



In Year Transfer Applications

All applications are completed and submitted online.

For further information about Admission to Schools and to get your application started, please go to www.tameside.gov.uk

Do you want access to a PC to complete your application?

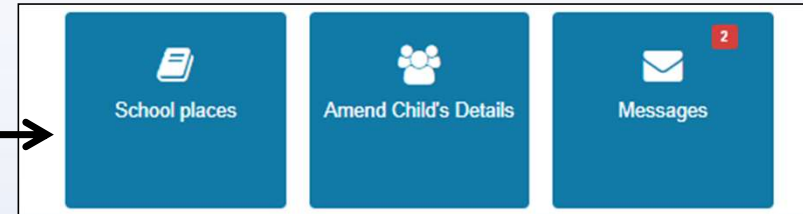
Try visiting your nearest Tameside Library, who offer members, free access to the internet, for up to one hour per day.

If you are not a Library member it is easy to join and membership is free.

For more information, please visit [Computers, Technology and WiFi \(tameside.gov.uk\)](http://www.tameside.gov.uk)

Already have a registered Account?

Please login at
https://admission.tameside.gov.uk/CitizenPortal_LIVE/en
And click on School Places
(guidance continues on page 12)

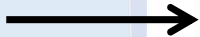


New users

Please click on Children & Families to get started




Select Schools & Education




A-Z 🔍


Children and Families




Schools and Education
School applications and appeals. Check school holidays, apply for free school meals and more.




Family Hubs
Find your Family Hub. Early support to families and young people aged 0-19(25 with SEND).



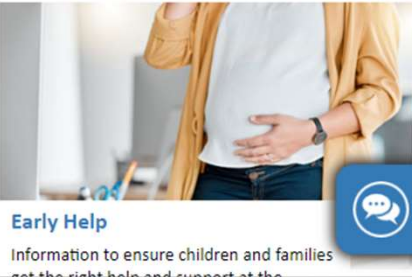
Early Years (0-5)
Advice and support to help children and families start well including feeding and weaning and parenting courses.



Local Offer
Advice and support to families and children with social, educational needs and...



Children's Social Care
Keeping children safe and how to report if you're worried about a child.



















Early Help
Information to ensure children and families get the right help and support at the...

Chat

Select
School Admissions

A-Z Search the Tameside MBC website

Schools & Education

 Early Years	 Find a School	 Moving On	 Nursery
 Educational Psychology Service	 School Admissions	 School Appeals	 School Holidays
 School Meals	 School Transfers	 Tameside ACE (Adult and Community Education)	 Starting Out
 School Governors	 Special Educational Needs and Disability (SEND)	 Tameside Virtual School	 SEND Local Offer

Saved to this PC

School Admissions

Nursery Admissions →

Primary School Admissions →

Infant and Junior School Admissions →

Secondary School Admissions →

Request for an In-Year Transfer →

Transport Support →

Apply Online →

Apply for Education Outside of the Normal Age Group →

Appeals →

Policies, Protocols, and Statistics →

Select the box containing

Request for an In-Year Transfer



Please ensure you read all of the information on the page, including:

- How are places allocated
- Finding out if your child has been offered a school place
- What to do if your child is refused a place
- Adding your child to a school waiting list
- If your child is transferring from Elective Home Education
- The Fair Access Protocol

Click on either of the links to get started

The screenshot shows the 'School Transfers' page with several key elements highlighted by dashed arrows:

- School Transfers** (Main heading)
- Related content** (Sidebar menu with link: [Apply for a School Place Online](#))
- IN-YEAR TRANSFER APPLICATIONS** (Text: for places at the following schools, are to be made directly to the schools:
 - FAIRFIELD HIGH SCHOOL FOR GIRLS
 - LONGDENDALE HIGH SCHOOL (Up until 1st May 2025))
- School Transfers – Moving School in the School Year** (Section heading)
- The In-Year Transfer Application Process** (Section heading)
- Apply for an In-Year Transfer Online** (Call to action button with right arrow)

You will need a Citizen Portal account

Click [register an account](#)

All you need to register an account is an email address and a secure password that you create for yourself.

The password will need to have:

- A minimum of 10 characters in length and contain:
- At least 1 capital
- At least 1 lower case
- At least two numbers
- A special character, for example ! or #
- And it must not be the same as your username

Once you have an account you will be able to log in at any time

https://admission.tameside.gov.uk/CitizenPortal_LIVE/en

Don't have an account? If you have used the online application to apply for a school place before please login to use the application. You are only able to register once per email address. Please [register an account](#)

Required fields are marked with a red asterisk *

Email address *

Password *

Show

[Forgot your password?](#)

Sign in

Welcome to the ONE Citizens Portal

You can use this form to apply for:

- Reception - Opens 1st November 2022 - closing date 15 January 2023 offer date 17 April 2023 Tameside residents only
- Infant to Junior - Opens 1st November 2022 - closing date 15 January 2023 offer date 17 April 2023 ** Tameside residents only**
- Secondary - Opens 1st September 2022 - closing date 31 October 2022 offer date 1 March 2023 Tameside residents only
- In year (changing school during the school year) - you can apply at anytime during the school year

IN-YEAR APPLICATIONS FOR FAIRFIELD HIGH SCHOOL SHOULD NOW BE MADE DIRECTLY TO THE SCHOOL. PLEASE VISIT THE SCHOOL'S WEBSITE OR CONTACT THE SCHOOL

- Late applications for Secondary school from 14 November 2022
- Late applications for Primary school from 30 January 2023
- Late applications for Infant to Junior from 3 January 2023

For applications made before the closing dates, you will be able to view your offer of a school place online from 1 March 2022 for Secondary places and 18 April 2022 for Reception and Infant to Junior places.

For Reception, Infant to Junior and Secondary applications you can only use this form if you are a Tameside resident. If you are unsure whether you reside in Tameside, you will need to check your postcode, using the postcode checker on the next pages. If this shows that you are not a Tameside resident, you will need to apply to your home authority, even if you wish to apply for a Tameside school.

If you are applying for an in year transfer to a Tameside school (EXCEPT FOR FAIRFIELD HIGH SCHOOL), all residents including those in other authorities may use this application form. You do not need to use the postcode checker.

Please read the information booklet 'Moving On' for Secondary applications or 'Starting Out' for Primary and Infant to Junior applications. *These booklets can be found by clicking on [MovingOn/Starting Out](#).*

Some voluntary aided schools will ask for additional information to support your application, for example, proof of church attendance, proof of address or a baptismal certificate. Please check with the school what (if any) additional information is required.

You may also want to provide documents relating to exceptional medical or social needs, looked after status, proof of house move or change of primary school. Any additional information should be sent to the School Admissions Team at the address below. Please clearly mark all documents with your child's name and date of birth. **Please send copies as original documents cannot be returned.**

Your completed application can be printed for your records. Please keep a copy safe as you may need it for reference in the future.

YOU WILL FIRST NEED TO REGISTER (if you haven't already done so) PLEASE KEEP A NOTE OF YOUR LOGIN DETAILS AND SECURITY QUESTION.

If you have any queries about this application, please contact the School Admissions Team on 0161 342 4004

The School Admissions Team

PO Box 317

Ashton-under-Lyne OL6 0GS

Register an account

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

PLEASE MAKE A NOTE FOR FUTURE REFERENCE OF YOUR LOGIN DETAILS AND SECURITY QUESTION/ANSWER as the Admissions Team do not have access to this information and you will need it to find out your child's allocated school on OFFER DAY.

By registering for this account you are consenting to your data being processed prior and post submission of your application

Required fields are marked with a red asterisk *

Email address *

Confirm email address *

Password * [Show](#)

Title *

Forename *

Surname *

Sex *

If you need help with your address, use the [Post Office's Postcode Finder](#).

Find address * [Search](#)

Provide a phone number where you can be contacted during normal office hours, if necessary

Home phone number

Mobile phone number

Preferred Number

[Submit](#)

Enter your details on this page
(please include at least 1 telephone number)

When you receive this message, you will need to access your email to verify your account.

Activate account

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

If the email is not in your Inbox, please check your Junk or Trash folders.

Please note the link in the email is only valid for 7 days. If you do not validate the registration within this period you will need to register again.

When you've done that, you should receive this message. Your account is now ready to use.

Thank you for registering

Registration complete. Sign in using the details you used to register.

Click on School Places

Welcome to the Citizens Portal
Using the buttons below you can apply for school places for New Reception, New Year 7, Infant to Junior and In-Year Transfers.

PLEASE NOTE IN-YEAR APPLICATIONS FOR FAIRFIELD, RAYNER STEPHENS AND LONGDENDALE HIGH SCHOOLS SHOULD BE MADE DIRECT TO THE SCHOOL. PLEASE VISIT THEIR WEBSITE OR CONTACT THE SCHOOL FOR FURTHER INFORMATION

To edit your details use the link in the top right hand corner 'My Account'

To edit your child's details click on 'Amend Child's Details'

You can read messages relating to your In-Year Transfer applications by clicking on 'Messages' below

SECOND APPLICATIONS FOR RECEPTION AND YEAR 7 AFTER NATIONAL OFFER DAY

Parents wishing to request a change to their child's allocated school can complete a second application but only after they have received an offer of a school on National Offer Day. **This application replaces the original application.** If you want to remain on the waiting list and appeal for schools on your original application, you must include them on your second application.



You will now need to add your child to your account

School places

Please note: IF YOU SUBMIT YOUR APPLICATION AND MAKE ANY CHANGES AFTERWARDS YOU WILL NEED TO RESUBMIT YOUR APPLICATION

RECEPTION (moving from nursery to primary) - closing date 15 January 2025 offer date 16 April 2025

JUNIOR (moving from Infant to Junior School) - closing date 15 January 2025 offer date 16 April 2025

SECONDARY (moving from primary year 6 to secondary year 7) - closing date 31 October 2024 offer date 3 March 2025

IN-YEAR SCHOOL TRANSFER APPLICATIONS (changing school during the school year) - you can apply at any time during the school year. However if you require a place for a September start, please note that we can only hold school places for 4 school weeks so please do not apply too early. The earliest you can apply for your child to start in their new school in September is the end of June. If your application hasn't been processed in time, your child will have to return to their old school in September until a place at a new school can be confirmed. If you are applying for an in-year move to a Tameside school all residents including those in other local authorities may use this application form. You do not need to use the postcode checker.

APPLICATIONS FOR FAIRFIELD, RAYNER STEPHENS AND LONGDENDALE HIGH SCHOOLS SHOULD BE MADE DIRECT TO THE SCHOOL. PLEASE VISIT THEIR WEBSITE OR CONTACT THE SCHOOL

RECEPTION, JUNIOR (Y3) & SECONDARY (Y7) APPLICATIONS FOR SEPTEMBER 2025

You will be able to view your offer of a school place online from 3 March 2025 for secondary places and 16 April 2025 for Reception and Junior places. For Reception, Junior and Secondary applications you can only use this form if you are a Tameside resident. If you are unsure whether you reside in Tameside, you will need to check your postcode, using the postcode checker shown on the next page. If this shows that you are not a Tameside resident, you need to apply to your home Authority, even if you wish to apply for a Tameside school.

Tameside residents should use this form to apply for **ANY** school either within Tameside or in another area for admission in September 2025 in Reception, year 3 or year 7.

Make a new application

You currently have no children with an application. Click on the 'Add child' button.

[Back](#)

[Add child](#)



Enter your child's details

Important notes!

1. Please check that you have entered the correct date of birth, as this will confirm which year group your child is in.

2. Please also ensure that you have Parental Responsibility for the child.

The Children Act 1989, describes parental responsibility (PR) rather than parents' rights. If you were married when the child was born, both of you will have PR for the child. A father, who was not married to the child's mother when the child was born, will not automatically have PR for that child. But can acquire it by agreement with the child's mother or by applying to the court. He can also acquire it by marrying the child's mother after the birth.

Where a child's parents are married at the time of birth, the father automatically receives PR as well as the mother and therefore has an entitlement to be involved in decision-making. If the parents marry at a later date the father acquires PR at that stage. In the case of unmarried couples a father does not have PR for the child, unless it is specifically acquired. PR can be acquired in one of three ways:

- For children born after 1st December 2003, if the father registers the child's birth together with the mother and his name appears on the birth certificate, he shares PR with the mother;
- The mother and father can enter into a Parental Responsibility Agreement – a formal document which is signed by both parties and lodged at court;
- The father can apply to the court for a Parental Responsibility Order. To gain an order the father has to satisfy the court that he has a sufficient level of commitment and degree of attachment to the child.

School place admissions

Add child

Add child

Required fields are marked with a red asterisk *

Forename *

Middle name

Surname *

Sex *

Gender Identity

Gender Identity Description

Date of birth *

Relationship to child *

Your relationship to this child

Parental responsibility * Yes No

Do you have legal responsibility for this child?

Please select your child's permanent residential address *

10 Hyde Town Hall Corporation Street Hyde SK14 1AB UK

Add new address

Cancel

Add child

You will need to click on the address box to confirm it is correct.

When everything is completed click here

If you have more than one child, click add child, to enter their details.
You will need to do this for every child, that requires a school place.

School places

Please note: IF YOU SUBMIT YOUR APPLICATION AND MAKE ANY CHANGES AFTERWARDS YOU WILL NEED TO RESUBMIT YOUR APPLICATION

RECEPTION (moving from nursery to primary) - closing date 15 January 2025 offer date 16 April 2025

JUNIOR (moving from Infant to Junior School) - closing date 15 January 2025 offer date 16 April 2025

SECONDARY (moving from primary year 6 to secondary year 7) - closing date 31 October 2024 offer date 3 March 2025

IN-YEAR SCHOOL TRANSFER APPLICATIONS (changing school during the school year) - you can apply at any time during the school year. However if you require a place for a September start, please note that we can only hold school places for 4 school weeks so please do not apply too early. The earliest you can apply for your child to start in their new school in September is the end of June. If your application hasn't been processed in time, your child will have to return to their old school in September until a place at a new school can be confirmed. If you are applying for an in-year move to a Tameside school all residents including those in other local authorities may use this application form. You do not need to use the postcode checker.

APPLICATIONS FOR FAIRFIELD, RAYNER STEPHENS AND LONGDENDALE HIGH SCHOOLS SHOULD BE MADE DIRECT TO THE SCHOOL. PLEASE VISIT THEIR WEBSITE OR CONTACT THE SCHOOL


RECEPTION, JUNIOR (Y3) & SECONDARY (Y7) APPLICATIONS FOR SEPTEMBER 2025

You will be able to view your offer of a school place online from 3 March 2025 for secondary places and 16 April 2025 for Reception and Junior places. For Reception, Junior and Secondary applications you can only use this form if you are a Tameside resident. If you are unsure whether you reside in Tameside, you will need to check your postcode, using the postcode checker shown on the next page. If this shows that you are not a Tameside resident, you need to apply to your home Authority, even if you wish to apply for a Tameside school.

Tameside residents should use this form to apply for ANY school either within Tameside or in another area for admission in September 2025 in Reception, year 3 or year 7.

Make a new application

Can apply now

 **TEST CHILD**
Date of birth: 02/07/2019

School place offer published here

Actions

- [Start new application](#)

Back

Add child

Start new application

(If you have added more than one child to your account, there will be a box for each of them shown here, **please ensure you complete an application for each child**)

School places

Please note: IF YOU SUBMIT YOUR APPLICATION AND MAKE ANY CHANGES AFTERWARDS YOU WILL NEED TO RESUBMIT YOUR APPLICATION

RECEPTION (moving from nursery to primary) - closing date 15 January 2023 offer date 17 April 2023

JUNIOR (moving from Infant to Junior School) - closing date 15 January 2023 offer date 17 April 2023

SECONDARY (moving from primary year 6 to secondary year 7) - closing date 31 October 2022 offer date 1 March 2023

IN-YEAR SCHOOL TRANSFER APPLICATIONS (changing school during the school year) - you can apply at any time during the school year. However if you require a place for a September start, please note that we can only hold school places for 4 school weeks so please do not apply too early. The earliest you can apply for your child to start in their new school in September is the end of June. If your application hasn't been processed in time, your child will have to return to their old school in September until a place at a new school can be confirmed. If you are applying for an in-year move to a Tameside school all residents including those in other local authorities may use this application form. You do not need to use the postcode checker.

APPLICATIONS FOR FAIRFIELD HIGH SCHOOL SHOULD BE MADE DIRECT TO THE SCHOOL. PLEASE VISIT THEIR WEBSITE OR CONTACT THE SCHOOL

RECEPTION, JUNIOR (Y3) & SECONDARY (Y7) APPLICATIONS FOR SEPTEMBER 2023

You will be able to view your offer of a school place online from 1 March 2023 for secondary places and 17 April 2023 for reception and Junior places. For reception, Junior and secondary applications you can only use this form if you are a Tameside resident. If you are unsure whether you reside in Tameside, you will need to check your postcode, using the postcode checker shown on the next page. If this shows that you are not a Tameside resident, you need to apply to your home Authority, even if you wish to apply for a Tameside school.

Tameside residents should use this form to apply for ANY school either within Tameside or in another area for admission in September 2023 in Reception, year 3 or year 7.

Make a new application

Can apply now

 Child 1

Date of birth: 14/11/2015

School place offer published here

Actions

- [Start new application](#)

Back

Add child

School place admissions

Reception, Infant to Junior and Secondary Applications you can only use this form if you are a Tameside resident. If you are unsure whether you reside in Tameside, you will need to check your postcode, using the postcode checker shown on the next page. If this shows that you are not a Tameside resident, you need to apply to your home Authority, even if you wish to apply for a Tameside school.

IN-YEAR SCHOOL TRANSFER APPLICATIONS:

If you are applying for an In-year move to a Tameside school, you do not need to use the postcode checker.

APPLICATIONS FOR FAIRFIELD, RAYNER STEPHENS AND LONGDENDALE HIGH SCHOOLS SHOULD BE MADE DIRECTLY TO THE SCHOOL

Required fields are marked with a red asterisk *

Postcode

[Check now](#)

[Cancel](#)

[Continue](#)

Check that the postcode is correct and click continue

Click on, 'Change School during the current school year'.

(Your child's date of birth may generate other options, such as New to Reception or Secondary school, if they are applicable)

School place admissions

Select a transfer group

You can submit the following types of application

[Change school during the current school year](#)

Enter the reason you want to change school

Please note: LA means Local Authority, in this instance it means Tameside.

Enter the earliest date that you would want you child to start at a new school

This should be no later than 6 'school' weeks from the date you submit the application.

(If the earliest required start date entered is in excess of 6 'school' weeks from the submission date, the application may be closed without processing (No school will be allocated). One of our officers will advise you if this should happen.

Click **Confirm**

This will open another box (shown in green) which confirms your child's current year group and the year group they will be in at the time of starting the new school. This is generated by your child's birth date and the required 'start' date you have entered.

if the information shown is incorrect, please check the dates you have entered.

Click **'Next'** to continue

School place admissions

In-year transfer

Please only use this form if you child is in Reception Class or above and you wish to change their school place.

APPLICATIONS FOR FAIRFIELD HIGH SCHOOL SHOULD BE MADE DIRECTLY TO THE SCHOOL. PLEASE VISIT THEIR WEBSITE OR CONTACT THE SCHOOL.

We can only hold allocated school places for six school weeks for all in year admission requests. You should therefore make sure you apply for a place in a timely manner for when you require the place.

All in-year applications for children wanting to move school during the school year may take up to 15 schools days to process depending on the complexity of your application.

Once we have confirmed a school place for your child, you will receive an email to alert you that the portal has been updated with details of your child's allocated school place. This will include details of what you need to do next. You will need to log back in to the portal to view the details of your child's school place so please ensure you keep your username and password safe.

Please discuss the transfer with your child's current school

Why do you want to change school?

Please select

What date do you want your child to start at the new school?

dd/mm/yyyy

Your child is in Year 4 and you are applying for a place in Year 4
Check the provided date of birth and start date at new school if this is not correct

Additional Child Details

- An Education Health Care Plan (EHCP) is a plan which is issued by the Local Authority (LA). *(If your child's plan was not issued by Tameside, please let us know which LA it was issued by)*
- Public care refers to any child that is or has been, in the care of the Local Authority, such as Foster Care, Care Order or a children's home *(you can upload your 'appropriate proof' later in the application, or you can submit it separately by email to scholadmissions@tameside.gov.uk ensuring you include the child's name and date of birth)*
- If your child is a twin or triplet, you will **still** need to complete an application for each child

Important note: please be careful to **only** select these options **if** they apply to your child. If you tick any of these boxes and they do **NOT** apply, it may cause a delay in processing your application.

Click '**Next**' to continue

Additional Child's Details (Please tick all applicable)

Required fields are marked with a red asterisk *

Does your child have a Education Health Care Plan (EHCP)?

Is your child currently or previously been in Public Care? **PLEASE PROVIDE APPROPRIATE PROOF. Please note that if evidence is not provided, this cannot be taken into account when considering your application.**

Care authority *

Is your child a twin or triplet, etc. (one of a multiple birth)? Please make a separate application for each child

Address Details

Please check that that the address shown here is the correct **home*** address for your child.

(*In the event of your child having/or spending time at, more than one address; the one that is registered for child benefit payments should be used)

Moving house?

If you are **not** planning to move house, please leave this section blank.

Service or Crown Servant family

If this does not apply to your child, please leave blank.

Important note: please be careful to **only** select options that apply. If you tick any of these boxes and they do **NOT** apply, it may cause a delay in processing your application.

Click '**Next**' to continue

Address details

You have previously indicated that Test's current address is 1, Street, Any Town AN5 5NA UK, Town, AN5 5NA, UK. If this is not Test's current address, please navigate back to School Places and click on the blue box 'Amend Child's Details'. Here you can amend the address. It is very important that we know the correct current address for Test.

Moving house?

Required fields are marked with a red asterisk *

Will this child's address change before starting school?

If you are moving to the above address please supply date.

YOU WILL NEED TO PROVIDE PROOF OF YOUR MOVE TO THE ADMISSIONS TEAM i.e. COPY OF YOUR TENANCY AGREEMENT (IF RENTING) OR A COPY OF YOUR SOLICITORS LETTER CONFIRMING THAT CONTRACTS HAVE BEEN EXCHANGED (IF PURCHASING). YOU WILL ALSO NEED TO PROVIDE EVIDENCE OF DISPOSAL OF PREVIOUS PROPERTY

Moving date *

Use the Post Office's [Postcode Finder](#) if you don't know your postcode.

Find address *

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, we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address.

Is Test a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?

Additional questions

Please tick all that apply to your child and provide additional details and/or evidence where required.

If you have more than one child, please remember, that you will still need to submit individual applications for each child, even though you have ticked this box.

Click **'Next'** to continue

Additional questions

- My child is new to the UK** Has your child recently arrived to live in the UK from another country? If yes, please provide details of which country you have arrived from and the date when you arrived in the UK
- My child is not currently in school** If your child is currently out of education, please state the NAME OF THEIR LAST SCHOOL AND THE DATE THEY LAST ATTENDED
- My child has been excluded** Provide information of any fixed term exclusions. If your child has been permanently excluded, please provide the date of permanent exclusion and the name of any alternative provision your child is currently attending.
- My child is a young carer** Does your child have caring responsibilities?
- My child is a traveller** Please select if your child is of a Gypsy, Traveller or Roma background.
- My child is an asylum-seeker** If your child is an asylum seeker, please state which country they come from and how long they have been in the UK. Please confirm if you have an ARC card, letter or NASS Card.
- I have more than one child** If you are applying for school places for the brother or sister of this child as well, please provide details below of whether you wish them to attend the same school. (If you do not, we may offer the children places at different schools)
- My child is a refugee** If your child is a refugee, please provide details of which country they come from and when they arrived in the UK.
- Criminal Justice System** Is your child returning from the Criminal Justice System? If so, please state the name of the establishment your child most recently attended/resided.
- Formal Kinship Care** If your child is subject to a Formal Kinship Care Arrangement, please upload evidence relating to this.
- Child in Need** Is your child subject to a Child in Need Plan or a Child Protection Plan, or has been within the last 12 months? Please state the Local Authority this was with.
- My child has special needs** If your child has special educational needs, a disability or medical condition, but no EHCP, please provide information here and upload evidence.
- Looked After Child** Is your child Looked After (subject to Public Care) or has ever been? If so, please provide details of the Local Authority responsible and upload any evidence relating to this.
- My child is homeless** Please select if your child is living in homeless or emergency accommodation, or a refuge setting.

Back

Next

Current school

(this should be the school your child attends now, **NOT** the school you want them to go to.

(If your child is not currently attending school please leave this blank)

If the information shown is correct, you can go ahead and click **Next**.

If it is incorrect click on **Change current school**

Current school

School name	<input type="text" value="Holden Clough Community Primary School"/>
Address	<input type="text" value="St Albans Avenue, Ashton-Under-Lyne, OL6 8XN"/>
Confirm this is the school that Child currently attends	
<input type="button" value="Change current school"/>	

Search for your child's current school here.

If you are unable to find the current school, type zzz in the box indicated and then **Search**.

Where does Child currently go to School or provide the name of the school they last attended. Use the search facility below to find Child's current school.

Find school

To find the school you are looking for, search by selecting the local authority and type in the school name. TIP - type in part of the school name to bring up better results, click Search and then click on the school name. If you cannot find the school you are looking for or the previous school was abroad, type ZZZ in the search box and when NO RESULTS returns click on the blue button 'Not able to find the school' to manually type in the school name. Leave the postcode blank.

Schools located in	<input type="text" value="All local authorities"/>
School name	<input type="text"/>
Postcode	<input type="text" value="Postcode"/>

Click on **Not able to find the school?**

No results

We could not find any schools that match your search

Type your information in the box and click **Select School**.

Not able to find the school?

If you are still not able to find the school, where is your child currently being educated?

Currently educated at

Preference school search

This where you will select the school(s) that you would like your child to attend

You will **ONLY** be able to apply for an In-Year transfer to schools within Tameside. If you are a Tameside resident and want to transfer to a school outside Tameside, you will need to apply to the Local Authority the school is in, e.g. if the school is in Stockport, you will need to apply to Stockport School Admissions.

You can select up to 3 schools for an In-Year Transfer, add your first one now.

Enter the name of the school (*leave the postcode box blank*), click search and a dropdown list will appear. When you see the correct school, click **Select school** to the right-hand side of the school.

*If no results are shown, try amending/shortening your text, for example, if you are searching for **St Peter's Church of England Primary school** and it's isn't showing, you could try typing just **St Peter** and then click search, this will give you a list of schools to choose from.*

Please note: some schools have the same name, so take care to select the correct one by checking the address which will be shown under the school's name.

Preference school search

IN-YEAR APPLICATIONS FOR FAIRFIELD HIGH SCHOOL SHOULD BE MADE DIRECTLY TO THE SCHOOL. PLEASE VISIT THEIR WEBSITE FOR FURTHER INFORMATION OR CONTACT THE SCHOOL.

Before completing this page with your school choices, we advise you read the 'Starting Out/Moving On' booklet and associated admission policy booklets. You should list schools in order of your preference. Number one being your first choice, number two your second choice, and so on.

All preferences are treated equal. We will only take account of the position of a school on your list if we can offer a place at more than one of the schools listed. In this situation we will offer your child a place at the school highest on your list that is able to offer a place.

If you are applying for a faith school, you will also need to contact that school to confirm what additional information they require you to submit, i.e. a baptism certificate or a supplementary information form. It is your responsibility to ensure that any additional information required in support of your application is submitted to the school. You should check with the school when they require this information.

For admission to Primary, Secondary or Infant to Junior school in September 2023, places at oversubscribed schools will be allocated on the basis of the criteria outlined in the above named booklets which are available on Tameside's website.

PLEASE NOTE: Many families have complex childcare arrangements and these are not usually considered to be exceptional. It is only if the circumstances are such that entry into a particular school is essential, that such circumstances will be considered. You must complete and upload the Exceptional Circumstances form, which is available in the Moving On and Starting Out Booklets along with relevant evidence.

Please ensure that the information you submit on this page and the next is correct as this information will be used to allocate your child's school place.

Find school

To find the school you are looking for, search using the schools postcode, the local authority, school name or a combination of these, then click Search. To select the school, click on the school name.

Schools located in	<input type="text" value="Tameside"/>
School name	<input type="text"/>
Postcode	<input type="text" value="Postcode"/>
	<input type="button" value="Search"/>

Sibling

This box is **only** to be completed if there is a sibling that already **attends** the school **and** will still be attending on the start date you entered earlier. If this applies, tick the box indicated before clicking **Next**, then complete the steps shown below.

If you **do not** have a child already attending the school or they will have left before this child starts, leave blank and click **Next**

School place admissions

Preference Reasons: Sibling (Please tick)

You will be asked to provide reasons for applying to St Peter's Church of England Primary School on the next pages

Does your child have a sibling who will still be attending the school when your child starts?

Back Next

You will be asked to provide reasons for applying to St Peter's Church of England Primary School on the next pages

If your child has more than one sibling that attends this school, provide the details of the sibling whose age is closest to this child's age

Forename •

Middle name

Surname •

Gender • Male

Date of Birth (dd/mm/yyyy) •

Address

Any Street

Any Town

AN5 5NA

United Kingdom

Back Next

Enter the details of the child that currently attends and click **Next**

Please note: information about claimed siblings, will be checked and verified by the Admissions Team.

Check that the school details are correct and click **Next**

School name

Address

If the sibling does not attend the above school, please click on the Find School button to select the correct school.

Find school

Back Next

Preference reasons

These are the reasons that you have selected the school.

Please tick all that apply to your child. and provide additional details and/or evidence where required.

Click **Next** to continue

Preference reasons

Select the reasons for choosing **St Peter's Church of England Primary School** as a preferred school

- I am selecting this school because it is a faith school
- Does your child have any medical needs that the new school will need to be aware of? If so please provide details on the next screen under 'Other Reasons'
- I believe my child lives in this school's catchment
- I believe my child attends a partner primary school to this school
- I am selecting this school for social reasons
- I am selecting this school because of the distance from my child's home to this school
- I am selecting this school because it is easy to plan for my child to travel to this school
- I am selecting this school because it is a
 - Single sex school
 - coeducational school
 - Not applicable
- I believe my child can pass this school's entrance test
- I am selecting this school because my child has an aptitude for the school's specialisms

Back

Next

(continued)

Please tick any that apply to you child

Preference Reasons(continued) Please tick

- Staff Child Does your child have a parent who is a member of staff at this school?
- My child is baptised catholic

Back

Next

Other reasons

Use this box to enter any further information that you think we may need to be aware of.

Click **Next** to continue

Other reasons

Please include here any further information that is relevant to your application. PLEASE NOTE: We are unable to take into account your childcare arrangements or the fact that your child has attended the nursery class at this school. St Peter's Church of England Primary School .

Other reasons

There is a limit of 3000 characters for you to express other reasons. This page may time out if not in constant use. if you are going to be providing extensive details, it may be easier to type in word first and then copy and paste it into this box to avoid details being lost. 3000 remaining

Back

Next

Your Preferred Schools

You can add up to 3 schools on an In-Year Transfer application. To add another school, click **Add preferred school** and repeat the process.

If you think you may have missed something or want to add/amend any details in the application, you can click **Edit**.

If you have changed your mind about a school and no longer want to include this as a preference, you can click **Remove**.

If you do not want to add a 2nd or 3rd preference school, click **Next**

Your Preferred Schools

You can select up to 3 schools, and you can change your selection until you submit your application.

Rank the schools in order of preference. Your most preferred school should be rank 1.

Rank	School name	Reorder	
1	St Peter's Church of England Primary School		<input type="button" value="Edit"/> <input type="button" value="Remove"/>

If you have added more than one school, you will see that 'arrows' have appeared beside each school under the heading **Reorder**. You can use the arrows to ensure you have the schools in the correct order of preference, this is the order we will process them in.

For example: if the 1st preference school has a place to offer, we will not take any further action for preferences 2 and 3.

Click **Next** to continue.

Your Preferred Schools

You can select up to 3 schools, and you can change your selection until you submit your application.

Rank the schools in order of preference. Your most preferred school should be rank 1.

Rank	School name	Reorder	
1	St Peter's Church of England Primary School	▼	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
2	Ashton West End Academy	▲ ▼	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
3	Aldwyn Primary School	▲	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Application for Child 1 (date of birth 14/11/2014)

Your application has been saved and is almost complete. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet. You can also preview your application before submitting it.

Terms and conditions

Declaration: I declare that I have parental responsibility for the child named on the application form and that **ALL** persons with parental responsibility have agreed with the preferences named.

I confirm that the information which I have provided is true to the best of my knowledge and belief. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn.

I have read the Council's current information booklet on admissions MOVING ON/STARTING OUT

Data protection

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 this 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 this 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 this form.

School place offer

Once a decision on your application has been made, you will receive an email informing you that you need to log in to the Citizen Portal. When you log in, you will be able to view the offered school place within the offer information within your child's record in the 'School Places' area. Please note: You will not receive a letter informing you of this decision. All information will be available in the Portal. In-Year Transfer preference school offers are also available on the Portal. However, non-preference school offers will be communicated using the email address provided on your application.

Preview application

Preview your application

[Preview](#)

Submit

Required fields are marked with a red asterisk *

You will not be able to make changes online after you have submitted your application

Your application is ready to be submitted. You can submit your application now, or you can return to it and submit it later. Your application will not be processed until you submit it.

* I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above. (PLEASE TICK)

[Return later](#)

[Submit](#)

[Back](#)

Submitting your application

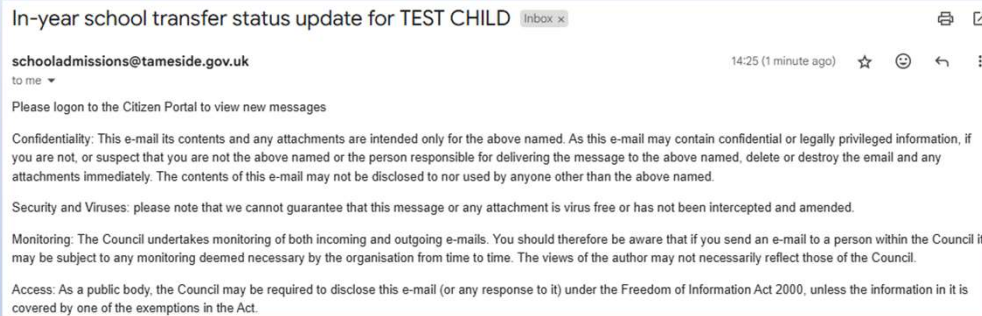
Please read the information provided on this page, before submitting your application.

If you have any further questions or queries, please contact the School Admissions Team on 0161 342 4004
(phone lines are open from 10am to 2pm on weekdays) OR
schooladmissions@tameside.gov.uk

Checking for updates on your application

When your application has been processed, updates/outcomes will be sent, via your Portal Account

You will receive an email advising you that changes have been made and to login to your account to view them.



Once you have logged in, click on School Places



Finally click on the 'status' box, highlighted in yellow

Submitted
Updated status

TEST CHILD

Date of birth: 02/07/2019
Application reference number: 287704
In-Year School Transfers 2024-25
Date place wanted: 22/04/2025
Reason: Move within LA
Last updated: 16/04/2025 18:11
Preference 1: The Heys Primary School (On waiting list)
Preference 2: Hurst Knoll St James' CE Primary School (Place allocated)
Preference 3: Rosehill Methodist Academy

School place offer published here

Actions

- [Close this application](#)
- [View application](#)
- [Start new application](#)

Each preference school, will either have an update next to it or be blank as shown on this example.....

1st preference – The Heys Primary School

This means that it has **NOT** been possible to offer a place at this school as they are currently full in the required year group (further details are provided in the additional text)

As the 1st preference school is currently full, processing continues....

2nd preference – Hurst Knoll Primary School

This means that a place **IS** available at this school and has been allocated to your child (further details are provided in the additional text)

As it has been possible to allocate a place at the 2nd preference school, the 3rd preference school does not need to be processed.

3rd preference – Rosehill Methodist Academy

The status is left blank as no update is required

Other update statuses may be provided, however, they will always be accompanied by additional text which will explain the outcome.

Rank	School	Previous status	Latest status date
1	The Heys Primary School		On waiting list (17/04/2025) I am sorry to have to inform you that there are no places available in your son's / daughter's name has been added to the waiting list for this school with the school's admission arrangements, which can be found on the school website. If you are on this waiting list, please send an email confirming this to schooladmissions@tameside.gov.uk. Guidance on school appeals can be found here: https://www.tameside.gov.uk/schools/admissions/receptionyear7 . Please note that you cannot make an Admission Appeals Code, appeals in respect of the same school for the same year group in the same academic year. The School Admission Appeals Code can be found here: https://assets.publishing.service.gov.uk/media/6335a0c88fa8f506931f6d44/SchoolAdmissionAppealsCode.pdf . If, upon reading the guidance you wish to appeal, please complete the online appeal form at: https://secure.tameside.gov.uk/forms/f1004schooltransfer547.asp In line with the School Admissions Code, your appeal will be heard within 30 school days of the appeal being lodged. You will be invited to a hearing and details of how to join the hearing, at least 10 school days in advance. Any supporting evidence, which you do not include with your initial appeal application, should be submitted to schoolappeals@tameside.gov.uk at least 3 working days in advance of your hearing. Information received after this date may not be considered at the appeal hearing.
2	Hurst Knoll St James' CE Primary School		Place allocated (17/04/2025) An offer has been made for a place at this school. Please contact the school or the school admissions team. It is expected that your son / daughter is to be offered a start date no later than the start of the school year. Please contact School Admissions by phoning 0161 342 4004 or emailing schooladmissions@tameside.gov.uk. If you have submitted an appeal for this school and/or a lower preference school which has been successful, please note: This offer is made subject to your son/daughter not being allocated to a school under the Fair Access Protocol. A pupil qualifies for referral in limited circumstances, and support to successfully access their education. If the offered school determines that a pupil's needs, they may refer the matter to the Protocol for consideration. A pupil's needs may subsequently be allocated. The Tameside Fair Access Protocol can be found here: Policies, Protocols, and Statistics (tameside.gov.uk) Kind Regards, School Admissions
3	Rosehill Methodist Academy		

Frequently asked Questions

I've forgotten my password – how do I access my account?

Click [Forgot your password?](#) from the login page and follow the information provided.

I've moved house, how do I change my address on the Portal?

Login to your account and select the [My Account](#) icon from the top right-hand side of the home page.

From the list on the left-hand side of your screen, select [Contact Details](#) then select the box which says [Use another address](#).

Enter your new details and click save.

This will open another box showing the other people whose details are included in your account and asking if you would like to update the address information for them also. Ensure the boxes the boxes are ticked at the side if each name and click update.

I want to change the preferred schools on my application, can this be done?

Once an application has been submitted, it cannot be amended. You can however submit a new application for different preference schools **but** be aware that each new application with 'overwrite' the previous one.

e.g. your original application has only one preference school, and you like to add a 2nd or 3rd preference. You would need to submit a new application which **includes** your original preference.