www.tameside.gov.uk/schools/admissions/1718/academies](http://www.tameside.gov.uk/schools/admissions/1718/academies)**

Admission Arrangements for Roman Catholic High Schools

**[www.tameside.gov.uk/schools/admissions/1718/vahigh](http://www.tameside.gov.uk/schools/admissions/1718/vahigh)**

Admission Arrangements for Community High Schools

**[www.tameside.gov.uk/schools/admissions/1718/community](http://www.tameside.gov.uk/schools/admissions/1718/community)**



## Supplementary Information Form for Applications to a Roman Catholic High School(s) in the area of Tameside MBC

If your child is a **Baptised Roman Catholic** please complete this form and  
**send a copy to each Tameside Catholic High School** for which you wish your child to be considered.

### Name of school(s)

Please tick each school for which you wish your child to be considered:

All Saints Catholic College ☐ St Damian's R.C College ☐ St Thomas More R.C. College ☐

**Child's Name:** ..... **Date of birth:** .....

Please complete **ONLY ONE** of the four sections below:

### Section 1

My child attended ..... Catholic Primary school where his/her  
baptismal details were checked on application.

### Section 2

I attach a photocopy of my child's baptismal certificate (please tick) ☐

### Section 3

My child's baptismal record was not checked by his/her primary school and we do not have a baptismal  
certificate.

Church where baptism took place: .....

Address:.....

.....

.....

Date of Baptism: .....

Name of Priest/Deacon who baptised the child (if known): .....

### Section 4

My child was christened / baptised in another Christian tradition but has made his/her first Holy Communion in  
..... Catholic Church on ..... (approx date)

The priest involved was: .....

**Signed:** ..... **Parent/Carer** **Date:** .....

**The Governors reserve the right to request further information if applicable**

PLEASE RETURN A COPY OF THIS FORM

**BY THE CLOSING DATE, DIRECT TO EACH SCHOOL FOR WHICH YOU WISH TO BE CONSIDERED**