

**CO-ORDINATED ADMISSION SCHEME FOR ROCHDALE LOCAL  
AUTHORITY MAINTAINED PRIMARY SCHOOLS 2011/12**

1. Rochdale LA continues to operate a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough on a common application form to Rochdale LA. (Independent Schools are not included in the co-ordinated scheme).
2. Rochdale LA, as the admissions authority for community and controlled primary schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the LA's published admissions policy.
3. For Foundation and Voluntary Aided schools, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy.
4. For schools maintained by neighbouring LAs, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the LA or the school's Governing Body will be responsible for determining who is allocated a place.

**Application Process**

5. The parents/carers of all pupils resident in the Borough will be requested to apply for a maintained primary school place to Rochdale LA, their home authority.
6. All parents/carers will be requested to state up to three preferences on a standard Common Application Form. (Some Voluntary Aided Schools may require supplementary information to that contained on the Common Application Form. In such cases the Governing Body will request this information). Parents will be able to state reasons for their preferences.
7. An admission pack, including a "Starting School" information booklet and the common application form, will be available from schools or the Local Authority in November 2010. A copy of the information booklet and Common Application Form will also be made available on Rochdale's web site.
8. The completed Common Application Form should be returned to your Rochdale LA no later than **15<sup>th</sup> January 2011**. If schools receive the forms by mistake they should inform the maintaining LA in order to ensure that the LA receives a completed Common Application Form.
9. All preferences for Rochdale LA maintained community and voluntary controlled primary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference.

Parents/Carers who want to express a preference for a Voluntary Aided or Foundation school, or a school maintained by another authority, will be advised in the Starting School booklet to check the ranking policy with the appropriate school or local authority.

### **Processing Applications**

10. Rochdale LA will forward copies of all applications for schools including Voluntary Aided and Foundation schools maintained by other LAs to the relevant LA by 7<sup>th</sup> February 2011.
11. Rochdale LA will forward copies of all applications to Voluntary Aided and Foundation schools maintained by Rochdale LA by 14<sup>th</sup> February 2011.
12. Rochdale LA maintained Voluntary Aided and Foundation schools will inform the LA by 25<sup>th</sup> February 2011 of the pupils eligible for a place under their admission criteria.
13. Rochdale LA will inform other local education authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale residents by 31<sup>st</sup> March 2011.

### **Determining Offers**

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another LA higher than a school in Rochdale and Rochdale is informed by that LA that it is in a position to offer a place, Rochdale LA will not offer a place at a school in Rochdale.
15. If Rochdale LA is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale LA will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest community school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

### **Notifying Parents/Carers of Decisions**

16. Rochdale LA will notify Rochdale residents of places that can be offered at all maintained Rochdale schools on 15<sup>th</sup> April 2011.
17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than 29<sup>th</sup> April 2011.
18. Rochdale LA has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on 15<sup>th</sup> April 2011:-

## ***Bury, Manchester, Oldham, Calderdale and Lancashire***

### **Late Applications**

19. Applications received after the closing date of 15<sup>th</sup> January 2011 will be treated as late applications. The LA will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale after 15<sup>th</sup> January 2011 and before offers of places are made.
20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of 15<sup>th</sup> April 2011. Parents/carers who apply late may, therefore, miss out on their preferred school.
21. Applications for Voluntary Aided and Foundation schools in Rochdale and for schools maintained by other LAs received after the closing date of 15<sup>th</sup> January 2011 will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

### **Waiting Lists**

22. Rochdale LA will operate a waiting list for Rochdale Community schools, which are oversubscribed in accordance with the LA's admission policy. The LA will only offer places, should any become available, in accordance with the authority's admission policy.
23. Parents/carers should check the admission policies for Voluntary Aided and Foundation schools and schools in other LAs in order to determine whether or not they operate waiting lists.

### **Changing primary schools (In year admissions)**

24. If a parent/carer residing in the Rochdale Borough wants to move their child to another school other than at the normal transfer age, they need to complete a transfer form and submit it to the Pupil Services Team in accordance with the Local Authority's published Within-Year Transfer Policy.

**PART TWO: TIMETABLE OF CO-ORDINATED SCHEME**

