**Information for Primary School Offer Day**

The national offer day for primary school places is 18th April 2022. If you applied before the closing date, you will be able to log onto your online application and view the school that has been allocated to your child.

Emails will go out to all applicants on the 18th April. As this day is a Bank Holiday, the School Admissions team will be available to answer calls from 8.30am on Tuesday 19th April.

We understand that this can be a very stressful time for parents so you may find the following information useful to know in advance of offer day:

**Viewing your allocated school** - You will receive an offer email to the email address you used to register at some point on 18th April. You can also log into the online admissions system where you can view your allocation.

**Can’t remember your password?** - If you have forgotten your password, you can click on the ‘Forgotten your password’ link and an email will be sent to you with a link to change your password.

**The phone lines can get very busy on offer day so here are some answers to questions you may have:**

* For data protection reasons, we are unable to tell you what your allocation is over the phone.
* **If you are not allocated your first preference school,** your child will automatically be placed on the waiting list for that school. Details of your child’s position on waiting lists will be available from 30th May 2022 onwards. Unfortunately, we cannot give any information on waiting lists before that date.
* **If your child is at the top of the waiting list and a place becomes available at your preferred school, your child’s allocated school is amended.** Please note, this is an automatic process and we will not ask you first. **It is important, therefore to tell us if you do not wish to remain on the waiting list(s) for higher preference schools**, if you are happy to accept your lower preference school. Please send this request in writing to the Admissions Team: schooladmissions@tameside.gov.uk Failure to do so will result in you losing the allocated school for a school you originally ranked higher.
* **If you are not allocated your first preference school, you can appeal to an independent panel.** You must do this online. Appeals cannot be accepted over the phone. Further details of how to appeal can be found on the [school appeal pages](https://www.tameside.gov.uk/schools/admissions/appeals). Unfortunately, we are unable to support you in preparing your school appeal as the School Admissions Team may be presenting at the appeal on behalf of the school you are appealing for.
* **Appeals** **lodged prior to the deadline of 16th May 2022 are likely to be heard throughout late June and July 2022.** In line with temporary Coronavirus regulations, following the deadline for lodging an appeal, hearings will be arranged as soon as is reasonably practicable. This will be before the start of the September term, wherever possible. The Government has passed additional legislation outlining how the appeals process will need to be adapted in light of COVID-19. Therefore, we are now offering remote hearings via Zoom Pro. Once your appeal application has been submitted, we will aim to arrange a remote hearing as soon as is practicable. You will receive an appointment letter at least 14 days in advance of your hearing date. This will include detailed instructions of how to join the hearing via telephone or video conferencing.
* **Requests to change your school preferences** must be made by completing a second online application: [www.tameside.gov.uk/admissions](http://www.tameside.gov.uk/admissions)

Only one second application can be made and this will replace your first submitted application, so you should include ALL schools you wish to state as a preference on this application. **Please note:** if you wish to remain on the waiting list for any school you were not offered, you will need to ensure this school is also on your second application. Second applications will be considered after late applications, and you will be informed of the outcome via a letter posted to your home.

* **You can find statistical information on the School Allocations in previous years** on [this page](https://www.tameside.gov.uk/schools/admissions/allocationstats) to see how places were allocated this year and in previous years.