

Get the Facts...

Moving On 2019

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 schools to consider, including special schools for pupils with 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 Head teachers 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 oversubscription criteria are included along with the number of applications each school received in the last year.

You can apply anytime from 1 September 2018. You will need to complete an online application which is quick and easy to use (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.

In order to maximise your chances of being offered one of your preferred schools you must submit an application with any required documents on time and your child must meet the admissions criteria of the school to be offered a place. The application closing date is **31 October 2018**.

If you have any queries regarding the admissions process, send an email to schooladmissions@tameside.gov.uk or telephone a member of our Admissions Team on 0161 342 3204/3214/4068/3208/3226 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 Leanne Feeley
(Executive Member, Life Long Learning)

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DATES TO REMEMBER

1 September 2018	Web page made available for applications online.
25 September – 4 October 2018	School open evenings - see tables on next page
31 October 2018	Closing date for submitting your application.
16 November 2018	Final date by which changes to applications (due to exceptional circumstances) can be accepted.
1 March 2019	National Offer Day – On this date, all school place offers will be communicated to parents. Waiting lists for individual schools open.
Mid-April 2019	Waiting lists are established.
From week commencing 18 March 2019	Second round of allocations for late applications received after 31 October 2018 . Further offers made from this date are subject to places becoming available.
29 March 2019	Closing date for returning appeal forms.
From week commencing 20 May 2019	Third round of allocations for late applications received by 19 May 2019 . Further offers made from this date are subject to places becoming available.
From May 2019	Appeals are heard by the Independent Appeal Panel.
September 2019	Children start school.
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 DATES AND TIMES 2018

School Name	Open Evening	Time
Alder Community High School (Community)	Thursday 27 September	6.45pm - 9pm
All Saints Catholic College (Voluntary Academy)	Wednesday 26 September	6:30pm - 8.30pm
Audenshaw School (Academy)	Wednesday 3 October	6pm - 8pm
Copley Academy (Academy)	Wednesday 3 October	6.30pm - 8.30pm
Denton Community College (Community)	Tuesday 2 October	7pm - 9pm
Droylsden Academy (Academy)	Thursday 27 September	6pm - 8.30pm
Fairfield High School for Girls (Academy)	Wednesday 3 October	6pm - 8pm
Great Academy Ashton (Academy)	Tuesday 2 October	6.30pm – 8.30pm
Hyde Community College (Community)	Thursday 4 October	6:45pm - 8pm
Laurus Ryecroft High School (Free School)	Thursday 4 October	6pm - 8.30pm
Longdendale High School (Academy)	Thursday 4 October	6pm - 8.30pm
Mossley Hollins High School (Community)	Tuesday 25 September	6pm - 9pm
Rayner Stephens High School (Academy)	Tuesday 25 September	6pm - 8.30pm
St Damian's RC Science College (Voluntary Aided)	Monday 1 October	5.30 - 8pm
St Thomas More RC College (Voluntary Aided)	Thursday 27 September	6:30pm - 8:30pm
West Hill School (Academy)	Thursday 27 September	6pm - 8pm

Community Special Schools (for pupils with Education Health Care Plans)

Please contact the special schools direct for details of their open days:

School Name	Contact Details
Cromwell High School (Special)	Yew Tree Lane, Dukinfield SK16 5BJ Phone: 0161 338 9730
Samuel Laycock School (Special)	Ashton Campus, Broadoak Road, Ashton OL6 8RF Phone: 0161 344 1992
Thomas Ashton School (Special)	Bennett Street, Hyde SK14 4SS Phone: 0161 368 6208

SECTION 1: BEFORE YOU MAKE YOUR APPLICATION

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

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

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

MAXIMISE YOUR CHANCE

1. Apply on time

The closing date is 31 October 2018.

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

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

Notification of places offered will be made on 1 March 2019 (unless your application is late).

2. Use all preferences

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

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

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

3. Choose wisely

Consider the school's oversubscription criteria.

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

Don't assume that your child will get priority because they attend a primary school within the area of the secondary school.

SELECTING YOUR PREFERRED SCHOOL

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

Think carefully about your preferences

The number of preferences that you can make on your application is limited. You need to be realistic in making your preferences. If your child is unlikely to meet the criteria, you may not receive an offer at any of your preferred schools. This could happen if you live too far away from the schools or if you name a faith school and are not baptised in the relevant faith. It is therefore important to understand the order in which places are allocated if a school is oversubscribed by reading the admission policy for the school - see Sections 8, 9 and 10.

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

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

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

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

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

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

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

Changing Your Preferences or Changing the Order

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

Early or Late Transfer to Secondary School

It is very unusual for children not to transfer to secondary school at the end of Year 6. You can make a request for deferred or accelerated entry (to start a year later or earlier at secondary school) in very exceptional circumstances. If you feel that your child should be considered for early or late transfer to secondary school, you should first discuss this with the head teacher at your child's primary school. The head teacher will then contact the admissions team to talk about your circumstances. In all cases the individual child's educational and social development needs would be considered and a judgement made of what is best for the child both now and in the long-term.

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 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 section 18), if applicable and return to each relevant school.



SECTION 2: MAKING AN APPLICATION

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

HOW TO APPLY FOR A YEAR 7 SCHOOL PLACE

If you live in Tameside and your child is due to start Year 7 in September 2019, you must apply online at:
www.tameside.gov.uk/admissions.

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

The online facility is available from **1 September 2018 to midnight on 31 October 2018**.

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

You can change the information online at any time until the closing date, remembering to re-submit if you reopen your account for any reason. Once submitted and downloaded by us after 31 October 2018 you will need to contact the admissions team to make any changes.

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

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

Email:

Password:

If you have any difficulties in using the system, contact the School Admissions Team on:
0161 342 3204/3214/4068/3208/3226 between 10am and 2pm (Monday-Friday) or email
schooladmissions@tameside.gov.uk.

You can use the online form to apply for a voluntary aided (faith/church) school, an academy, a free school or a school in another Local Authority area, but you must remember to provide any additional supporting documents or information as required by that school's oversubscription criteria. The supporting documents and information must be sent directly to the school clearly stating your child's name, address and date of birth.

Independent Schools

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

Home Education

It is a parental right to educate a child at home. The council would seek to assess and approve the provision being made by the parent. Please telephone 0161 342 4092 for more details about home education.

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 stating your child's name, date of birth, address and the schools you want us to measure to.

The Co-ordinated Admissions Scheme

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

Parents can express a preference for up to six schools. These schools can be in or out of Tameside. If you live outside Tameside you should complete the form from your home local authority, even if you wish to apply for a Tameside school.

We will allocate places at Tameside high schools using the criteria in Sections 8, 9 and 10 for oversubscribed schools.

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

SPECIAL EDUCATIONAL NEEDS (SEN)

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

All children with an 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

Who decides which school a child with an EHCP 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 EHCP - 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. 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 in section 15. After the amended EHCP has been issued parents / carers are able to contact the Caseworker to discuss the reasons for the council naming the school in the EHCP. If necessary a meeting may be arranged to discuss the EHCP further if parents / carers are still not happy with the school named in the EHCP.

In parallel to this parents / carers are advised in the letter which is issued with the amended EHCP how to appeal to the SEN & Disability Tribunal (this needs to be within 8 weeks of the EHCP 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.

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 an EHCP.
- 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 EHCP 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
- 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 EHCP 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 EHCP to access this provision, and be regarded to have the 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:

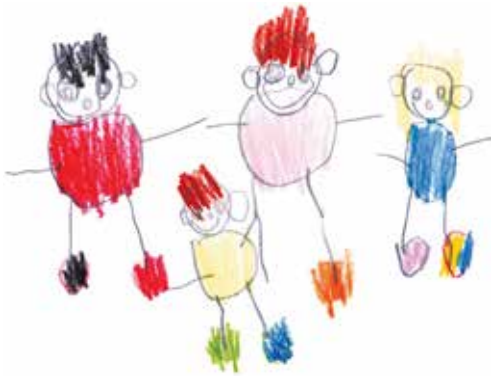
- **Cromwell School** – for children with severe, profound and multiple learning difficulties and autism with LD
- **Thomas Ashton School** – for children with behavioural, emotional and social difficulties
- **Samuel Laycock School** – for children with significant moderate learning difficulties and autism
- **ASC (Autistic Spectrum Condition) Resource Base at Samuel Laycock School**

Children must have an EHCP to access this provision.

The chart below sets out the key actions during Year 6 for pupils with an EHCP.

When?	What Will Happen?
Autumn term 2018	Parents have the opportunity to visit secondary school open evenings. * Parents complete an Application.
Spring term 2019	The council considers <ul style="list-style-type: none">• the review documents from Year 5,• parental preference indicated on the Common Application Form,• any discussions with parents and• consultation feedback from potential secondary schools• the requirements of the SEN Code of Practice• And then issues an EHCP before 15 February 2019. This will 'name' the Year 7 placement.
Summer term 2019	Parents will work with school to prepare for transition to secondary school

* Parents / carers of children with an EHCP 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.



SENDIASS

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

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

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

Contact details



0161 342 3383



sendiass@tameside.gov.uk



www.tameside.gov.uk/sendiass

SENDIASS

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

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



Do you have concerns about your child's development?

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

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

We are here to help.

www.tameside.gov.uk/localoffer

COMPLETING THE ONLINE APPLICATION FORM

Your Child's Details

Enter your child's details ensuring that the address, postcode and date of birth are correct so that we can process your application accurately. It is essential that this information is correct. We regularly check addresses and if they are not correct we may have to withdraw our offer of a school place. The address you give us should be the child's permanent address at the time of application. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline applies (see sections 2 and 13). If you are moving within Tameside, you must still make your application by the deadline.

Home Address

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

An intention to change address cannot be considered by the council until proof is available. You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address. Further information about proof of address can be found in section 13 of this booklet.

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

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

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

Parents Who Live Separately

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

Who is a Parent?

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

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

Please indicate in the appropriate place if your child has an education, health and care plan (EHCP). Please name the local authority dealing with your child.

Looked After Children (LAC)

The School Admissions Code 2012 requires that schools' 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.

Your Details

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

Your Preferences

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

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

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

We strongly recommend you use your options of listing six schools. There is no advantage in listing only one school.

If you choose to list just one school and your application is unsuccessful, you will have no say in the school you are allocated to. You could be allocated a school some distance from your home if nearer schools are oversubscribed.

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

If 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.

Your Reasons for Applying for Each of Your Preferences

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

Siblings (Brothers and Sisters)

It is important to show on the form if there will be a brother or sister at the school when your child starts. Add the names of any brothers or sisters that attend the school and their date of birth in the appropriate place. By sibling, we mean a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, sisters and brothers of fostered children or the child of the parent/carer's partner but in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend the same school however this may not be a preference school named on the application.

Confirmation

In this section you are confirming that all the information you have provided is correct as at the time of application and you have not deliberately given any false information. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline – 16 November 2018 applies.

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

Multiple Applications

Tameside council can only accept one application per child. If applications are received from both parents which are not the same we expect parents to agree which application to use and inform School Admissions in writing (and signed by both parents) before the closing date. If we do not receive this confirmation by the closing date, we will accept the application of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

Supplementary Information Forms

Some schools request additional information from parents and will require a Supplementary Information Form (SIF) as well as the on-line application. SIFs are obtainable from the school and should be returned to the school concerned. SIFs will not be considered on their own. The schools must also be listed on your application. The SIF for applications to a Roman Catholic high school in Tameside is included in section 17 of this booklet.

Special Circumstances Form

You must use this form to provide evidence if you have exceptional medical or social needs which you would like to be taken into account with your application. Your application will be considered under criterion 2 provided satisfactory evidence is given on the Special Circumstances Form.

The Special Circumstances Form can be found in section 16 of this booklet.

Amending/Reviewing Online Applications

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

Data Protection Act and General Data Protection Regulation (GDPR)

The council maintains a register entry in respect of education which includes the administration relating to pupils. All personal information will be held in accordance with the new GDPR legislation and 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.

SUBMITTING YOUR APPLICATION

The closing date for receipt of your application is **31 October 2018**. Before you submit your application please check that you:

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

Moving into Tameside BEFORE the Allocation Process

If you move into Tameside after the closing date, but before 16 November 2018, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 31 October 2018. (See section 13 for more information on proof of address).

If you move into the area after 16 November 2018 your application will only be considered as a late application and will be processed with other late applications in subsequent rounds of allocations commencing from 18 March 2019.

Applying for a School Place AFTER the Allocation Process

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

Changing your Application Information

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

How Late Changes of Preference are dealt with

Once parents have submitted their application, they cannot change preferences after the closing date except in exceptional circumstances, for example, a recent change of address for which proof will be required. No changes can be made to preferences or student details after 16 November 2018, even where there are exceptional circumstances, because the allocations process has started.

What Happens if my Application is Late?

Late applications received after the closing date of 31 October 2018 will only be considered after all applications received by the closing date. This means it is much more likely you will not get a place at your preferred school, as the places may already have been given to other children.

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

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

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

Calls to the School Admissions Team

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

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

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

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



THE ONLINE APPLICATION STEP BY STEP

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

Email:

Password:

Security Question:

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

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

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 any further information please contact the School Admissions Team by emailing schooladmissions@tameside.gov.uk call 0161 342 3204/3214/4068/3208/3226 or visit www.tameside.gov.uk/schools/admissions.

SECTION 3: HOW APPLICATIONS ARE PROCESSED

This section tells you how school places are allocated.

Who Decides Who is Offered Places?

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

The schools within each school type category that make school offer decisions in Tameside are as follows:

Community Schools - The council decides who is offered school places and sets the oversubscription criteria for the school. There are 4 community secondary schools in Tameside:

- Alder Community High School
- Denton Community College
- Hyde Community College
- Mossley Hollins High School

Academies and Voluntary Aided Schools - The governing bodies of the following schools are the admission authorities for their schools and they set and publish their own oversubscription criteria as well as decide which children to allocate places to. Tameside Council informs applicants of the decisions of these schools:

Academies:

- Great Academy Ashton
- Copley Academy
- Droylsden Academy
- Fairfield High School (girls)
- Audenshaw School (boys)
- Longendale High School
- Rayner Stephens High School
- West Hill School (boys)

Voluntary Aided (VA) Schools:

- All Saints Catholic College (a voluntary academy school)
- St Damian's RC Science College
- St Thomas More RC College

Free School:

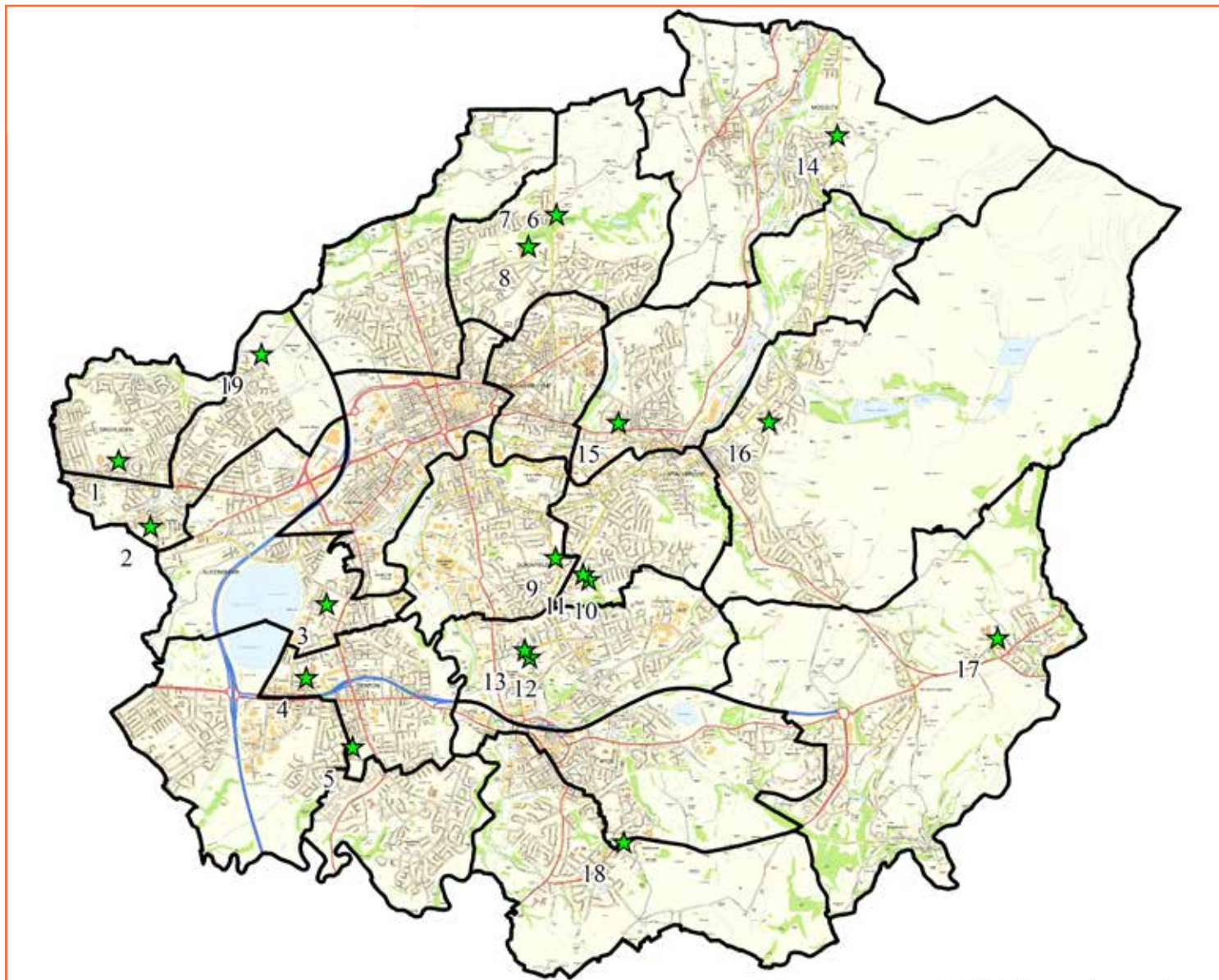
- Laurus Ryecroft School

Laurus Ryecroft is a brand new 11-18 secondary free school. The non selective and non denominational school opened in temporary buildings in September 2018. The new building is expected to be completed for September 2019.

Special Schools

There are three community special schools to meet the needs of pupils with an EHCP. Each special school is designated to meet the needs of pupils with specific needs. Admission is through an EHCP where the school is named.

TAMESIDE SECONDARY SCHOOLS LOCATIONS



1. Droylsden Academy	M43 6QD	11. Cromwell Special School	SK16 5BJ
2. Fairfield High School for Girls	M43 6AB	12. Hyde Community College	SK14 4SP
3. Audenshaw School	M34 5NB	13. Thomas Ashton Special School	SK14 4SS
4. Denton Community College	M34 3NG	14. Mossley Hollins High School	OL5 9DP
5. St Thomas More Roman Catholic College	M34 6AF	15. West Hill School	SK15 1LX
6. St Damian's RC Science College	OL6 8BH	16. Copley Academy	SK15 3RR
7. Great Academy Ashton	OL6 8RF	17. Longendale High School	SK14 8LW
8. Samuel Laycock Special School	OL6 8RF	18. Alder Community High School	SK14 5NJ
9. All Saints Catholic College	SK16 5AP	19. Laurus Ryecroft High School	M43 7LJ
10. Rayner Stephens High School	SK16 5BL		

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 head teacher and from the Council's nominated Educational Psychologists.

If you are applying for a place at a voluntary-aided school or academy, you must complete the school's supplementary information form (if they have one) and also submit an application online to the council for a school place. You must return the completed supplementary information form directly to the school to enable the governing body to assess your application correctly.

Please note that the supplementary information form (SIF) is not an application form, but it is an important part of the process. You can obtain copies of SIFs from the council's website or from the school. The SIF for the Tameside Roman Catholic high schools is included in section 17 of this booklet.

The oversubscription criteria are also known as admission criteria. You will find the oversubscription criteria for Tameside community high schools in section 8 of this booklet. The criteria for all other schools vary depending on the type of school you are applying for and can be found in sections 9 and 10.

Partner Primary Schools

In September 2015 the community high schools and some of the academy high schools nominated partner primary schools. Children attending partner primary schools will be given priority in the relevant partner high schools' over subscription criteria. Partner primary schools are listed in the tables in sections 11 and 12. 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/1920/consultation

How School Places are Allocated

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

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

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

Note: Most Tameside high schools receive more applications than they have places available and use admissions oversubscription criteria to determine who can be offered a school place. All over-subscribed schools will offer places using the criteria listed in sections 8, 9 and 10. Please refer to the relevant schools' websites for details and complete and return supplementary information forms as required by the deadline stipulated by the school.

Distance Measurement

For admission purposes, we measure distance in a straight line from the child's home address using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. The straight line measurement is used purely as a tie-breaker; it has no relevance to how you would walk to the school. Distance is not measured using Google or other similar tools.



SECTION 4: APPLICATION OUTCOME

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

National Offer Day - 1 March 2019

If you live in Tameside and have applied online, you will be able to access the school admissions website from 12.30am on the morning of 1 March 2019 and see where we have been able to offer your child a school place. Please use the email address and password you used to make your original application to access your online account. Unfortunately the Admissions Team are unable to access your security details, including your secret question. A link is available on your online account to reset forgotten passwords.

Offer letters are posted on 1 March 2019 to everyone who applied on time. You may therefore receive your letter one or two days after offer day. Please note that decisions will not be given over the telephone.

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

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

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

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

School Waiting Lists

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

Waiting Lists for Tameside Schools (until 31 August 2019)

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

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

We are unable to discuss your child's position on a waiting list until mid-April 2019, approximately two weeks after the appeals closing date. The School Admissions Team will write to you if a place has become available and subsequently allocated to your child. There is no need to telephone to find out your child's position.

In Year Transfer Waiting Lists (from September 2019)

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

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

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

If the appeals process leads to the admission of pupils beyond the published admission number, any places which are given up later will not be offered to those on the waiting list until the number in the year group falls below the Published Admission Number.

Waiting Lists for Schools in Neighbouring Local Authorities

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

Appeals

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

To appeal for a place at a Tameside school you should complete a form online or write a letter and return it to the Democratic Services Dukinfield Town Hall, King Street, Dukinfield SK16 4LA, by 29 March 2019, stating your grounds for appeal. Any appeals received after this date may be heard after others for that particular school. If you are appealing for a voluntary aided school or academy your appeal will be forwarded to the relevant school. You can only appeal for a school for which you have expressed a preference and have been refused.

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

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

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

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

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

Whilst you are awaiting your appeal it is important that you consider alternative schools in case your appeal is unsuccessful. Similarly it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal, and will prevent your child from missing out on a school altogether. If you wish to appeal for a school in another Local Authority area, you should contact the Admissions Team in that LA for advice. The appeal panel's decision is binding on the council and on parents/carers. Full details about the appeals process can be found at www.tameside.gov.uk/schools/admissions.

SECTION 5: ALLOCATION STATISTICS

This section shows how places were allocated on offer day in March 2018

LIST A – COMMUNITY HIGH SCHOOLS

The furthest distance at initial allocation varies year on year.

School Name	Head Teacher	Published Admission Number 2019	Number on roll in Jan 2018	Number of Request 2018	Furthest Distance at Initial allocation (miles) 2018	School Hours
Alder Community High School, Mottram Old Road, Hyde SK14 5NJ	Mr R O'Regan Tel: 368 5132	180	773	457	1.22*	8:20am - 2:45pm
Denton Community College, Taylor Lane, Denton M34 3NG	Mr G Rule Tel: 336 2219	330	1285	556	2.247**	8:40am - 2:50pm
Hyde Community College, Old Road, Hyde SK14 4SP	Mrs A Radcliffe Tel: 366 7533	240	1002	390	N/A	9:00am - 3:00pm
Mossley Hollins High School, Huddersfield Road, Mossley OL5 9DP	Mr S Marshall Tel: 01457 832491	180	796	480	2.227**	8:45am - 3:00pm (2:30pm Friday)

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

** Last distance admitted under criterion 5 (All other applications on distance)

LIST B - ROMAN CATHOLIC HIGH SCHOOLS (VOLUNTARY AIDED – DENOMINATIONAL)

School Name	Head Teacher	Published Admission Number 2019	Number on roll in Jan 2018	Number of Request 2018	Furthest Distance at Initial allocation (miles) 2018	School Hours
All Saints Catholic College, A Voluntary Academy Birch Lane, Dukinfield SK16 5AP	Mrs L Emmett Tel: 338 2120	150	606	216	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	808	598	2.845+	9:00am - 3:25pm
St Thomas More RC College, Town Lane, Denton M34 6AF	Mr H Brophy Tel: 336 2743	150	761	522	2.11+	8:45am - 3:00pm

+ Last distance admitted under criterion 6

LIST C – ACADEMIES

School Name	Head Teacher	Published Admission Number 2019	Number on roll in Jan 2018	Number of Request 2018	Furthest Distance at Initial allocation (miles) 2018	Academy Start Time
Audenshaw School (boys) Hazel Street, Audenshaw M34 5NB	Mrs J Saw Tel: 336 2133	210	1109	405	N/A	8:20am
Copley Academy, Huddersfield Road, Stalybridge SK15 3RR	Mrs S Gregory Tel: 338 6684	165	712	305	N/A	8:40am
Droylsden Academy Manor Road, Droylsden M43 6QD	Mr P Wilson Tel: 301 7600	180	876	474	2.338**	8:30am
Fairfield High School (girls) Fairfield Avenue, Droylsden M43 6AB	Mr B Hesketh Tel: 370 1488	195	972	511	2.227*	8:15am
Great Academy Ashton Broadoak Road, Ashton-under-Lyne OL6 8RF	Mrs J Langley Tel: 241 9555	270	1269	305	N/A	8:30am
Longdendale High School Spring Street, Hollingworth, Hyde SK14 8LW	Mrs A Jones Tel: 01457 764006	180	781	510	2.198**	8:30am
Rayner Stephens High School (formerly Astley Sports College) Yew Tree Lane, Dukinfield SK16 5BL	Ms F Beach Tel: 338 2374	180	642	264	N/A	8:45am
West Hill School (boys) Thompson Cross, Stalybridge SK15 1LX	Mr A F Harrison Tel: 338 2193	170	837	439	0.213***	8:45am

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

** Last distance admitted under criterion 5 (Distance)

*** Last distance admitted under criterion 6 (Distance)

LIST D – FREE SCHOOL

School Name	Head Teacher	Published Admission Number 2019	Number on roll in Jan 2018	Number of Request 2018	Furthest Distance at Initial allocation (miles) 2018	Academy Start Time
Laurus Ryecroft Cryer Street Droylsden M43 7LF *	Mr M Vevers Tel: 0161 485 7201	150	N/A	377	1.674*	Refer to website: www.laurus-ryecroft.org.uk

* Last distance admitted under criterion 5

LIST E – COMMUNITY SPECIAL SCHOOLS

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

School Name	Head Teacher	School Designated to meet the needs of pupils with:	School Hours
Cromwell School Yew Tree Lane, Dukinfield SK16 5BJ	Ms J Breakwell Tel: 338 9730	Severe, profound and multiple learning difficulties	8:50am - 3:15pm
Thomas Ashton School Bennett St, Hyde SK14 4SS	Mr R Elms Tel: 368 6208	Emotional, behavioural and social difficulties	9:15am - 2:45pm
Samuel Laycock School Ashton Campus, Broadoak Rd, Ashton-under-Lyne OL6 8RF	Ms A O'Brien Tel: 344 1992	Significant moderate learning difficulties	9:10am - 3:20pm

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.

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 here www.tameside.gov.uk/education/transport/5-16policy.

Bus passes will be issued to pupils meeting one of the following eligibility criteria:

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 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 downloaded from the Tameside Council website at 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, ring the council call centre on 0161 342 8355 or call in to one of the council's customer services offices.



SECTION 7: SCHOOL ADMISSION ARRANGEMENTS

The determined admission arrangements for a school are the full set of arrangements which set out how a school will admit pupils. This includes the published admission number (the maximum number of pupils intended to be admitted to the relevant year group), the oversubscription 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/1920/consultation.

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 at the time of application 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. See section 13 for more information on moving house and proof of address.

Tie-Breaker

If a school is oversubscribed within any of the criteria, priority will be given to those children living nearest to the school. In the event of distances being the same for 2 or more applicants where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

Parent

Throughout this guide the term 'parent' includes:

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

Admission Arrangements for New Academy Status Schools

Admission Arrangements are set approximately 18 months in advance. Therefore the first opportunity for schools having attained academy status during the admission year 2017 – 2018 to consult on changing their admission arrangements is between 1st October 2018 and 31st January 2019. The new arrangements will commence in September 2020.

Schools having recently attained academy status should continue to use the current admission arrangements and associated oversubscription criteria until they have consulted upon and subsequently adopted their relevant academy admission arrangements.

SECTION 8: OVERSUBSCRIPTION CRITERIA FOR COMMUNITY HIGH SCHOOLS

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

A list of all Tameside community high schools, with their respective Published Admission Numbers, can be found at www.tameside.gov.uk/schools/admissions/1920

Children with EHCPs where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for community high 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 common application form.

4. Children attending the named partner primary school on the closing date for applications.

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

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.

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.



SECTION 9: OVERSUBSCRIPTION CRITERIA FOR ACADEMY HIGH SCHOOLS

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

Oversubscription Criteria for Great Academy Ashton

The full admission arrangements can be found on the Academy website and at www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Children with EHCPs where the Academy is named 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. ¹
- b) **Children and families with exceptional medical or social needs.** ²
- c) **Sibling** - this will apply where there are brothers or sisters attending the school at the time of admission. ³
- d) **Children attending named partner* primary schools** 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. ⁴

- 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.

Notes:

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 criterion 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 (as defined in the introduction to the TMBC Moving On booklet, "We're Here to Help"). 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, 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.

Oversubscription Criteria for Droylsden Academy

The full admission arrangements can be found on the Academy website and at www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

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

1. The published admission number for Year 7 is 180 students.
2. 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.
3. After the admission of students with EHCPs where the Academy is named, the criteria will be applied in the following order:

a) Looked After Children. ¹

b) Children and families with exceptional medical or social needs. ²

c) 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.

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. ³

d) Children attending named partner primary schools at the time of application. Preference will be given to students living nearest to the school. ⁴

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, 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.

Notes:

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 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.

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 (as defined in the introduction to the TMBC Moving On booklet, "We're Here to Help"). 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.

Oversubscription Criteria for Audenshaw School

The full admission arrangements can be found on the Academy website and at www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

If the school receives more applications for places than there are places available, the criteria for oversubscription are applied to determine who should be allocated the places at the school. Children with EHCPs, where Audenshaw School is the named school, will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for Audenshaw School are:

1. **Children in Public Care** (Looked After Children/Previously Looked After) as per the Admissions Code December 2014.
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 a particular school is essential, reference will normally be made to the Community Health Physician, Social Services, 6 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 students living nearest to the school.*

Sibling is defined in these arrangements as children who live as siblings in the same house, including natural siblings, half siblings, adopted siblings. step siblings and foster siblings, 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 students 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, 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 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.

Oversubscription Criteria for West Hill School

The full admission arrangements can be found on the Academy website or at

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

If the school receives more applications for places than there are places available, the criteria for oversubscription are applied to determine who should be allocated the places at the school. Children with Educational, Health Care Plans, where West Hill is the named school, will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription 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 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.

Oversubscription Criteria for Fairfield High School for Girls

The full admission arrangements can be found on the Academy website and at:

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Children with an Education, Health and Care Plan (EHC) where the school is named 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 oversubscription 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. Siblings.** 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 feeder primary schools in Tameside.** Preference will be given to pupils living nearest to the school. Please note this has changed from children attending primary schools in Tameside to comply with recent changes to educational legislation.
- 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.

Oversubscription Criteria for Copley Academy

The full admission arrangements can be found on the Academy website or at:

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

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 EHCPs where Copley Academy is named, 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. Partner Primary Schools. Children attending named partner primary schools (please see list in section 12) 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. *

* 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 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.

Oversubscription Criteria for Laurus Ryecroft Academy

The full admission arrangements can be found on the Academy website at:

www.laurusryecroft.org.uk/wp-content/uploads/Laurus-Ryecroft-Admissions-Policy-2018-19-a.pdf

When Laurus Ryecroft is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1. Looked after children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. ¹
- 2. Medical/Social.** Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's medical or social needs cannot be considered.
- 3. Siblings.** Priority will next be given to the siblings of pupils attending Laurus Ryecroft at the time the application is received.
- 4. Children of staff.** Priority will next be given to the children of staff employed by Laurus Ryecroft who have been recruited to fill a skill-shortage area.
- 5. Other children**

Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

Notes

1. 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).

Oversubscription Criteria for Longendale High School and Rayner Stephens High School

The full admission arrangements can be found on the Academy website or at:

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

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 EHCPs where the Academy is named, the criteria will be applied in the order in which they are set out below:

- 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. 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)
- 4. Children attending named partner primary schools on the closing date for applications.** Preference will be given to students living nearest to the school (Note 4 and Appendix 1)
- 5. 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 5)

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 Trustees/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 (as defined in the introduction to the TMBC Moving On booklet, "Moving On"). The Trust 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, 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.

Note 5

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.

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.

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.

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

SECTION 10: OVERSUBSCRIPTION CRITERIA FOR ROMAN CATHOLIC HIGH SCHOOLS

Where applications for admission to Roman Catholic high schools exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

The full admission arrangements can be found on the school website or at:

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Oversubscription Criteria for All Saints Catholic College (A Voluntary Academy)

If there are more applications than places, admission will be subject to the criteria in the order of priority set out below. If the school is named in an EHCP, 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 admissions criteria forming a priority order where there are more applications for admissions than the college has places available.

- 1. Baptised Roman Catholic children who are looked after** and 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 who are looked after** and 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).
- 8. 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.)
- 9. Other children who will have a brother or sister attending the school at the time of admission.**
- 10. Other children who attend a designated Roman Catholic Primary School.**
- 11. Other children.**

Tie breaker definition - If in any category there are more applications than places available, priority will be given on the basis of proximity 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 employs a Geographical Information System based on Ordnance Survey. 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.

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.

Designated Parishes (Criterion 3)

The Designated Parishes are:

- St Peter's and St Raphael's, Stalybridge
- St Mary's, Dukinfield
- St Paul's, Hyde
- St James, Hattersley

Maps showing Parish boundaries can be consulted in the appropriate parish.

Designated Primary Schools (Criteria 4 and 10)

The Designated Primary Schools are:

- St Raphael's RC Primary School, Millbrook
- St Peter's RC Primary School, Stalybridge
- St Mary's RC Primary School, Dukinfield
- St Paul's RC Primary School, Hyde
- St James' RC Primary School, Hattersley

Notes

- a) The governing body is the admissions authority. The admissions committee is composed of the following governors: chair of governors, parish priest, head teacher, parent governor and independent clerk.
- b) All applications for entry into Tameside schools in 2018 should be completed online and copies of "Moving On" will be available via download from the Tameside website. The online application process will enable parents to apply for up to 6 schools as equal preference. The closing date for all applicants is 31 October 2018. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors' decision by the LA on 1 March 2019. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

- d) “Roman Catholic” means a person/child who has been baptised into the Roman Catholic faith. Parents who wish their application to be considered under criteria 1-6 are required to submit a supplementary information form with their application which is available from the high school or the Local Authority.
- e) The term ‘brothers and sisters’ will be taken to include step brothers and sisters, foster children and children of partners living in the same household. In cases where twins, triplets or other multiple birth siblings would be split between All Saints Catholic College and another school when allocations take place, siblings will be offered at place at All Saints Catholic College, if that is the parents’ wish.
- f) Late applications will be considered after all those that were received by the deadline.
- g) Parents are asked to read and confirm receipt of the Governors’ published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- h) **Waiting List:** If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until the end of the autumn term 2019 for those parents who have submitted an appeal or who have opted to go on the list. 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 or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

Oversubscription Criteria for St Damian’s RC Science College

The full admission arrangements can be found on the school website or at:

www.tameside.gov.uk/school/admissions/1920/admissionarrangementsforRCVAHighSchools19-20

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.

If the college is named in an EHCP, 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.

Tie Breaker Definition - If in any category there are more applications than places available, priority will be given on the basis of proximity 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 employs a Geographical Information System based on Ordnance Survey. 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.

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.

Designated Parishes (Criterion 3)

The Designated Parishes for St Damian's RC Science College are:

- St Joseph's, Mossley
- St Anne's, Ashton
- St Stephen's, Droylsden
- St Christopher's, Ashton

Maps showing Parish boundaries can be consulted in the appropriate parish.

Designated Primary Schools (Criteria 4 and 9)

The Designated Primary Schools for St Damian's RC Science College are:

- St Christopher's RC Primary School, Ashton
- Our Lady of Mount Carmel RC Primary School, Ashton
- St Stephen's RC Primary School, Droylsden
- St Joseph's RC Primary School, Mossley

Notes

- a) The governing body is the admissions authority. The admissions committee is composed of the following governors: chair of governors, parish priest, head teacher, parent governor & independent clerk.
- b) All applications for entry into Tameside schools in 2019 should be completed online and copies of “Moving On” will be available via download from the Tameside website. The online application process will enable parents to apply for up to 6 schools as equal preference. The closing date for all applicants is 31 October 2018. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors’ decision by the LA on 1 March 2019. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- d) “Roman Catholic” means a person/child who has been baptised into the Roman Catholic faith. Parents who wish their application to be considered under criteria 1-6 are required to submit a Supplementary Information Form (SIF) with their application which is available from the high school or the Local Authority.
- e) The term ‘brothers and sisters’ will be taken to include step brothers and sisters, foster children and children of partners living in the same household. In cases where twins, triplets or other multiple birth siblings would be split between St Damian’s RC Science College and another school when allocations take place, siblings will be offered a place at St Damian’s RC Science College, if that is the parents’ wish.
- f) Late applications will be considered after all those that were received by the deadline.
- g) Parents are asked to read and confirm receipt of the Governors’ published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- h) **Waiting List:** If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until the end of the autumn term 2019 for those parents who have submitted an appeal or who have opted to go on the list. 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 or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

Oversubscription Criteria for St Thomas More RC College

The full admission arrangements can be found on the school website or at:

www.tameside.gov.uk/school/admissions/1920/admissionarrangementsforRCVAHSchools19-20

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

If the college is named in an EHCP, 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.**

Tie breaker definition - If in any category there are more applications than places available, priority will be given on the basis of proximity 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 employs a Geographical Information System based on Ordnance Survey. 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.

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.

Designated Parishes (Criterion 3)

The Designated Parishes are:

- St Mary & St John Fisher, Denton
- St Anne's, Audenshaw
- Holy Family, Denton

Maps showing Parish boundaries can be consulted in the appropriate parish.

Designated Primary Schools (Criteria 4 and 9)

The Designated Primary Schools are:

- St Anne's RC Primary School, Audenshaw
- St Mary's RC Primary School, Denton
- St John Fisher RC Primary School, Haughton Green

Notes

- a) The governing body is the admissions authority. The admissions committee is composed of the following governors: chair of governors, parish priest, head teacher, parent governor & independent clerk.
- b) All applications for entry into Tameside schools in 2019 should be completed online and copies of "Moving On" will be available via download from the Tameside website. The online application process will enable parents to apply for up to 6 schools as equal preference. The closing date for all applicants is 31 October 2018. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors' decision by the LA on 1 March 2019. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- d) "Roman Catholic" means a person/child who has been baptised into the Roman Catholic faith. Parents who wish their application to be considered under criteria 2-6 are required to submit a Supplementary Information Form (SIF) with their application which is available from the high school or the Local Authority.
- e) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household. In cases where twins, triplets or other multiple birth siblings would be split between St Thomas More RC College and another school when allocations take place, siblings will be offered a place at St Thomas More RC College, if that is the parents' wish.
- f) Late applications will be considered after all those that were received by the deadline.
- g) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- h) **Waiting List:** If the school is oversubscribed the governors will maintain a waiting list. The waiting list will operate until the end of the autumn term 2019 for those parents who have submitted an appeal or who have opted to go on the list. 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 or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list.

SECTION 11: PARTNER PRIMARY SCHOOLS FOR TAMESIDE COMMUNITY HIGH SCHOOLS

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

SECTION 12: PARTNER PRIMARY SCHOOLS FOR TAMESIDE ACADEMY HIGH SCHOOLS

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

SECTION 13: MOVING HOUSE AND PROOF OF ADDRESS

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

In order for your new address to be used in the allocation, you must be residing at the property by 16 November 2018 and be able to provide the necessary proof of address set out later in this section.

We will be able to use your new address to process your application providing we receive the proof of address by 16 November 2018.

You will also be able to change the schools you have listed on your application form up to this date if a material change in circumstances has taken place. We may ask at a later stage that you support previous evidence by sending us further evidence, for example a utility bill. If you cannot provide this evidence until after 16 November 2018, we will not be able to take your new address into account during our initial allocations. This is because after 16 November 2018 we are unable to make any further changes to our computer systems. However, we will be able to use your new address for any waiting list application you make.

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

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

Proof of Address

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

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

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

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

- A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency.
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill for the current year
- A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (Not mobile phones)
- A copy of your driving licence
- A copy of your rent book for a current Council tenancy
- A copy of a letter from a Housing Association confirming that you and the child are living at the address
- A copy of your house insurance dated within the last 12 months

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

Recently moved house?

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

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

Proof that the child lives with you

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

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

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

Proof of the child's Date of Birth

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

Proof of Parental Responsibility

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

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

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

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

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

Examples of documents that denote parental responsibility include:

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

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

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 head teacher 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. 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 Head teacher at your child's current school. Please note that transfers can take up to 20 school days to process.

IN YEAR FAIR ACCESS PROTOCOL

All Local Authorities have a Fair Access Protocol for in-year transfers that ensure 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.

SECTION 15: 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 3204/3214/4068/3208/3226, email: schooladmissions@tameside.gov.uk

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

Appeals Advice: 0161 342 3562/3054, email: schoolappeals@tameside.gov.uk

SEN TEAM

Special Educational Needs Advice: 0161 342 4433

SENDIASS

Advice for families of children with SEND: 0161 342 3047, email: sendiass@tameside.gov.uk

Website: www.tameside.gov.uk/sendiass

NEIGHBOURING LOCAL AUTHORITIES

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

Derbyshire County Council	School Admissions & Transport Team, School Road, off Sheffield Road, Chesterfield S41 8LJ	Admissions: 01629 537 499 Appeals: 01629 537 499 Email: admissions.transport@derbyshire.gov.uk
Manchester City Council	School Admissions Children, Families & Education Services Directorate, PO Box 532 Town Hall Extension, Manchester, M60 2LA	Admissions: 0161 245 7166 Appeals: 0161 234 3038 Email: school.admissions@manchester.gov.uk
Oldham MBC	School Admissions, Civic Centre, West Street, Oldham, OL1 1UT	Admissions: 0161 770 4213 (press 1) Appeals: 0161 770 4213 (press 2) In-Year Transfers: 0161 770 4213 (press 3) Email: ecs.pupils@oldham.gov.uk
Stockport MBC	Admissions Support & Advice Team, Services to People, Upper Ground Floor, Stopford House, Stockport, SK1 3XE	Admissions: 0161 217 6022 Appeals: 0161 474 3216 Email: admissions.support@stockport.gov.uk

SECTION 16: SPECIAL CIRCUMSTANCES FORM

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

Criterion 2 – Exceptional Medical or Social Needs

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

Section A: CHILD'S DETAILS		
First name:	Surname:	
Date of birth:	Boy <input type="checkbox"/>	Girl <input type="checkbox"/>
Address (this must be the child's permanent place of residence):		Postcode:
Section B: PARENT / CARER'S DETAILS		
First name:	Surname:	
Relationship to child:		
Address:		Postcode:
Home telephone number:	Mobile number:	
Section C: REQUESTED SCHOOL		
School name:		
Do you already have another child already attending the requested school? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If 'YES' please provide their details:		
First Name:	Surname:	Date of birth:
Section D: EXCEPTIONAL MEDICAL / SOCIAL CIRCUMSTANCES		
Provide your reasons for requesting this school. Include details of your exceptional circumstances. Attach supporting evidence. Please note supporting evidence must be less than 3 months old and no appointment cards or appointment letters can be accepted as evidence for a medical condition.		
Continue on separate sheets as necessary and label all documents with your child's name		
Section E: PARENT / CARER DECLARATION		
I certify that I have parental responsibility for the child named in Section A and that all persons with parental responsibility have agreed to this. I confirm that the information given on this form is true to the best of my knowledge and belief. I understand that giving false or deliberately misleading information may result in the withdrawal of the offer of a school place.		
Signature of parent:		Date:
OFFICE USE ONLY:	Evidence attached: Yes/No	Approved/Declined

SECTION 17: SUPPLEMENTARY INFORMATION FORM

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 box for which you wish your child to be considered:

All Saints Catholic College

St Damian's RC College

St Thomas More RC 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

SECTION 18: 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 2019
- 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 2018

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.

Website Links To Tameside High School Admission Arrangements

Admission arrangements for Great Academy Ashton

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Admission Arrangements for Droylsden Academy

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Admission Arrangements for Audenshaw School

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Admission Arrangements for West Hill School

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Admission Arrangements for Fairfield High School for Girls

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Admission Arrangements for Copley Academy

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Admission Arrangements for Roman Catholic High Schools

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20

Admission Arrangements for Community High Schools

www.tameside.gov.uk/school/admissions/1920/AdmissionArrangementsforAcademies2019/20