

**ADMISSION TO ROCHDALE BOROUGH PRIMARY SCHOOLS:
CHILDREN AGED 4+ SEEKING ADMISSION TO SCHOOL FOR THE FIRST TIME
IN SEPTEMBER 2011**

ALLOCATION PROCEDURE/APEALS PROCEDURE

This leaflet tells you:

- (i) about Government legislation affecting admission to Infant classes;
- (ii) which schools received more applications than places available;
- (iii) how the allocation process has been applied; and
- (iv) what you can do if you have not been offered a place at the school of your preference.

In the Rochdale Borough, children starting at a primary school use the same common application form; however there are twenty nine different Admission Authorities.

- (i) The Local Authority (LA) for Community and Voluntary Controlled (VC) Primary Schools
- (ii) The Governors of Foundation and Voluntary Aided (VA) Primary Schools.

1. ADMISSION TO INFANT CLASSES - SEPTEMBER 2011

The Schools Standards and Framework Act 1998 places a duty on Local Authorities (LA's) and governing bodies to limit infant classes to 30 pupils. This limit applies to any child in an infant class i.e. a class for 5, 6 or 7 year olds. This came into effect in September 2001.

This means that we can only admit up to the point where classes in Reception, Year 1 and Year 2 (Key Stage 1) will be 30 or less. When we have too many applications we use the published criteria to decide who should have a place.

Further information can be found in section 7.

2. SCHOOLS WHERE MORE APPLICATIONS WERE CONSIDERED THAN PLACES AVAILABLE

School	Published Admission Number	Total Number of Applications Considered
HEYWOOD TOWNSHIP		
All Souls' CE Primary School	30	58
Bamford Primary School *	45	81
Heap Bridge Village Primary School	25	29
Hopwood Community Primary School	45	73
Our Lady & St Paul's RC Primary School *	30	42
St Luke's CE Primary School	30	66
St Margaret's CE Primary School *	30	34
St Michael's CE Primary School – Bamford *	30	72

ROCHDALE TOWNSHIP

Ashfield Valley Primary School	30	34
Belfield Community Primary School **	45	54
Caldershaw Community Primary School	30	55
Deeplish Community Primary School	45	47
Hamer Community Primary School **	45	52
Healey Primary School *	30	43
Holy Family RC Primary School *	30	42
Norden Community Primary School	60	71
Sacred Heart RC Primary School *	30	39
Sandbrook Community Primary School	60	72
Shawclough Community Primary School	60	63
St Edward's CE Primary School	50	53
St Mary's CE Primary School	30	34
St Patrick's RC Primary School *	45	59
St Vincent's RC Primary School *	60	76
Whittaker Moss Primary School	35	93

PENNINE TOWNSHIP

Alice Ingham RC Primary School *	24	25
Crossgates Primary School *	36	59
Holy Trinity CE Primary School * / **	30	35
Milnrow Parish CE Primary School *	30	35
Moorhouse Community Primary School	30	35
Newhey Community Primary School	30	35
Smithy Bridge Foundation Primary School *	60	92
St James' CE Primary School Wardle *	30	51
St Mary's RC Primary School Littleborough *	30	40

MIDDLETON TOWNSHIP

Middleton Parish CE Primary School *	30	47
Parkfield Community Primary School	30	46
St John Fisher RC Primary School *	30	46
St John's CE Primary School Thornham*	10	21
St Mary's RC Primary School Middleton *	45	63
St Michael's CE Primary School Middleton *	30	52
St Peter's RC Primary School *	30	45
St Thomas More RC Primary School *	45	57

* **Voluntary Aided and Foundation Primary Schools (see Section 9 for information on How to Lodge an Appeal)**

** **School(s) that have extended their Published Admission Number for 2011/2012 admissions only**

3. DECIDING ON ADMISSIONS COMMUNITY & VOLUNTARY CONTROLLED PRIMARY SCHOOLS

Where there were more applications received than places available, the following criteria, in the order set out, were used to decide which children should be offered places:

(i) Children in Care to a Local Authority (Looked After Children)

(ii) Medical/Psychological Grounds

Children for whom there were proven **medical** or **psychological** reasons why they should attend a particular school and only the school applied to can meet those needs. To be considered under this criterion parents were asked to attach a medical certificate/letter from the child's own doctor at the time of application. The certificate or letter was then referred to the Service Director to consider if only that school could meet the needs of the child.

NB: If medical grounds are claimed now the medical certificate/letter will be referred, as detailed above. It is unlikely that an offer of a 'casual vacancy' using this criterion could be made.

(iii) Sibling Priority

Children who have an older brother or sister attending the preferred school, who will be in attendance at the school in September 2011, and this priority was claimed.

NB: Attendance in a nursery class or the attendance of a brother or sister in a nursery class **does not** give priority admission to the primary school to which the nursery class is attached.

(iv) Church Affiliation - Voluntary Controlled Church of England Schools

For this to be claimed a letter of support from the Minister of the family's Church should have been sent to the primary school at the time of application.

(v) Proximity and Ease of Access

After the above priority cases were considered, other parents who had made that school a preference were allocated places according to their relative proximity, paying close attention to the principle of ease of access to the school but also to other schools nearby. (Please note the Local Authority cannot take into account Voluntary Aided or Foundation Primary Schools when looking at nearby schools). When the preferred school had reached the Published Admission Number, the remaining children were considered for their next preferred school and ranked equally for consideration together with those children who had made that school their preferred choice. This process continued until all children had been allocated a primary school place.

4. LATE APPLICATIONS

The closing date for applications for admission to primary school in September 2011 was 15th January 2011. The Local Authority tries to meet the preferences expressed by parents who applied for a place after this date but once the allocation procedure has started it is:

- (i) more difficult to take account of them; and
- (ii) when the allocation process has been completed it is only possible to offer places at schools where vacancies exist.

However, once the allocation letters have been sent to parents and schools, all applicants have the same rights for vacancies that may become available off the waiting list and in the appeals procedure.

5. WAITING LISTS

After parents and schools have been notified of the results of the allocation process, vacancies can sometimes occur. This happens when pupils move away from the area or they obtain a place in another school. This is called a waiting list vacancy.

You will automatically be placed on the waiting list of your preferred school unless you notify the Local Authority otherwise. If you wish to be included on the waiting list for any other school you must write to the LA at the following address:

School Admissions
PO Box 70,
Municipal Offices,
Smith Street,
Rochdale
OL16 1YD

The Authority maintains a waiting list for schools where it is the Admission Authority. Any vacancy which arises will be offered in accordance with the procedure outlined on Section 3 - Deciding on Admissions. The Local Authority will write to all those who remain on the waiting list at the end of each academic year to see if they still wish to be considered for any places that may arise the following academic year.

Accepting a place at a school that is not your first preference or being on a waiting list does not affect an appeal. If you wish to appeal as well as placing your child's name on a waiting list you should read the next paragraph of this section carefully.

6. WHO TO TALK TO

If your child has not been allocated to the school you selected as your first preference it will be because the number of applications for that school exceeded the number of places available. We have tried our best to allocate a place which is acceptable to you. If we haven't, it is because we must take account of the Council's published criteria for allocation of places in the light of parental preferences.

At this stage we **cannot** change the offer of a school place to your preferred school (but see Section 5: Waiting Lists). Neither can School Governors, Head Teachers or Councillors. Only an Independent Appeal Panel has that power, but because of the Government Legislation on Infant Class sizes, the Panels have restricted grounds for upholding appeals. For more information about this see Section 7: Appeals.

If you wish to discuss the allocation process you can make an appointment to meet with an Officer of the Council's Information Service. This person will not be a member of the Schools Service and will not have been involved with the allocation process. The Information Officer however will be able to discuss the options available to you, explain how the waiting list works and how to appeal against the decision. They will also take a brief note of your concerns which will then be passed on to the Schools Service.

You should contact:

ROCHDALE TOWNSHIP

Customer Service Centre, Floor 2, Municipal Offices, Smith Street, Rochdale, OL16 1LQ.

Telephone: (01706) 924408.

HEYWOOD TOWNSHIP

Customer Service Centre, Phoenix Centre, 1 Church Street, Rochdale, OL10 1LR.

Telephone: (01706) 922200.

MIDDLETON TOWNSHIP

Customer Service Centre, Sadler Street, Middleton, M24 5UJ

Telephone: (01706) 927150

PENNINE TOWNSHIP

Littleborough Information Centre, Hare Hill House, Hare Hill Park, Littleborough, OL15 9HF.

Telephone: (01706) 378221.

Milnrow and Newhey Information Centre, Milnrow Library, Newhey Road, Milnrow, OL16 3PS.

Telephone: (01706) 927270

If you are uncertain about the curriculum or teaching methods of the school your child has been allocated, you should contact the Head Teacher of the school to discuss any concerns and perhaps arrange to see the school in session.

7. APPEALS

You can make an appeal to an Independent Appeal Panel if you have not been offered a place at the school of your preference.

- If your application has been refused because Key Stage 1 classes have reached the legal limit of 30, the admission appeal panel can only uphold an appeal if one of the two very strict conditions below applies:

Either: (i) the decision was not one which a reasonable admission authority (LA or governing body), properly aware of its responsibilities, would make in the circumstances of the case.

The circumstances which may be considered include the school's admission policy, the internal organisation of the school and its ability to accommodate pupils in compliance with the class size limit.

or: (ii) the admission arrangements were not properly implemented, and the child would have been offered a place if they had been.

This means that in contrast to other types of appeal, there is no balancing process. The Panel has no power to uphold the appeal, even where the parents offer evidence to show that the prejudice to the child, if he or she is not admitted to the school, would outweigh any conceivable prejudice to efficient education or efficient use of resources. Prejudice to efficient education or use of resources in cases like this means that the school would have to take 'qualifying measures' in order to accommodate extra children. They would, for example, have to employ an additional teacher or build another classroom in order to meet the limit on class sizes. This would clearly be an inefficient use of resources.

If you have not been allocated your preferred school because the school's admission number has been reached the appeal will be heard on the basis of prejudice to efficient education and use of resources. School admission numbers are based on each school's physical size, the number of classrooms and what they are used for. This determines the number of pupils that can properly be accommodated within the constraints of the school buildings. Exceeding a school's capacity can prejudice efficient education or the efficient use of resources in a number of ways:

- there can be difficulties in finding the physical classroom space to accommodate pupils within their class groups and the pattern of class organisation
- there may be health and safety issues for children moving around the school
- there are likely to be more children in each class, meaning that teachers have less time to spend with each individual pupil
- facilities such as social areas, cloakrooms, toilets and dining halls are placed under additional pressure
- specialist teaching facilities and equipment in subjects such as science or technology may be insufficient to ensure all pupils have a full opportunity to properly access the curriculum.

This is not an exhaustive list, but gives an indication of how efficient education and use of resources can be prejudiced by admitting additional pupils.

8. APPEALS PROCESS

All appeals for admission into primary school in the Rochdale borough are administered by the Council's Legal and Democratic Service, regardless of whether the school is a Community, Voluntary Controlled, Voluntary Aided or Foundation primary school.

Appeal Forms are available from staff of the Information Service (see section 6 – "Who to Talk To"). When you have completed the Appeal Form it should be returned by Friday 6th May 2011 to:

**Legal and Democratic Services
Committee Services Section
PO Box 15, Town Hall
ROCHDALE, OL16 1AB**

Appeals are heard by an Independent Panel of three people who have not been involved in the allocation procedure nor have any connection to the Local Authority or to the school in question. The hearings are arranged by Committee Services. If you have any questions about the appeal when you have submitted it contact (01706) 924719.

The Appeal Panel will have a copy of your Appeal Form. You will be invited to attend the appeal hearing in person and to take a friend with you if you want to. If you decide not to attend the appeal hearing, the Panel will make its decision based on the information you give on the Appeal Form.

NB If an Appeal Form is not received by Legal & Democratic Services by Friday 6th May 2011 your appeal may not be heard before schools close for the summer holidays in July 2011. Where an appeal form is sent in after this date the appeal will be heard as soon as possible but this may be during August 2011 or later.



If you have difficulty in understanding this leaflet or in writing English you should ask a friend to help you complete the Appeal Form because appeals have to be submitted and considered in English. On request, an interpretation service is available for the appeal hearing.

چونکہ داخلہ سے متعلق اپیل پر ساری کارروائی انگریزی زبان میں ہوتی ہے۔ لہذا اپیل فارم کو مکمل کرنے اور اس سے متعلق لیفلٹ کو سمجھنے میں آپ کو اگر کوئی مشکل پیش آئے تو اپنے کسی عزیز یا دوست سے مدد حاصل کیجئے۔ جب اپیل کی سماعت ہوگی تو اس وقت درخواست کرنے پر ترجمان کا انتظام کر دیا جائے گا۔

এই প্রচারপত্রখানা (লিফলেট) বুঝিতে বা ইংরেজী লিখিতে যদি আপনার অসুবিধা হয় তাহা হইলে আপনার কোন একজন বন্ধুকে আপীল ফরমখানা পূরণ করার জন্য সাহায্য করিতে বলুন। কারণ আপীল ফরম ইংরেজীতেই দাখিল করিতে হয় এবং ইহা ইংরেজীতেই বিবেচনাপূর্বক সিদ্ধান্ত নেওয়া হয়। অনুরোধ করিলে আপীল শুনানীর জন্য একজন দোভাষীর ব্যবস্থা করা যাইবে।