

## Admission Policy for Community and Voluntary Controlled Primary and Secondary Schools 2012-13:

1. The policy of Rochdale LA is to admit pupils, on demand, up to a school's Published Admission Number (PAN). Where there are more applications for a school than there are places available, places will be allocated giving priority to pupils in the following order:

- i) Looked After Pupils
- ii) Pupils with a medical/psychological condition that warrants placement at that school<sup>#</sup>
- iii) Pupils with an older sibling\* attending the school at the time of admission
- iv) Any remaining places will be decided on the basis of proximity and ease of access to the school and other schools in the area

2. In the case of Voluntary Controlled C of E Primary schools, priority can be claimed on religious grounds if a letter of support from the Minister of the parents' church is submitted at the time of application. This should indicate that parents regularly attend church and/or are involved in church activities.

3. Should the number of pupils falling into the first three categories above exceed the Published Admission Number, category (iv) will be used as a tie-breaker. The measure will be taken from the centre point of the pupil's house to the main gate of the school applied to and to the next nearest school. Proximity is not deemed to be a simple measurement radiating out from the school either as the crow flies or as a walking route. It is moderated by the principle of ease of access which takes account of relative distance to schools as a whole and means those living further away from an alternative school will have priority. The Local Authority utilises a computer application called SCANA to measure distances utilising Ordnance Survey maps.

4. Where pupils have a statement of special educational needs, that names a specific school, the LA has a statutory duty to admit those pupils.

\* - A sibling is defined as a brother or a sister, or step-brother or step-sister living at the same address as the child for whom application is being made and are in attendance at the school at the start of the academic year for which admission is sought. Sibling priority will not be given where the brother/sister or step-brother/step-sister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.

# - If you consider that there are strong medical / psychological reasons for your child to attend a particular school you must attach a medical certificate / letter from your child's own doctor to the Common Application Form at the time of application.

5. On receipt of the medical certificate / letter, the case will be referred to either the Consultant Community Paediatrician or the Principal Educational Psychologist for their professional advice. This is because evidence is required to show that admission to the particular school is essential.

6. Following receipt of advice, a place will only be allocated under this criterion if there is firm evidence that the child's needs can only be met at the school to which the parent is applying.

7. You should note that providing evidence does not automatically mean that a place will be allocated under this criterion.

<b>Published Admission Numbers for September 2012</b>
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**Community Primary Schools**

School	Published Admission Number
Alkrington	60
Ashfield Valley	30
Belfield	45
Boarshaw	30
Bowlee	90
Brimrod	30
Broadfield	60
Caldershaw	30
Castleton	30
Deeplish	60
Elm Wood	58
Greenbank	90
Hamer	45
Harwood Park	45
Heap Bridge	25
Heybrook	90
Hollin	30
Hopwood	45
Kentmere	45
Littleborough	60
Lowerplace	90
Marland Hill	60
Meanwood	60
Moorhouse	30
Newhey	30
Norden	60
Parkfield	30
Sandbrook	90
Shawclough	60
Spotland	60
Whittaker Moss	35
Woodland	90

**Voluntary Controlled Primary Schools**

School	Published Admission Number
All Souls' CE	30
Little Heaton CE	30
St Andrew's CE, Dearnley	30
St Edward's CE	50
St Gabriel's CE	30
St Luke's CE	30
St Mary's CE, Balderstone	30
St Peter's CE	60
Stansfield Hall	20

**Community Secondary Schools**

School	Published Admission Number
Falinge Park	240
Matthew Moss	180
Middleton Technology	210
Oulder Hill	300
Siddal Moor	210

## CO-ORDINATED ADMISSION SCHEME FOR ROCHDALE LOCAL AUTHORITY MAINTAINED SECONDARY SCHOOLS 2012/13

1. Rochdale Local Authority 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 Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community high schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Foundation, Voluntary Aided schools and Academies, 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 Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

### Application Process

5. The parents/carers of all Year 6 pupils resident in the Borough will be requested to apply for a maintained high school place to Rochdale Local Authority, their home authority.
6. All parents/carers will be requested to state up to four 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 "Transfer to High School" information booklet and the common application form, will be sent to Parents/Carers early in September 2011. 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 current primary school or Rochdale LA no later than **21<sup>st</sup> October 2011**. If schools receive the forms by mistake they should inform the maintaining Local Authority in order to ensure that the LA receives a completed Common Application Form.
9. All preferences for Rochdale Local Authority maintained community secondary 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 Transfer to Secondary School booklet to check the ranking policy with the appropriate school or local authority.

### Processing Applications

10. Rochdale Local Authority will forward copies of all applications for schools including Voluntary Aided and Foundation schools maintained by other Local Authorities to the relevant Local Authority by 11<sup>th</sup> November 2011.
11. Rochdale Local Authority will forward copies of all applications to Voluntary Aided, Foundation schools and Academies maintained by Rochdale Local Authority by 18<sup>th</sup> November 2011.

12. Rochdale Local Authority maintained Voluntary Aided, Foundation schools and Academies will inform the Local Authority by 9<sup>th</sup> December 2011 of the pupils eligible for a place under their admission criteria.
13. Rochdale Local Authority 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 Borough residents by 13<sup>th</sup> January 2012.

### **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 Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.
15. If Rochdale Local Authority 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 Local Authority 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 Local Authority will notify Rochdale residents of places that can be offered at all maintained Rochdale schools on 1<sup>st</sup> March 2012.
17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than 15<sup>th</sup> March 2012.
18. Rochdale Local Authority 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 1<sup>st</sup> March 2012:-

*Bury, Manchester, Oldham, Calderdale and Lancashire*

### **Late Applications**

19. Applications received after the closing date of 21<sup>st</sup> October 2011 will be treated as late applications. The Local Authority 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 Borough after 21<sup>st</sup> October 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 1<sup>st</sup> March 2012. 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 Local Authorities received after the closing date of 21<sup>st</sup> October 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.

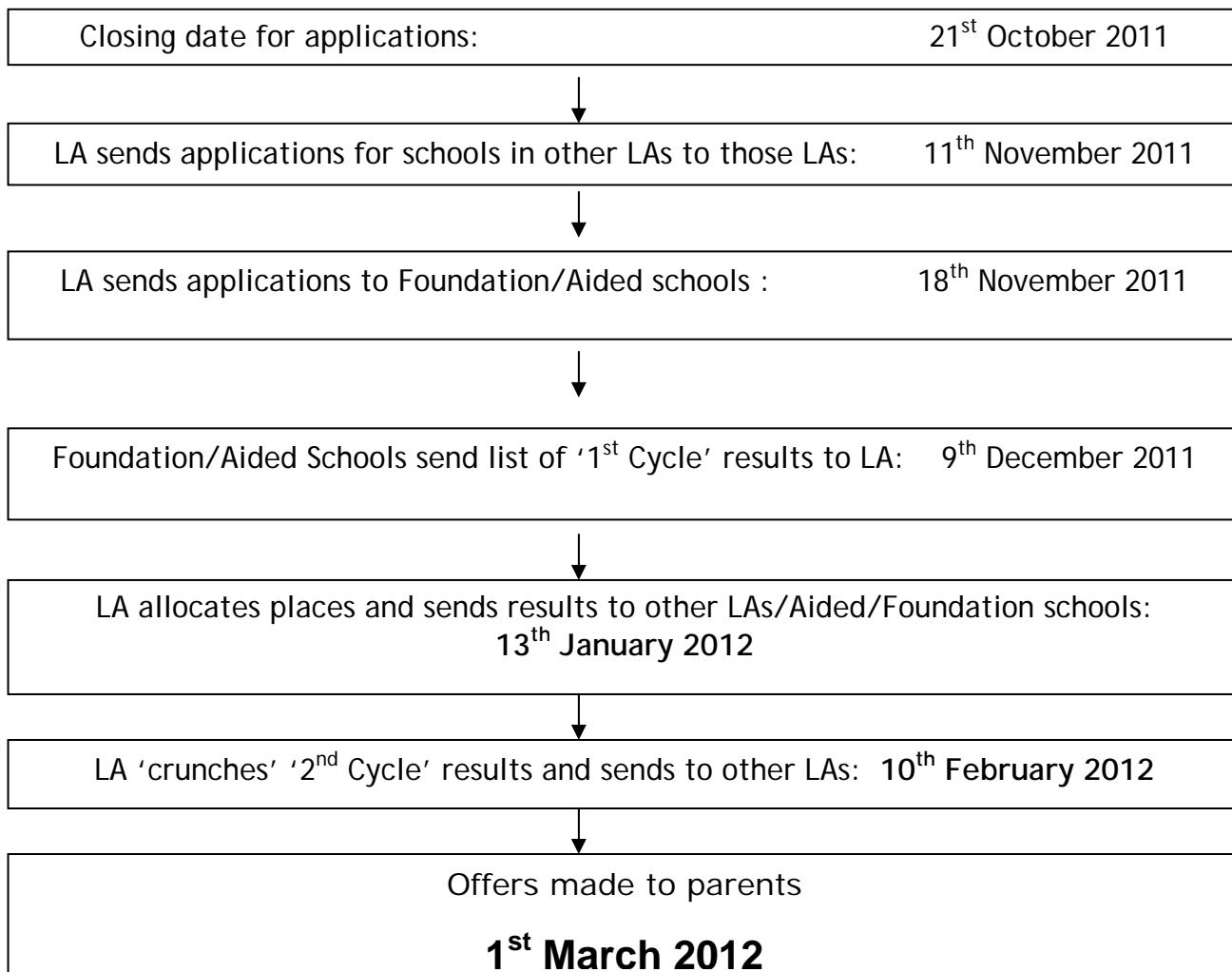
### Waiting Lists

22. Rochdale Local Authority will operate a waiting list for Rochdale Community schools which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority 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 Local Authorities in order to determine whether or not they operate waiting lists.

### Changing secondary 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.

### ***TIMETABLE OF CO-ORDINATED SCHEME FOR SECONDARY SCHOOLS:***



(LA= Local Authority)

## **CO-ORDINATED ADMISSION SCHEME FOR ROCHDALE LOCAL AUTHORITY MAINTAINED PRIMARY SCHOOLS 2012/13**

### **Introduction**

1. Rochdale Local Authority 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 Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, 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 Local Authority'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. Where a school converts to academy status before September 2012, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority 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 Local Authority, 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 2011. 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 Local Authority no later than **13<sup>th</sup> January 2012**. If schools receive the forms by mistake they should inform the maintaining Local Authority in order to ensure that the Local Authority receives a completed Common Application Form.
9. All preferences for Rochdale Local Authority 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 Local Authority will forward copies of all applications for schools including Voluntary Aided and Foundation schools maintained by other Local Authorities to the relevant Local Authority by 6<sup>th</sup> February 2012.
11. Rochdale Local Authority will forward copies of all applications to Voluntary Aided and Foundation schools maintained by Rochdale Local Authority by 13<sup>th</sup> February 2012.

12. Rochdale Local Authority maintained Voluntary Aided and Foundation schools will inform the LA by 29<sup>th</sup> February 2012 of the pupils eligible for a place under their admission criteria.
13. Rochdale Local Authority 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 30<sup>th</sup> March 2012.

### **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 Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.
15. If Rochdale Local Authority 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 Local Authority 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 Local Authority will notify Rochdale residents of places that can be offered at all maintained Rochdale schools on 16<sup>th</sup> April 2012.
17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than 30<sup>th</sup> April 2012.
18. Rochdale Local Authority 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 16<sup>th</sup> April 2012:-

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

### **Late Applications**

19. Applications received after the closing date of 13<sup>th</sup> January 2012 will be treated as late applications. The Local Authority 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 13<sup>th</sup> January 2012 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 16<sup>th</sup> April 2012. 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 Local Authorities received after the closing date of 16<sup>th</sup> January 2012 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**

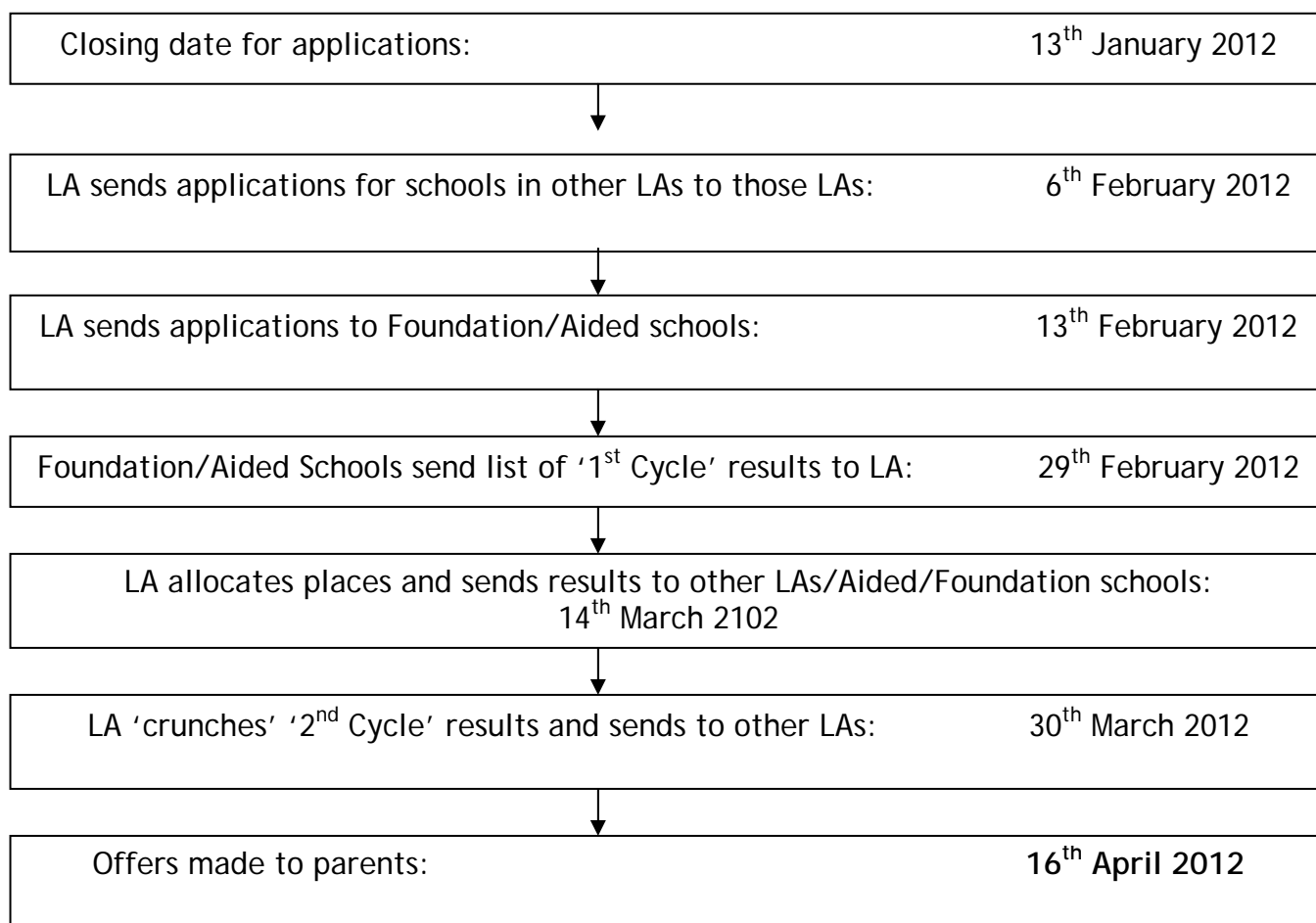
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**Changing primary schools (In year admissions)**

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