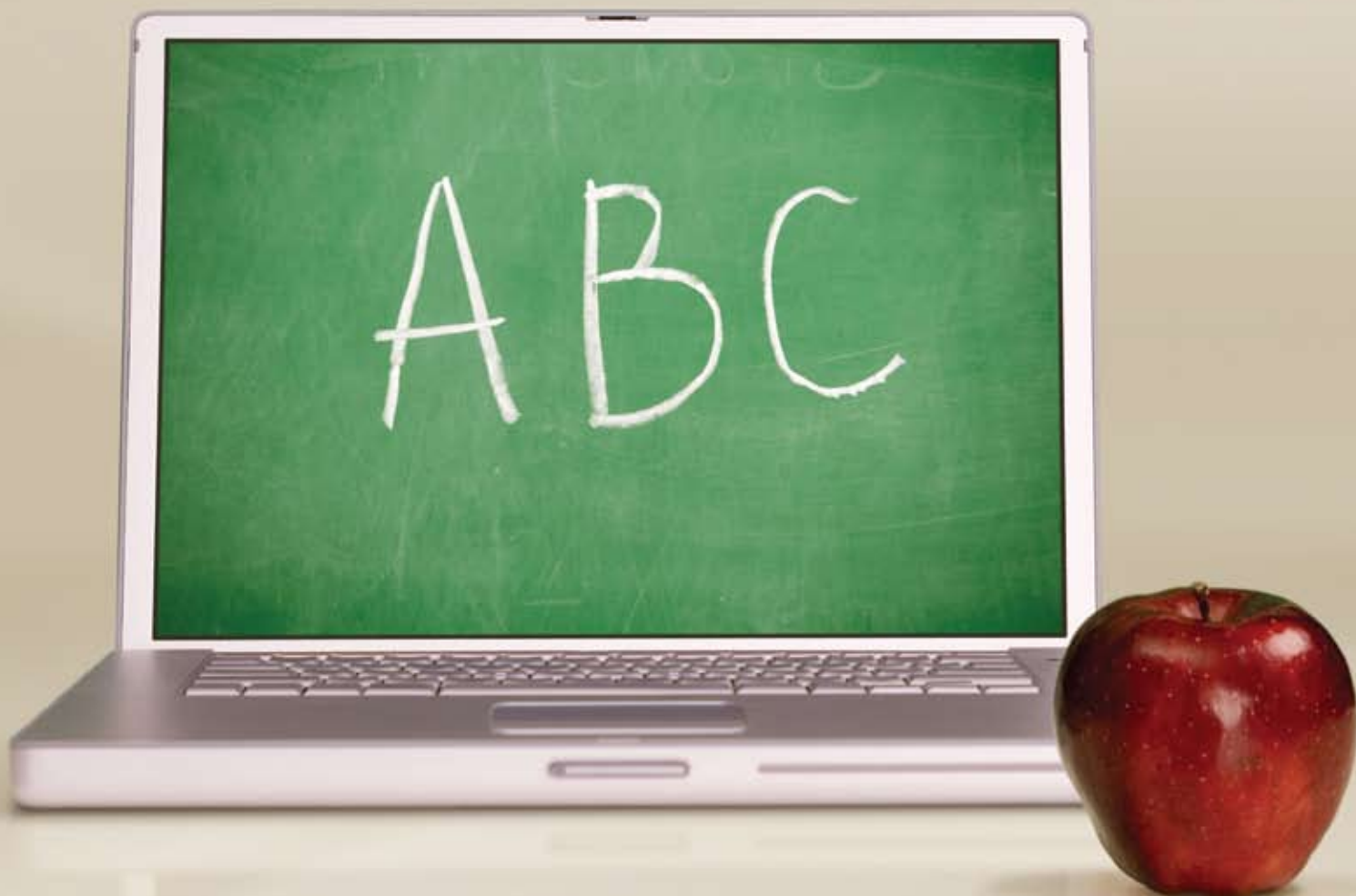


Transferring to Secondary School

A Guide for Parents and Carers
Academic Year 2012-2013



From August, you can apply
for a school place online



Apply online at www.rochdale.gov.uk/schooladmissions

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This booklet has been produced by Rochdale Local Authority as a guide for parents to schools in Heywood, Middleton, Pennines and Rochdale townships.

This booklet provides information about the Education Service in Rochdale. If you need any more help or information, please contact: Children, Schools and Families, Support for Learning, School Organisation & Development Team, Municipal Offices, Smith Street, Rochdale OL16 1YD.

Tel: (01706) 925982.

When you apply for a school place we will ask you to apply online or complete a form. This statement tells you how we will use that information and how we will keep it to protect your privacy.

Protecting your privacy

When you apply for a school place we will request some basic details from you such as your child's name, address and date of birth. Your child's present school, your name address and telephone numbers and details of anyone else with parental responsibility.

We will also require details of your preferences for schools and your reasons for those preferences. It may be necessary for the Council to verify information that you have provided which could involve contacting other departments of the Council who maintain appropriate records. In instances where the information provided is different from that held by them they may use the information that you have provided.

Fair Processing Notice

The information that you provide will be used in order to carry out the admissions process and will be provided to schools and neighbouring authorities (if you have expressed a preference for a school in another authority).

Once school places have been allocated the Council will keep a paper version of your application for two years and will pass on the electronic details that you have provided to the school that your child has been allocated a place at.

Schools will hold the information that you have provided and will issue you with a fair processing notice to inform you of how long they will keep that information and who it will be shared with.

Data Protection Act

The Council maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided by you will be treated in confidence and complies with the requirements of the Act. Information supplied will only be shared with other Council Departments (if deemed necessary to verify that information), neighbouring authorities (if you have applied for a place at a school in that authority), and the schools that you have applied for a place at.

Apply online at www.rochdale.gov.uk/schooladmissions

From August 15th 2011, you can apply for a school place online

اس کتابچے میں سکول میں داخلے کے طریقہ کار سے متعلق تفصیلات موجود ہیں۔
اگر آپ کو اس کی کاپی مختلف زبان یا متبادل نمونے میں چاہیے تو براہ مہربانی فون
نمبر 01706 925645 پر رابطہ کریں۔

Welcome to Children, Schools and Families Service in Rochdale

Dear Parents

Transferring to Secondary School

I hope you find this booklet useful. It contains information for when your child is due to change from primary to secondary school.

Each of Rochdale Borough secondary schools has strong individual character but all base their work on shared values. Every secondary school in Rochdale is benefitting from the Building Schools for the Future programme and are either being rebuilt or remodelled into state of the art learning environments. We have high standards for teaching and learning in the borough and are proud of the standard of our secondary schools. The vast majority of them are graded good or outstanding by Ofsted. The schools work closely together to ensure that between them they provide a range of specialisms. This will be particularly important as the participation age rises to 17 in 2013 and 18 in 2015. The schools also work closely with Rochdale Sixth Form College and Hopwood Hall College to ensure that students can move on to good A level or vocational education in the borough.

Transferring from a primary to a secondary school is a very important time for students and their families. By working together we hope to make the move as simple and as easy as possible so that your child can continue to enjoy learning and get the most out of secondary education in the borough of Rochdale.

The transition is helped by primary schools passing on information to secondary and special schools to ensure that your child has a learning programme which builds on past successes.

By working together we hope to make your child's move as smooth as possible so that they can continue to enjoy learning and develop their talents and abilities to the full.

Yours sincerely



Cheryl Eastwood
Executive Director: Children's Services



Deciding on a school for your child

1. What secondary education is provided in Rochdale?

Secondary education is provided for pupils aged 11 and over in the following types of school:

- Community schools which are set up and maintained by the Council (Local Authority). Religious education covers all religions and follows a syllabus agreed by the Council.
- Voluntary Aided schools. The Local Authority maintains the schools but the governing body employs the staff, decides which pupils are offered places and has different financial responsibilities. The governing bodies also control religious education.
- Foundation schools. The governors of the schools are responsible for running the school within the Local Authority's framework and deciding which pupils are offered places.
- Academy. The Academy's Governing Body is responsible for the running of the Academy and which pupils are offered places.

The category of each school is detailed in the directory of schools starting on page 18.

Most secondary schools are designated as specialist schools/colleges. In Rochdale these are:

- Cardinal Langley Roman Catholic High School (Sports College Status)
- Falinge Park High School and Performing Arts College
- Hollingworth Business & Enterprise College
- Holy Family Roman Catholic/Church of England College (Mathematics & Computing)
- Kingsway Park High School
- Matthew Moss High School (specialist status for science)
- Middleton Technology School
- Oulder Hill Community School and Language College
- Siddal Moor Sports College
- St Cuthbert's RC Business & Enterprise College
- St Anne's Academy (Information and Communication Technology and the Built Environment)
- Wardle High School and Performing Arts College

The Council's policy does not give any priority for admission to these schools on the basis of ability or aptitude for a particular specialism.

Please note: The Local Authority is only responsible for the admission criteria and procedures in community schools.

For Voluntary Aided schools, Foundation schools and the Academy, the governing body is responsible for admission arrangements so they may be different in each case. You should consider these carefully before you make your preferences. You should contact the schools to obtain further information about their policies as you may have to provide additional information in support of your application.

Admission policies for Voluntary Aided Schools, Foundation schools and the Academy can be found in the directory of schools.

Rochdale secondary schools are comprehensive and cater for pupils of all abilities from age 11 to 16 or age 11 to 18. The names, addresses and telephone numbers of each school in Rochdale are included in the directory of schools starting on page 18.

2. At what age should my child transfer to secondary school?

If your child was born between 1st September 2000 and 31st August 2001, your child will be due to transfer to secondary school in September 2012.

3. How should I decide which is my preferred school for my child?

You will probably already have an idea of some of the things about a school which are going to be important to you and your child. You may have talked to parents, staff and children attending particular schools.

Their ideas may be helpful but do not just rely on these. Anything as important as your child's school should always be based on your own judgement. Try to gather as much information as you can get to help you make that decision. Do not base your decision on other people's opinions or perceptions – they will be based on their own child and you should think about what is best for your child.

Find out as much as you can about what each school has to offer. You should go to secondary school open evenings (the dates of which are on page 15), read the schools' prospectuses, visit school web sites and view OfSTED reports before you decide on your preference. You might also wish to look at the admission statistics for the previous school year which are available in the directory of schools starting on page 18.

4. What basic information will I need?

The type of school

If the school is a community school, the admission criteria are listed on page 16. If the school is a Voluntary Aided, Foundation or Academy school, you can find the full admissions criteria for each of these schools in the directory of schools. However, you will need to get the full details from the school because the governing body of the school concerned is responsible for admissions and you may also be required to provide additional information or complete additional supplementary forms in support of your application.

You will need to find out:

Admission Criteria

If the school is a church school you will need to check if it gives preference to church members and whether or not there is an additional form or other documentary evidence that needs completing and returning for your child to be considered for a place at the school.

The size of the school. How many pupils are there?

How many pupils does the school admit in its intake each year? How many first preference applications did the school have last year?

Getting to school

How far will my child need to travel and how much will it cost? Will my child qualify for free travel?

Distance from school

Will the distance from my home affect my ability to support the school and my child's education as fully as I would want? Will the distance from my home affect my chances of getting a place for my child in a particular school? Will the distance be a problem if my child wants to take part in after school activities?

5. How do I find out more information about the school?

Every school produces a school prospectus each year. The prospectus will contain certain basic information about the school and the way in which it provides for the pupils at the school. Individual prospectuses are available from schools and are usually published on the school website.

Admissions Support

Admission arrangements can appear complex; the Attendance and Safeguarding Team is available to assist and guide parents who find it hardest to navigate the admissions system. They will support parents to obtain the details that will enable them to make informed and realistic decisions about which schools to apply for in the best interests of their child.

You can contact an Education Welfare Officer on the contact details provided below:

Attendance and Safeguarding Team

PO Box 70
Municipal Offices
Smith Street
Rochdale OL16 1YD
Tel: 01706 925115

6. Should I visit the school?

Yes. Visit as many schools as you can. Secondary schools hold open evenings during the autumn term each year, details of which are listed on page 15.

You may have already formed an impression of the schools you are planning to visit from the school prospectus and perhaps from other information you have received.

You may want to consider asking some questions during your visit. Try to speak to staff at the school as well as the head teacher.

It must be noted that attendance at open evenings or visits by yourself or your child to a school does not give your child priority for a place at the school and as such you cannot claim a prior relationship as an expectation of admission because your child may have attended events at the secondary school.

The head teacher or staff cannot offer you a place at the school or give you an indication of your chance of getting a place at the school. It is the Local Authority (or Governing Body for Foundation Schools, Voluntary Aided schools and the Academy)



who decide who is allocated a place based on the number of applications and the admissions policy.

Remember, every maintained school in Rochdale will want to do its very best for your child.

7. Do I have a choice of which school I send my child to?

You do not have a right to choose which school your child will go to. You only have a right to express a preference for a school. Our ability to satisfy your preference will depend not only on the demand for places at an individual school but also on the total number of places available at that school. The fact that you name a school as one of your preferences does not automatically mean that your child is entitled to a place at that school. If a school is oversubscribed, the admissions criteria will be used to work out which pupils will be offered places.

8. What happens if my child has a Statement of Special Educational Needs?

If your child has a Statement of Special Educational Needs (SEN) the process of transferring to secondary school is different. The Local Authority has to consult with your preferred school before it can be named on the Statement. Your child will not be disadvantaged in any way; it just means that the SEN Team of the Local Authority has to follow different procedures.

Where do I send my form if my child has a Statement?

The completed application form should be returned in the Stamped Addressed Envelope provided by 21st October 2011 to:

**Children, Schools and Families, Support for Learning
SEN & Children with Disabilities Service (SEN)
PO Box 70 Municipal Offices
Smith Street
Rochdale OL16 1YD**

What happens next?

The SEN Assessment Team Manager will review your application. The Local Authority will then formally consult with the Headteacher of your preferred school.

When will I know which school has been allocated?
The SEN Assessment Team will issue notification to you of the intention to amend Part IV of the Statement on 16th December 2011. If you disagree with the proposal to amend the Statement you may make written representations and / or request an appointment with your Named Officer. An Amendment to the Statement will be issued by 15th February 2012.

Do I have a Right of Appeal?

You will be advised of your right of appeal to the Special Educational Needs and Disability Tribunal (SENDIST) and of the local disagreement resolution service when the Amendment is issued.

Further independent advice can be obtained from the Parent Partnership Service (telephone number 0161 653 4461). If you have any enquiries please contact the SEN & Children with Disabilities Service on telephone number (01706) 925128.

9. How many children are admitted to each school each year?

Each year, the Local Authority or governing body of a Voluntary Aided school, Foundation school or the Academy publishes an admission number for each school. This is the number of children that it is intended will be offered a place at each school for the academic year.

The Published Admission Number (PAN) for each school is detailed in the directory of schools starting on page 18 along with the school details. Also included is the number of applications for each school for admission in 2011 along with details of allocations.

10. How does the admissions system work in Rochdale?

You should complete a Common Application Form (CAF) or apply online where you will have the opportunity to state four ranked preferences for any secondary school whether it is in Rochdale or in another Local Authority. It is essential for you to check the admission policies for Voluntary Aided schools, Foundation schools, the Academy and schools in other Local Authority areas. This is because the various admission authorities may have different policies and you may be required to provide additional information or complete supplementary forms for each of your preferred schools.

Only Rochdale residents should complete Rochdale's Common Application Form. If you live in another Local Authority and you wish to apply for a Rochdale school, you must put this on your home authority's CAF and your home authority will inform us of your application. If you live in Rochdale, you should not complete another Local Authority's common application form even if your preference is for a school in that authority.

If you want to apply for a school in another Authority or to a Foundation, Voluntary Aided or Academy School you should check with the Authority or the school directly about their admission policy as it may differ from Rochdale's policy and you may need to supply additional information or complete additional forms in support of your application.

Voluntary Aided and Foundation Schools and the Academy in Rochdale are Cardinal Langley RC High School, Kingsway Park High School, Hollingworth Business and Enterprise College, Holy Family RC & CE College, St Anne's Academy, St Cuthbert's RC Business and Enterprise College and Wardle High School and Performing Arts College.

You will still need to apply directly to independent schools for a place and they should not be named on the Common Application Form.

The closing date for applications is 21st October 2011 and paper application forms should be returned to the Local Authority at the following address:

School Organisation & Development Team
PO Box 70
Municipal Offices
Smith Street
Rochdale OL16 1YD

You may hand your application form in at one of the Council Information Centres however you must request a receipt as this will be required to be provided as proof of delivery in the unlikely event that your application form is lost.

Apply online at
www.rochdale.gov.uk/schooladmissions

Applying Online

If you have a working email address and are a Rochdale resident you can make your application online. You will be able to submit your application online between 15th August 2011 and 21st October 2011.

There are many benefits to applying online:

- It is quick and easy to do
- You can make your application and send it immediately
- You can fill in your preferred secondary schools in your order of preference
- You will receive an email confirmation to say that your application has been received, so there is no risk of it getting lost in the post
- The system is secure and your information is protected
- You can make amendments at any time up until the closing date of 21st October 2011
- You won't need to complete the paper application form
- It is available 24 hours a day, seven days a week up until the closing date (21st October 2011)

What do I need to be able to apply online?

You will need a working email address. If you are a Rochdale resident, you will have received a letter from us that details your child's unique identity number (UID). If you input this number into the online application form with your child's date of birth, the system will automatically bring up some of your child's details, so that you do not have to type them in. If you have more than one child changing school, you will receive a separate UID for each child. Please note that UIDs are case sensitive so be careful when inputting them into the system, paying particular attention to the differences between ones and Is and zeros and Os.

Please note: If you don't have a UID, don't worry, you can still apply online. You will need to enter all of your child's details yourself. If you have mislaid your UID or require any further information, please contact the School Organisation & Development Team on (01706) 925982.

Do I need to submit any additional paperwork if I apply online?

If you are applying for a Voluntary Aided school in Rochdale you may be required to complete a supplementary application form for each of your preferences. Please check with each school concerned. Contact details for all schools in Rochdale are listed in the directory of schools starting on page 18 of this booklet.

Some schools in other local authorities may require you to complete a supplementary form. You should check with the school to see if they require this. The forms are available directly from these schools and should be returned directly to these schools.

- Rochdale Local Authority will collect all applications for Rochdale residents.
- The Local Authority will determine who is allocated places at Rochdale Community high schools in accordance with the Local Authority's admission policy, which is set out on page 16.
- The Local Authority will liaise with Rochdale Foundation and Voluntary Aided schools and the Academy and Local Authorities in other areas. They will consider applications for places and inform us who is to be allocated places in their schools in accordance with their own admission policies.
- After processing all this information Rochdale Local Authority will offer allocated places to Rochdale residents for Rochdale Community Schools and will offer places allocated on behalf of other Local Authorities, and the Governing Bodies of Voluntary Aided and Foundation Schools and the Academy.

Notification letters will be sent out on the nationally agreed date of 1st March 2012. (Please note it is the Authority's policy to send out all post by second class mail.)

Parents/carers will only be offered one secondary school place. If you are not allocated a place at your preferred school you have the right of appeal.

Details of the appeals process are given later in this booklet.

It is essential that you give the correct home address of your child on the Common Application Form. This must be where the child and parent (or guardian with parental responsibility) normally lives – not the address of a relative or childminder, or of a parent with whom the child does not normally live.

There has been evidence in the past of parents using “accommodation addresses” i.e. where an address which is not the child’s normal place of residence is used in an attempt to enhance the chance of being offered a place in a preferred school. The admission authority will seek evidence in the form of bank statements, utility or Council Tax bills to verify addresses if necessary.

If you give a false address or an address where the child is not actually living, the admission authority may withdraw an offer of a place. Parents should note that addresses can be checked against the electoral register and with benefits agencies.

11. What address should I put on the application form if my child lives with different parents/carers for part of the week?

There are many instances where a child lives part of the week with one parent and the other part with another parent. If there are legal arrangements in place to support these instances, the Local Authority will accept either address. If no such legal arrangements exist, the home address will be classed as the one at which child benefit is paid.

Parental Responsibility

Schools are required by law to have a wide range of dealings with pupils’ parents. Schools can find themselves caught up in disputes between a number of adults each claiming to have parental responsibility for a particular child.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law.

In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- (from 1 December 2003) by jointly registering the birth of the child with the mother
- by a parental responsibility agreement with the mother
- by a parental responsibility order, made by a court

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

12. Can I apply for a school in another Local Authority?

Yes. But if you live in Rochdale you must put your preference on Rochdale’s Common Application Form. (If you complete another authority’s form it will not be considered). Rochdale will then inform the appropriate Local Authority of your application.

If you intend applying for a school in another area you should contact that Local Authority or school directly to find out information on their admission criteria as it might be different from Rochdale’s and it may affect the way you should rank your preferences.

13. Can I apply for a Rochdale school if I don’t live in Rochdale?

Yes. But you must complete your own Authority’s common application form. Your home authority will then inform Rochdale of your application.

14. What happens next?

For all community schools where the total number of preferences received is equal to or less than the number of places available (PAN), all preferences will be offered a place. However, if the number of preferences is greater than the number of places available, places will be offered in accordance with the admission criteria detailed on page 16.

Where a preference has been made for a school in another Local Authority or a Foundation or Voluntary Aided school or an Academy in Rochdale, the Local Authority will liaise with the appropriate admission authority who will consider the applications against their admission policy.

The admission authority will then inform Rochdale Local Authority of the children that can be offered places.

15. What happens if the school has more applications than places available?

If the number of applications for a school is greater than the number of places available (PAN), the school is oversubscribed. This means that the number of places has to be limited and the admissions authority must use their oversubscription criteria to offer places.

For Community schools in Rochdale, the Local Authority will use the admission criteria listed on page 16 when offering places.

Each non-Community school has their own admissions criteria used for deciding which children can be offered places. You can find the individual criteria for each school listed later in this booklet.

16. What happens if my application is late?

Applications received after the closing date of 21st 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 the Rochdale area after 21st October 2011 and before offers of places are made.

Late applications made without a genuine and good reason may be considered after the notification date of 1st March 2011. Parents/carers who apply late may, therefore, miss out on a place at their preferred school. Applications for Voluntary Aided schools, Foundation schools and the Academy in Rochdale and for schools maintained by other Local Authorities received after the deadline of 21st October 2011 will be passed to the appropriate admission authority, who will be informed that it is a late application. It will be for that admission authority to decide how it wishes to process the application.

17. What if I change address?

When you are completing the form you should bear in mind any plans you may have for moving from your present address. If you change address within Rochdale MBC, between submitting your application form and 3rd February 2012, the Local Authority will take into account your new address when allocating places as long as you can provide proof of your change of address. Since the number of places available in each school is limited, it may not be possible to take into account your new address unless you quote your actual date of removal and provide written confirmation from your estate agent or solicitor that contracts have been signed and exchanged.

For rented property a copy of the Tenancy Agreement for not less than 12 months covering the date that your child will be admitted to school along with a utility bill, bank statement, council tax bill or child benefit entitlement form will be required.

18. What happens if I do not get a place at my preferred school?

If it is not possible to offer you a place at your first preference school the Admissions Authority concerned will consider your other preferences and where possible you will be offered a place at your highest ranked preference school.

If you live in Rochdale and it is not possible to offer you a place at any of your preferred schools the Local Authority will nominate a place for you at the nearest community school to your home address with available places.

19. Can I appeal against the decision not to offer my child a place at the school or schools of my preferences?

Yes. If your child is not offered a place at your preferred school, you have the right to appeal against that decision to an independent appeal panel.

Details of the appeal arrangements will be included with the letter notifying you of your offer of a place. Before you lodge an appeal for a community school in Rochdale, you may find it useful to talk to an officer of the Council's Information Service or Choice Adviser. This person will not have been involved in the allocation process but will be able to discuss the options available to you, explain how the waiting list works and how to appeal against the decision. You may then wish to fill in an appeal form and return it to:

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

If you appeal for a school and are unsuccessful you cannot appeal for that school again in the same academic year unless there is a significant change in your circumstances (such as a change of address), but you will remain on the waiting list for that school. To lodge an appeal for a Foundation or Voluntary Aided school, you should contact the school directly to find out how their appeals are arranged. Many of these schools will utilise the service provided by the Legal and Democratic Service to arrange their appeals. However, some schools will arrange and hold their appeals independently. If you wish to appeal for a place at a school in another Local Authority you must contact that Local Authority for details of their appeal arrangements.

NB. This appeals procedure does not apply to pupils who have a statement of Special Educational Needs.

20. How are places on the waiting list prioritised?

Waiting lists for Community schools, will be organised in accordance with the Council's published oversubscription criteria as stated on page 16 and maintained by the Local Authority. If you no longer wish to remain on the waiting list for a particular school please contact School Organisation & Development Team, who will arrange for this.

In accordance with the School Admissions Code of Practice, waiting lists for Community schools will be maintained for at least one term in the academic year of admission.

Waiting lists for Foundation schools, Voluntary Aided schools and the Academy are organised in accordance with the published oversubscription criteria of the school concerned and maintained by the Local Authority. If any vacancy becomes available, the Local Authority will confirm which child is top of the waiting list with the school concerned before contacting the parent to offer the place.

Waiting lists are not kept on a first come, first served basis and as such positions on waiting lists are subject to change as it is possible that an application with a greater claim for priority for a place that is received late may be placed in a higher position on the waiting list than your child. As such, it is only ever possible to give an indication of your child's position on a waiting list.

21. Can I move my child to another school other than at the usual age of transfer?

We do not recommend moving a child from one school to another even if the child is experiencing particular difficulties at the school.

If you are considering changing your child's school, you should consider this decision very carefully, bearing in mind that other schools may be full and that the upheaval may be damaging to your child's progress.

If your child is in Year 10 or 11 a move could have a detrimental effect on your child, as the school you are considering may not be able to offer your child the same subject options.

You should discuss any concerns you may have with the head teacher or class teacher at your child's current school to try to sort out any issues.

All applications from Rochdale residents must be made on Rochdale's within-year application form.

Application forms will be available from all Customer Contact Centres, schools, the School Organisation & Development Team and on Rochdale Borough Council's web site www.rochdale.gov.uk and parents can make up to three school preferences either for a school in the Rochdale area or for a school outside the Authority (not including independent schools). All applications must be returned to the School Organisation & Development Team (see application form for details). A pupil does not become resident in Rochdale until they actually live in Rochdale. Rochdale will however accept within-year applications from parents who are intending to move into the area when they can provide evidence of an exchange of contracts on a property or have a signed rental/lease agreement.

The Local Authority will aim to process applications within 10 school days of receipt (subject in some cases to relevant background information being available and address verification being available). All preferences will be considered equally and the Local Authority will aim to offer a place at the highest ranked preference where possible.

Where there are more preferences received than places available at a school then the relevant admission authority will use its published oversubscription criteria to allocate the place(s) available.

Schools who are their own admission authority and neighbouring authorities are requested to respond to the School Organisation & Development Team within five days of receipt of a within-year transfer request.

It should be noted that, at the time of printing, a new version of the School Admissions Code of Practice is undergoing consultation. It is therefore possible that changes to the procedure for a within-year transfer application may occur subsequently.

Decisions to refuse admission cannot be made by an individual on behalf of an Admission authority i.e. Headteacher of a Foundation school, voluntary aided school or an Academy. The decision must be taken by a sub-committee of the Governing Body.

Rochdale will liaise with neighbouring Local Authorities where a parent has expressed a preference for one of their schools. Applications and any supporting information will be sent to neighbouring authorities. Neighbouring Authorities must inform Rochdale if they can offer a place at one of their schools and Rochdale will notify the parent of that offer on behalf of the relevant admission authority.

Where it is not possible to offer a place at one of the parents stated preferences and the pupil has not already got a school place the Local Authority will nominate a place at the nearest school with places available and offer the parent the right of appeal to an independent appeal panel.

Parents will automatically be sent an appeal form where none of the preferred schools can be offered.

Timetable for applying for school places

Closing date for applications - 21st October 2011

This is the closing date for application forms to be returned to the Local Authority. You must send your application in by this date as any applications received late will be considered after all the on-time applications. This could mean that your preferred school is filled up before your application can be considered.

National offer day - 1st March 2012

A letter will be posted out to you by second class post to advise you of the school place offered. If you have applied online at www.rochdale.gov.uk/schooladmissions you can request to receive your offer by e-mail.

Application response date - 15th March 2012

You must accept or decline the place offered for your child by the 15th March 2012. Please note, if you decline the offer of a place, the Local Authority can only remove your child from the admission list at the allocated school if an alternative offer of a place can be made.

Deadline for appeals - 8th April 2012

Closing date for any appeals. If you are not offered your preferred school/s, you can appeal against this decision. Please see the relevant section in this guide on page 12.

Late Applications:

We will deal with applications for school places differently depending on whether we receive them on time or late. On time applications will be dealt with first. Late applications for places, i.e. Applications received after the closing date of 21st October 2011, even by one day, will be considered after all the on time applications. The only exception to this is if there are exceptional circumstances that have resulted in your application being late, which must be explained at the time of application.

Checklist for admissions

Before submitting your application for your child to transfer from Primary School to Secondary School, please read this checklist to ensure that your application can be processed efficiently and without problems.

- I have read the "Transferring to Secondary School" booklet.
- I have found out about and visited the schools I would like my child to attend.
- I have checked if any of my preference schools require me to complete additional supplementary forms and have submitted these where necessary.
- I have submitted a Common Application Form or have submitted my application electronically at www.rochdale.gov.uk/schooladmissions.
- I have stated up to four schools of preference that I would like my child to attend.
- I have provided details of any siblings currently attending the school(s) of my preference.
- I have signed and dated the application form.
- I have provided any supplementary evidence or information that is relevant to my schools of preference.
- I have kept a record of the email address and password for my online application

School Open Evenings

Each school has arranged a date, shown in the following table, to give parents/carers opportunity to visit the school. You can visit as many schools as you wish. You will also be able to pick up a copy of each school's prospectus which will tell you most of the things you need to know about the school. However, attendance at these events in no way guarantees the offer of a place at the school(s).

If you wish to visit the school at a different time you must contact the Headteacher to arrange an appointment.

It must be noted that attendance at open evenings or visits by yourself or your child to a school does not give your child priority for a place at the school and as such you cannot claim a prior relationship as an expectation of admission because your child may have attended events at the secondary school.

The head teacher or staff cannot offer you a place at the school or give you an indication of your chance of getting a place at the school. It is the Local Authority (or Governing Body for Foundation Schools, Voluntary Aided schools and the Academy) who decide who is allocated a place based on the number of applications and the admissions policy.

High School/College	Date of Open Evening	Time of Open Evening
Cardinal Langley RC High School	Thursday 29th September 2011	6.30pm
Falinge Park High School	Monday 3rd October 2011	6.45pm
Hollingworth Business & Enterprise College	Wednesday 5th October 2011	6.00pm
Holy Family RC & CE College	Thursday 6th October 2011	6.30pm
Kingsway Park High School	Thursday 6th October 2011	6.00pm
Matthew Moss High School	Wednesday 5th October 2011	6.00pm
Middleton Technology School	Thursday 6th October 2011	6.00pm
Oulder Hill Community School & Language College	Wednesday 14th September 2011	6.00pm
Siddal Moor Sports College	Thursday 22nd September 2011	7.00pm
St Anne's Academy	Tuesday 20th September 2011	6.00pm
St Cuthbert's RC Business & Enterprise College	Wednesday 21st September 2011	6.00pm
Wardle High School & Performing Arts College	Thursday 29th September 2011	6.30pm

Admission Criteria - Rochdale Community Schools

Where pupils have a statement of Special Educational Needs that names a specific secondary school, the Local Authority has a statutory duty to admit those pupils and as a result children with a Statement of Special Educational Needs will be allocated a place before any other places are allocated.

After that, where there are more applications for places than there are places available, places will be allocated in the following priority order:

- I Children in care to a Local Authority (Looked After Children)
- II Pupils with a medical/psychological condition that warrants placement at the school

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

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.

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

You should provide any appropriate evidence at the time of application. If medical grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place using this priority.

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

III Pupils with an older sibling attending the school at the time of admission

A sibling is defined as a brother or sister, a step-brother or step-sister or a half-brother or half-sister living at the same address as the child for whom the application is being made and will be 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.

You may claim this priority if your child has an older brother or sister currently attending the preferred school who will still be in attendance at the school in September 2012.

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.

IV Proximity and ease of access to the school and other schools in the area

Once places have been allocated using criteria i, ii and iii, any remaining places are allocated to pupils on the basis of their relative proximity and ease of access to the school but also to other schools nearby.

Proximity is not deemed to be a simple measurement of distance 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 furthest from an alternative school will have priority.

This will be done by measuring the shortest, suitable walking distance to the preferred school and deducting the shortest, suitable walking distance to the nearest or next nearest alternative school. This figure will give the difference in distance that one child would have to travel compared to another child, and so establish a priority ranking.

Inevitably, a decision can come down to a distance of a few metres, but it is this kind of measurement which is required to make an objective decision.

It should be noted that in looking at ease of access bus routes are not used. Nationally, suitable walking distance for secondary aged pupils is deemed to be up to three miles, so there is an assumption that up to this distance the journey can be on foot. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up short cuts are not taken into account in calculating walking distances.

Walking distances are measured using SCANA, which is a computerised application that utilises MapInfo Professional ® to calculate walking distances based on Ordnance Survey Maps. 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.

Where it is not possible to comply with parents' first preference, within the School Admissions Code, second, third and fourth preference applications will be considered equally alongside first preference applications for other schools. It is possible therefore, that a place may be allocated at an oversubscribed school to someone who did not choose the school as a first preference over someone who has.

This criteria is used for the following schools:

- Falinge Park High School
- Matthew Moss High School
- Middleton Technology School
- Oulder Hill Community School and Language College
- Siddal Moor Sports College

Falinge Park High School & Performing Arts College

Falinge Road
Rochdale
OL12 6LD
Type of School: Community

Telephone
01706 631246

Headteacher
Mr R Lonsdale

Website
www.falingepark.com

Published Admission Number
240

Age Range
11-16

Specialist Status
Performing Arts

Admission Statistics for September 2011

Total Number of Preferences Expressed **474**
Total Number of First Preferences Expressed **198**
Number of Places Offered as at 1st March 2011 . . **226**

Breakdown of how places were allocated

Places offered to Children with a Statement of Special Educational Needs **4**
Places offered to Looked After Children **0**
Places offered to Children with a Medical or Psychological Reason **0**
Places offered to Children with an elder sibling attending the school **97**
Places offered to Children on the basis of proximity and ease of access **125**

Matthew Moss High School

Matthew Moss Lane
Rochdale
OL11 3LU
Type of School: Community

Telephone:
01706 632910

Headteacher
Mr A Raymer

Website
www.matthewmoss.co.uk

Published Admission Number
180

Age Range
11-16

Specialist Status
Science

Admission Statistics for September 2011

Total Number of Preferences Expressed **428**
Total Number of First Preferences Expressed **156**
Number of Places Offered as at 1st March 2011 . . **172**

Breakdown of how places were allocated

Places offered to Children with a Statement of Special Educational Needs **5**
Places offered to Looked After Children **2**
Places offered to Children with a Medical or Psychological Reason **0**
Places offered to Children with an elder sibling attending the school **55**
Places offered to Children on the basis of proximity and ease of access **110**

Middleton Technology School

Kenyon Lane
Middleton
M24 2GT
Type of School: Community

Telephone:
0161 643 5116

Headteacher
Mrs A Crompton

Website
www.midtech.com

Published Admission Number
210

Age Range
11-18

Specialist Status
Technology

Admission Statistics for September 2011

Total Number of Preferences Expressed **369**
Total Number of First Preferences Expressed **155**
Number of Places Offered as at 1st March 2011 . . **181**

Breakdown of Allocation of Places

Places offered to Children with a Statement of Special Educational Needs **6**
Places offered to Looked After Children **2**
Places offered to Children with a Medical or Psychological Reason **0**
Places offered to Children with an elder sibling attending the school **40**
Places offered to Children on the basis of proximity and ease of access **133**

Oulder Hill Community School and Language College

Hudsons Walk
Rochdale
OL11 5EF
Type of School: Community

Telephone:
01706 645522

Headteacher
Mr J Watson

Website
www.oulderhill.com

Published Admission Number
300

Age Range
11-16

Specialist Status
Languages

Admission Statistics for September 2011

Total Number of Preferences Expressed **648**
Total Number of First Preferences Expressed **194**
Number of Places Offered as at 1st March 2011 . . **245**

Breakdown of how places were allocated

Places offered to Children with a Statement of Special Educational Needs **2**
Places offered to Looked After Children **0**
Places offered to Children with a Medical or Psychological Reason **0**
Places offered to Children with an elder sibling attending the school **86**
Places offered to Children on the basis of proximity and ease of access **157**

Siddal Moor Sports College

Newhouse Road
Heywood
OL10 2NT
Type of School: Community

Telephone:
01706 369436

Headteacher
Mr S Britton

Website
www.siddalmoor.rochdale.sch.uk

Published Admission Number
210

Age Range
11-16

Specialist Status
Sports

Admission Statistics for September 2011

Total Number of Preferences Expressed **343**
Total Number of First Preferences Expressed **176**
Number of Places Offered as at 1st March 2011 . . **193**

Breakdown of how places were allocated

Places offered to Children with a Statement of
Special Educational Needs **3**
Places offered to Looked After Children **0**
Places offered to Children with a Medical or
Psychological Reason **0**
Places offered to Children with an elder sibling
attending the school **57**
Places offered to Children on the basis of
proximity and ease of access **133**

Admission Criteria for Voluntary Aided, Foundation Schools and the Academy

Cardinal Langley RC High School

Rochdale Road
Middleton
M24 2GL

Type of School: Voluntary Aided

Telephone:
0161 643 4009

Headteacher
Mr C A Mason

Website
www.clrchs.co.uk

Published Admission Number
180

Age Range
11-18

Specialist Status
Sports

Admission Statistics for September 2011

Total Number of Preferences Expressed **415**

Total Number of First Preferences Expressed **187**

Number of Places Offered as at 1st March 2011 . . **180**

The Governing body is the Admissions Authority. The Admissions is drawn from the members of the Curriculum and Pupils Committee and has a quorum of 3 members, of whom at least one must not be employed by the school.

In the Autumn term, all Parents who have children due to transfer to Secondary school in September 2012 will be sent information regarding the transfer process. The Local Authority will publish the 'Transferring to Secondary School' booklet which gives the details of the Local Authority's co-ordinated admissions arrangements. These are available from Local Authority offices, public libraries and Primary Schools and are published on the Council website.

Parents must complete a common application form or apply online and express up to four preferences for secondary school admission. The closing date for all applicants is 21st October 2011. All applicants will be considered by the Governors at the same time in a fair way according to the published criteria.

Parents will be informed of the Governors' decision by Rochdale Local Authority on 1st March 2012. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

Each Roman Catholic applicant may be required to produce a baptismal certificate.

If in any category there are more applications than places available, Cardinal Langley RC High School Admissions Policy document will be used as the determining criteria.

Where a child lives with Parents with shared responsibility, each for part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.

The definition of the term 'Siblings' is identified in the Cardinal Langley RC High School Admissions Criteria.

If the school is oversubscribed, a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.

Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

The Governing body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor, social worker or qualified professional indicating why your school is most suitable.

Parents are asked to read and confirm receipt of the Governors' published Admission Policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

If an application for admission has been turned down by the Governing Body, Parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. The date of notification will be two working days after posting by first class post. The Parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.

Admission Criteria

The Governors' Admission Criteria are as follows:

1. Baptised Roman Catholic children in the care of a Local Authority
2. Baptised Roman Catholic children living in a contributory parish and attending an associated Primary School
3. Baptised Roman Catholic children living in a contributory parish and attending a Catholic Primary School
4. Baptised Roman Catholic children living in a contributory parish but not attending a Catholic Primary School
5. Non Roman Catholic children in the care of a Local Authority
6. Siblings of children who will still be on roll in Years 7 – 11 in the intake year
7. Other Baptised Roman Catholic children
8. Non Roman Catholic children attending an associated Catholic Primary School.
9. Non Roman Catholic children attending other Primary Schools

Shared Parenting:

Where a child lives with Parents with shared responsibility, each for a part of the week, the address to be used for admission purposes will be the address at which the child resides for the majority of the week.

Waiting Lists

Offers of places will be determined with regard to the above admission criteria and not on a first-come, first-served basis.

Late Applications

Where there are extenuating circumstances for an application being received after the last date for applications and before the Governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise applications, which are received after the last date, will be considered after all the others and placed on the waiting list in order according to the criteria.

If a tiebreak is needed within any of the above categories, places will be allocated according to ease of access and proximity, taking into account the availability of alternative Roman Catholic and Community schools. Distance is measured by the safest available walking route, or, for children outside walking distance, the route taken by a school bus or public transport. This method has been chosen to avoid prejudice to children in more distant parishes.

Governors define a sibling as:

A brother or sister of the whole blood or half blood permanently resident in the same household or a legally adopted brother or sister permanently resident in the same household.

Contributory Parishes

Middleton Roman Catholic Parishes

Associated Primary Schools

St John Fisher RC Primary School
St Peter's RC Primary School
St Thomas More RC Primary School
St Mary's RC Primary School, Middleton

Hollingworth Business and Enterprise College

Cornfield Street

Rochdale

OL16 3DR

Type of School: Foundation

Telephone

01706 641541

Headteacher

Mr D Randle

Website

www.hollingworthbec.co.uk

Published Admission Number

230

Age Range

11-16

Admission Statistics for September 2011

Total Number of Preferences Expressed **629**

Total Number of First Preferences Expressed **273**

Number of Places Offered as at 1st March 2011 . . **241**

Admission Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. Looked after children (this refers to children in care).
2. Where there are special medical, social or psychological reasons for admitting a child. This would automatically include pupils to whom a Statement of Special Needs has been confirmed. Any special factors must have been made known at the time of the original application with supporting evidence supplied by a doctor, social worker, psychologist or education welfare officer, as appropriate. Following receipt of supporting evidence, a place will only be allocated under this criterion if there is firm evidence to show that the child's needs can be only met at Hollingworth.
3. Where a child has a sibling attending the College. (A sibling connection only applies where pupils would be attending Hollingworth at time of admission). Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

4. Other children.

If applications for the College are in excess of the number of places available the Governors will apply the above criteria, to decide which children should be admitted / offered places. In the event of over-subscription in any of the above categories, applicants living nearest to the College will be given priority. Distance will be measured (by the shortest and safest walking route) from the front door of the child's home address (including flats) to the main entrance of the College, using a recognised computerised measuring system, with those living closer to the College receiving the higher priority.

It is the responsibility of all applicants to state clearly any specific details which relate to any of the above admission criteria. The information should be included on the application form which should be fully completed before submission.

Holy Family RC and CE College

Pot Hall, Wilton Grove

Heywood

OL10 2AA

Type of School: Voluntary Aided

Telephone:
01706 360607

Headteacher
Mrs S A Casey

Website
www.hfch.co.uk

Published Admission Number
120

Age Range
11-16

Specialist Status
Mathematics & Computing

Admission Statistics for September 2011

Total Number of Preferences Expressed
250

Total Number of First Preferences Expressed
108

Number of Places Offered as at 1st March 2011
120

Holy Family RC and CE College is a joint Roman Catholic/Church of England Secondary School provided jointly by the Diocese of Salford and the Diocese of Manchester and is maintained by Rochdale Local Authority as a Voluntary Aided school.

The Governing Body, which includes foundation governors from both traditions, is the Admission Authority for the school. The Admission Policy has been agreed with both the Salford Diocesan Schools' Commission and the Manchester Diocesan Board of Education.

For the school year commencing September 2012 the Governing Body has set its published admission number at 120.

75 of the places available will be reserved for Roman Catholic children and 45 for Church of England children.

The Governors also welcome applications from children from other Christian churches (and other faiths) as reflected in the admission criteria.

In establishing their over subscription the governors have taken into full account the Code of Practice produced by the DCSF and the emphasis placed on supporting children in public care.

The RC parish community served by the school is:

- St Joseph's with Our Lady and St Paul's

The CE parishes served by the school are:

- Heywood and Middleton Deaneries
- Rochdale Deanery (see appendix 1a)

The associated CE primary schools are all those within the Borough of Rochdale (see appendix 1b)

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives and subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

The governors will admit all children having a statement of special educational needs in whose statement the school is named.

Admission Criteria

In each category children whose medical or social circumstances mean that their needs can only be met at this school will take priority. Where such an admission is sought, professional evidence e.g. from a doctor, psychologist or social worker is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.

In each category siblings of pupils already in the school will take priority.

Category 1

Looked After Children will take priority.

Roman Catholic

Baptised Roman Catholic Children who are resident in the parish named above and who attend one of the associated primary schools.

Church of England

Children who worship regularly with their parent(s)/guardian(s) at one of the named church of England churches (see appendix 1). Points will be given based on information supplied by parent(s)/guardian(s) and confirmed by the Church minister/official to enable prioritisation.

Category 2

Looked After Children will take priority.

Roman Catholic

Baptised Roman Catholic Children who are resident in the parish named.

Church of England/Other Christian Churches

Children who worship regularly with their parent(s)/guardian(s) in other Christian churches in

the Borough of Rochdale. Points will be given based on information supplied by parent(s)/guardian(s) and confirmed by the Church minister/official to enable prioritisation.

Category 3

Looked After Children will take priority.

Roman Catholic

Other baptised Roman Catholic children.

Church of England/Other Christian Churches

Children who attend one of the associated Church of England primary schools.

Category 4

Looked After Children will take priority.

Children attending one of the associated Roman Catholic primary schools.

Children who attend the associated churches through activity groups.

Category 5

Looked After Children will take priority.

Children who attend places of worship belonging to other faith communities in the Borough of Rochdale. Priority will be given to children who have a supporting letter from their faith leader/minister.

Category 6

Looked After Children will take priority.

Other children in order of proximity to the school.

Notes:

- A All admissions will be considered at the same time and after the closing date for admissions which is 21st October 2011.
- B A sibling is defined as a brother or sister, or step brother or step sister living at the same address as the child for whom application is being made, (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 application is being made).
- C Where a child lives with parents with shared responsibility living at different addresses, the home address will be that at which the children spends the majority of the working week (Monday – Friday).
- D If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This is defined as the most direct vehicular route from the home of the applicant to the main entrance of the school.
- E Parents should check carefully whether they are resident within the parish boundary of one of the designated parishes/deaneries. Maps illustrating these boundaries are available in the information provided by the primary schools and at this school.
- F The governing body will consider children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.
- G If an application for admission has been turned down by the Governing Body parents can appeal to an Independent Appeal Panel.
- H Christian is defined as a member Church of Churches Together either nationally or locally.
- I The school will hold a waiting list and vacant places will be allocated following the application of the above admissions criteria.

Church of England/Other Christian Denominations

Individual point scores to enable prioritisation will be calculated as follows:

1. Frequency of child's church attendance each year. (Scored 0 to 8 points maximum)
2. Multiply by the number of years sustained in the last 5 years.
3. Frequency of parent(s)/guardian(s)/grandparent(s) church attendance with the child each year, only one counted for scoring purposes. (Scored 0 to 6 points maximum)

4. Multiply by the number of years sustained in the last 5 years.
5. Youngest sibling currently in school:
 - Year 7: 10 points
 - Year 8: 8 points
 - Year 9: 6 points
 - Year 10: 4 points

Example calculations:

Child attending church 25 times each year for 3 years: 3 points x 3 years gives 9 points

Parent attending church 10 times each year for 5 years: 1 point x 3 years gives 3 points

(NB: only 3 years used as parent multiplier because attendance must be with the child)

Total Score: 12 points

Child attending church 30 times each year for 5 years: 3 points x 5 years gives 15 points

Parent attending church 30 times each year for 5 years: 3 points x 5 years gives 15 points

Youngest sibling in school currently in Year 8: 8 points

Total Score: 38 points

The maximum points score possible = 80 points.

Appendix 1a

Relevant Church of England Parishes

Heywood and Middleton Deanery

St Martin, Castleton
 All Souls, Heywood
 St Luke, Heywood
 St Margaret, Heywood
 St John, Heywood
 St James, Heywood
 All Saints and All Martyrs, Langley
 Holy Trinity, Parkfield
 St Leonard, Middleton
 St John, Thornham
 St Gabriel, Middleton Junction
 All Saints, Rhodes
 Bowlee St Thomas
 Birch St Mary
 St Michael, Tonge cum Alkington
 St Aiden, Sudden
 St George, Middleton and Heywood

Rochdale Deanery

St Michael, Bamford
 St Ann, Belfield
 St James', Calderbrook
 St Andrew, Dearnley
 St John the Evangelist, Facit
 St Bartholomew, Whitworth
 All Saints, Hamer
 Christ Church, Healey
 St Thomas, Kirkholt
 Holy Trinity, Littleborough
 St James', Milnrow
 St Thomas, Newhey
 St James', Ashworth
 St Paul, Norden
 St Edmund, Falinge
 St Chad, Rochdale
 St Mary with St James, Wardleworth
 St George with St Alban, Rochdale
 St Barnabus, Shaw
 St John the Baptist, Smallbridge
 St James the Apostle, Wardle
 St Mary, Balderstone
 St Peter, Newbold
 St Luke, Rochdale
 St Clement, Spotland

Associated Church of England Schools

Appendix 1b

All Saints CEP VA
 All Souls CEP VC
 Holy Trinity CEP CA
 Little Heaton CEP VC
 Middleton Parish CEP VA
 Milnrow CEP VA
 St Andrew's CEP VC
 St Edward's CEP VC
 St Gabriel's CEP VC
 St James' CEP VC
 St John's CEP VA
 St John with St Michael CEP VA
 St Luke's CEP VC
 St Margaret's CEP
 St Mary's CEP VC
 St Michael's (Alkington) CEP VA
 St Michael's (Bamford) CEP VA
 St Peter's CEP VC
 St Thomas' CEP VA
 Stansfield Hall/CE/Free Church CEP VC

Kingsway Park High School

Queen Victoria Street

Rochdale

OL11 2HJ

Type of School: Foundation

Telephone:

01706 649049

Headteacher

Ms D Ball

Website

www.kingswaypark.org

Published Admission Number

240

Age Range

11-16

Specialist Status

None

Admission Statistics for September 2011

Total Number of Preferences Expressed

464

Total Number of First Preferences Expressed

143

Number of Places Offered as at 1st March 2011

173

Children who start Kingsway Park High School in September 2012 will be based on the Queen Victoria Site due to the BSF building programme taking place on the Turf Hill Site. Once this has been completed all of Kingsway Park High School will move to the permanent site for the school at Turf Hill Road.

Admission Criteria

The policy of Kingsway Park High School is to admit students, on demand, up to the school's Published Admission Number. Where there are more applications for a school than there are places available, places will be allocated giving priority to students in the following order:-

- i) Looked After Pupils
- ii) Pupils with a medical/psychological condition that warrants placement at that school
- 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

Should the number of students 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 a priority. The Local Authority utilises a computer application called SCANA to measure distances utilising Ordnance Survey maps.

St Anne's Academy

Hollin Lane
Middleton
M24 6XN

Type of School: Academy

Telephone:
0161 643 2643

Principal
Mrs C Preece

Website
www.stannesacademy.org.uk

Published Admission Number
150

Age Range
11-18

Specialist Status
Information and Communication Technology and the Built Environment

Admission Statistics for September 2011

Total Number of Preferences Expressed
190

Total Number of First Preferences Expressed
62

Number of Places Offered as at 1st March 2011
71

In common with other local secondary schools, St Anne's Academy will work within Rochdale Local Authority's admission arrangements.

For the school year beginning September 2012 there will be a total of 150 places for girls and boys moving from primary to secondary school.

All applications for 150 Year Seven places will be considered. Where less than 150 applications have been received, places will be offered to all those who applied.

Timetable for admissions

September 2011 – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information to the local authority for inclusion in their secondary school booklet.

September/October 2011 – The Academy will provide opportunities for parents to visit.

21st October 2011 (Closing date for applications) – Application forms need to be completed and returned to Rochdale Local Authority which sends all the applications to the Academy.

9th December 2011 – The Academy sends a list of pupils to be offered places to the local authority.

1st March 2012 – Offer letters are sent to parents.

8th April 2012 – Deadline for appeals

Admission Criteria

The Academy has designated 30 places (Foundation places) to be offered to pupils whose families are faithful and regular worshippers* in an Anglican or other Christian Church. *Written evidence of applicants' commitment to their place of worship (in the form of a clergy reference) will be required at the time of application. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

After the admission of pupils with statements of Special Educational Needs (SEN) where the Academy is named on the statement, the criteria will be applied in the order set out below:

- a) children in public care
- b) up to 30 places will be allocated to pupils whose families are faithful and regular worshippers in an Anglican or other Christian Church. If more than 30 applications are received which meet this criteria, priority will be given to those who live closest to the school using a straight line measurement from the main entrance of the Academy to the main entrance to the child's home.
- c) admission of pupils whose siblings* currently attend the school and who will continue to do so on the date of admission.
- d) Admission of pupils on the basis of proximity to the school using a straight line measurement from the main entrance of the Academy to the main entrance to the child's home.*

Where the Academy receives more applications for places than there are places a waiting list will operate until a month after the admission date.

This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with this.

Footnotes for this section

*Faithful and regular worshipper is defined as attendance at a place of worship at least twice a month for two years prior to application.

*Other Christian Churches are defined as those who are full members of Churches Together in Britain and Ireland or members of the Evangelical Alliance

*Sibling is defined as blood relative, step-brother or step-sister, foster or adopted child living at the same address.

*Main entrance to the child's home is defined as the front door leading to the living spaces solely occupied by the applicant's immediate family.

St Cuthbert's RC Business and Enterprise College

Shaw Road
Rochdale
OL16 4RX

Type of School: Voluntary Aided

Telephone:
01706 647761

Headteacher
Dr C Meehan

Website
www.scrchs.com

Published Admission Number
240

Age Range
11-16

Specialist Status
Business & Enterprise

Admission Statistics for September 2011

Total Number of Preferences Expressed
426

Total Number of First Preferences Expressed
243

Number of Places Offered as at 1st March 2011
270

Admission Criteria

Approved and accepted by the Governors on 30th September 2010.

St Cuthbert's 11-16 Roman Catholic Business and Enterprise College serves the contributory parishes and associated primary schools listed and aims to provide a place for every Catholic child from these areas who seeks a Catholic education.

The target admission figure for 2012-13 is 240. Total number on roll on 1 September 2010 is 1390.

All admissions to St Cuthbert's School are under the control of the Governing Body.

The primary schools associated with St Cuthbert's are:

Alice Ingham RC Primary School
Holy Family RC Primary School
St Mary's RC Primary School, Littleborough
St John's RC Primary School
St Patrick's RC Primary School
St Gabriel's RC Primary School
Sacred Heart RC Primary School
St Vincent's RC Primary School

1. St Cuthbert's RC Business and Enterprise College has been established to serve the parishes of St John's, Sacred Heart, St Patrick's, St Gabriel's, St Vincent de Paul's, Holy Family, Rochdale and St Mary's, Littleborough.
2. Admissions will be in accordance with the following criteria:
 - a) Roman Catholic Looked After Children.
 - b) Roman Catholic children with a sibling attending the school at the time of admission.
 - c) Roman Catholic children living in a contributory parish and attending an associated primary school.
 - d) Roman Catholic children living in a contributory parish and attending a Catholic primary school.
 - e) Other Roman Catholic children living in contributory parishes.
 - f) Roman Catholic children not living in a contributory parish and attending an associated primary school.
 - g) Other Roman Catholic Children.
 - h) Non-Catholic Looked After Children.
 - i) Non-Catholic children with siblings attending the school at the time of admission.
 - j) Non-Catholic children attending other associated Catholic primary schools.
 - K) Any Other Children
3. The school's standard number for admissions is 240.

A strong system of liaison exists with our contributory Primary Schools, and discussion will take place with the staff in each school to make sure that all helpful information about those coming to St. Cuthbert's is shared.

Before the start of a new school year, an introductory evening will be held at the school, which parents and pupils will be invited to attend.

New pupils will also spend a day at St. Cuthbert's during the Summer Term.

Governors define a sibling as a brother or sister of the whole blood or half blood permanently resident in the household or a legally adopted brother or sister permanently resident in the same household.

Over-subscription tie-breaker admission will be decided by the safest shortest walking route, as determined by the central point of the home to the central point of the school.

4. Application forms for places at St Cuthbert's RC Business and Enterprise College will be issued to you by Rochdale Local Authority in September. They should be returned to the Local Authority in October. Parents will be advised of the result of their application in March.

Wardle High School

Birch Road
Rochdale
OL12 9RD

Type of School: Foundation

Telephone:
01706 373911

Headteacher
Dr G Wright

Website
www.wardlehigh.co.uk

Published Admission Number
240

Age Range
11-18

Specialist Status
Performing Arts

Admission Statistics for September 2011

Total Number of Preferences Expressed
415

Total Number of First Preferences Expressed
167

Number of Places Offered as at 1st March 2011
215

Admission Criteria

As a foundation school, the governing body is the admission authority. The admissions policy for 2012/13 is as follows:

Boys and girls will be admitted to Wardle High School at age 11+ without reference to ability or aptitude.

All admissions of children with statements of Special Educational Needs are covered by sections 324 and 328 of the Education Act 1996. Guidance on the admission of statemented pupils is given in the Special Educational Needs Code of Practice. Children with Special Educational Needs all have learning difficulties or disabilities that make it harder for them to learn or access education than most children of the same age (This can include children with a physical disability or with emotional difficulties).

Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- i. Looked After Pupils
- ii. Pupils with a medical/psychological condition that warrants placement at the school
- 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

If the Governors reach their admissions number in mid category places will be allocated according to relative proximity measured by the shortest safe walking route.

The governors will consider second (or fresh) applications if there is a change in circumstances.

Under the new Schools Admissions Code of Practice all admissions authorities are required to complete an 'equal ranking' preference system".

* 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 or 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.

Any parents who are considering applying to the school are welcome make an appointment to visit the school at any time.

Appeals against admission decisions

If you are unsuccessful in gaining a place at the school, you can appeal to an independent committee. Any appeal shall be given in writing to the clerk of the Admissions Appeal Committee, Wardle High School, setting out clearly the grounds on which it is made.

Help for Pupils and Parents

The curriculum

The curriculum is everything that is on offer at school for children to learn. Activities outside the classroom, including educational visits and field studies, are just as much a part of the curriculum as the subjects that are taught in the classroom.

The secondary curriculum builds upon the work pupils have done in the primary school. Each pupil's records transfer with them. This means that the learning begun in the primary school is developed further. The curriculum in secondary schools includes the National Curriculum.

The National Curriculum

The National Curriculum for secondary school covers:- Key Stage 3 (Years 7, 8 and 9) for pupils aged 12-14 and Key Stage 4 (Years 10 and 11) for pupils aged 15-16.

- The aim is to provide:
- clear, precise objectives for schools;
- identifiable targets for pupils to work towards;
- clear, accurate information for parents about what their children know, understand and can do;
- guidance for teachers;
- continuity and progression from one year to the next.

The organisation of the school curriculum is the responsibility of the Headteacher.

Religious Education

Religious Education is part of the curriculum. You have the right to choose not to let your child take part. If you wish to exercise this right, you should discuss it with the Headteacher of your child's school. You can also withdraw your child from collective worship (group prayers) if you wish.

Sex Education

Secondary schools must provide sex education. Each school will have a policy for how it does this. You have a right to withdraw your child from these lessons if you wish.

Complaints

There are formal procedures for dealing with some complaints about a school and what it provides for its pupils, for example complaints about the curriculum.

Where there are formal procedures, governing bodies and the Local Authority have drawn up some guidance for sorting out problems quickly. If you have a complaint, in most cases your child's Headteacher will be able to tell you what you want to know and you should normally ask them first.

Attendance and Safeguarding Team

You have a legal duty to make sure that your child is receiving education. It is your responsibility to make sure that your child attends school. If your child is not attending school, you may be contacted to find out why. If your child is ill and will not be attending school you need to let the school know.

The Attendance and Safeguarding Team is there to help parents and children if they are having problems in relation to school attendance. Education Welfare Officers may check up on non attendance at school and may telephone or visit you to find out why your child is not attending.

The team can offer support and advice on a number of issues such as exclusions, bullying, truancy, drug abuse, bereavement or other home or school difficulties.

You can speak to an officer from the Attendance and Safeguarding Team either through your child's school or by ringing 01706 925115.

Holidays during term time

Family holidays and day out should normally be taken during school holidays. Schools will only consider holidays in term time where both:

- the application is made to the headteacher in advance of the holiday by a parent the child normally lives with
- there are special reasons for needing to take the holiday, like the inflexibility of the parents' holiday leave

Applications should be made as far in advance of the holiday as possible and you should speak to the school before you book. Schools will only agree to more than 10 school days of absence in any school year in exceptional circumstances.

Children who have a part-time job

A child can start part-time work once they reach the age of 13. If your child has a part-time job, you must notify the Local Authority in which your child will be working as it will be necessary for your child to be issued with a child employment licence.

Children who take part in performances or modelling

Children may take part in a 'licensed performance'. You will need to contact your home Local Authority to establish if it is necessary for the child to be issued with a performance or modelling licence for the performance.

Further information is available on the Council's website, www.rochdale.gov.uk

Partnerships between home and school

At secondary school your child is becoming more independent but still needs parental support and involvement.

You can help best by:

- Making sure your child visits the new school before starting in September.
- Encouraging your child to look forward to moving to secondary school.
- Helping your child to be ready to take on more responsibilities so that he or she can cope with timetables and their own equipment.
- Making sure there is a quiet time to do homework.
- Going regularly to parents' evenings, supporting school events and watching your child perform at concerts.
- Talking with your child's teacher or form tutor about anything that worries you or your child.

By working together in partnership, parents, schools and children all share the responsibility for enjoying learning and achievement.

Governing Bodies

All schools have a governing body which can be made up of different representatives including parents. The governing body decides how the school will be run, which staff will work there and how the school spends its money.

Parents' views are important. Let your governors know what you think.

You do not need any special qualifications to become a parent governor. You will be expected to serve for 4 years. In large secondary schools, there are normally 2 or 3 meetings a term. If you are interested in becoming a parent governor you should contact your child's Headteacher.

Special Educational Needs (SEN)

All children have different learning styles. Schools take account of this when they plan their work. A few pupils require special arrangements, sometimes just for a short time, sometimes for the whole of their school life. Pupils who need this extra help have special educational needs.

Schools work closely with parents/carers to ensure the special educational needs of children are addressed appropriately.

In making provision for pupils with special educational needs, additional advice and support may be sought from a range of support services through the school SEN Co-ordinator. (Please see page 7 for details of the arrangements for transfer of children with Statements of SEN).

A small number of children with a Statement of Special Educational Needs (SEN) will require provision to be made for them in a special school. In Rochdale the secondary special schools are Redwood School and Brownhill Learning Community.

All enquiries relating to children with Statements of SEN should be addressed to the SEN & Children with Disabilities Service.

Free School Meals

If you are on a low income and receive any of the benefits listed below, you may be entitled to help with the cost of school meals and milk.

- Income Support; or
- Income Based Job Seekers Allowance (JSAIB); or
- Child Tax Credit without Working Tax Credit and your annual income is less than £16,190; or
- Guarantee element of State Pension Credit; or
- Support under Part VI of the Immigration and Asylum Act 1999; or
- Employment Support Allowance (income related)

Your child must be in school full time to receive free school meals. You can get an application form from the child's school, any Rochdale Council Customer Service Centre, or direct from the Revenues & Benefits Service, by telephoning 0845 121 2970.

School Meals

All secondary schools offer a school meals service. The main aim is to produce meals which will be well received by pupils while still maintaining nutritional standards.

A choice of dishes is offered including vegetarian and halal options. Some schools have a cash cafeteria which sells individually priced hot and cold food and drinks at lunchtime.

Others offer the traditional two course lunch. Most schools operate breakfast and break services. Special diets for medical or religious reasons can usually be arranged. Pupils who do not wish to use the above service can take a packed lunch if preferred.

Remission of Charges for Residential School Trips

Trips organised by the school are paid for by parents/carer of the child. This includes day trips and residential trips. You may be entitled to help with the cost of charges for board and lodging where there is an overnight stay, if you are receiving any of the qualifying benefits. For further information please contact your child's school for details.

Assistance with Travelling Expenses

You should not confuse the right to express a preference for school(s) with an entitlement to receive assistance with travelling expenses. If the school you are allocated is not the nearest school with available places you will not normally be able to claim travelling expenses for your child between home and school.

If the distance from your home to the nearest suitable school is more than 3 miles, you may be able to claim assistance with travelling expenses.

Moreover, children in receipt of Free School Meals or whose parents are receiving the maximum level of Working Tax Credit may claim assistance with travelling expenses if they attend one of the three nearest schools to home and the distance from home to school is between 2 and 6 miles.

Pupils who attend denominational Voluntary Aided schools from families in receipt of Free School Meals or receiving the maximum level of Working Tax Credit may claim assistance with travelling expenses if the distance from home to school is between 2 and 15 miles.

The distance is the shortest reasonable walking route from home to the school gate and is calculated using SCANA, a computerised mapping application that utilises MapInfo Professional® to generate walking distances based on Ordnance Survey Maps.

Students attending a sixth form in school, sixth form college or college of further education do not get a free travel pass. If the distance between home and school or college exceeds 3 miles and parents receive either Income Support/Job Seeker's Allowance (Income Based) or Working Tax Credit and the household income is less than £16,190 per year and you are under 19 on 1 September 2011, then you may be eligible for a partial refund of your travelling expenses. An application form for a refund of post-16 travelling expenses can be obtained by e-mailing 16-19.Transport@rochdale.gov.uk after 1 September 2011.

All post-16 students who are under 19 can get a Scholar's Permit to travel at a concessionary fare. Forms for a Scholar's Permit can be obtained from Transport for Greater Manchester, telephone: (0161) 244 1050.

Bringing up children on your own

If you would like to work either now, or in the future, but are unsure how to get started, New Deal for Lone Parents can help you find a job or suitable training that will bring your skills up to date. If you would like to consider your options, Lone Parent Advisers will:

- Help identify the right job or training;
- Work out how much better off you will be in work and help you to claim;
- Help you to organise registered childcare.

Contact by freephone on 0800 783 9579.

Insuring your child's belongings at school

Schools are not insured for loss of personal property by children when at school. Parents should therefore check their householder's contents policy to make sure that they are covered for loss of articles at school.

Connexions Rochdale

What is Connexions?

Connexions is the information, advice, guidance and personal support service for all 13-19 year olds in the Rochdale area. Connexions Rochdale brings together the services that can help young people succeed in life especially as they move from adolescence to adulthood. These services include:

- Information, advice and guidance on education, employment, training and careers
- Health, educational and personal development advice and information

Qualified and trained Personal Advisers provide the Connexions Service. They work in schools, colleges, Connexions centres and local community bases/centres. Every young person will have access to the Connexions Service and their own Personal Adviser.

What Can Young People Expect?

- Help to recognise their potential and to set goals
- Personal help and support to tackle barriers and achieve goals
- Information and access to personal development opportunities to broaden horizons and develop talents
- Information, advice and guidance on planning for the future including education, employment and careers
- Information and guidance on health, lifestyle, housing and other personal issues
- Information and advice on leisure and volunteering opportunities

Parents/Carers

Connexions Rochdale recognises the important role of parents and carers. The Connexions Service and Personal Advisers will work with parents and carers and provide information, advice and support relating to their child's current and future plans and issues.

Connexions Rochdale is there to help young people make the right choices. For more information about the Connexions Service contact your local Connexions Centres at the addresses below or through their website.

Connexions Centres

Rochdale

Unit 2, Bus Station Complex, Smith Street Rochdale, OL16 1YG
Tel: 01706 759515, Fax: 01706 750967

Heywood

7 Church Place, Hartley Street, Heywood, OL10 1LS
Tel: 01706 622770, Fax: 01706 625592

Middleton

Unit F10A, First Floor, Arndale Centre Middleton, M24 2EL
Tel: 0161 643 3125, Fax: 0161 655 3763
Website: www.connexions-rochdale.org.uk

Education and training information

Sixth Forms (16-18)

In September 2011 students seeking a Sixth Form place for Year 12 will have a choice within the Borough of school sixth forms and the new Rochdale Sixth Form College located in new purpose-built premises in Rochdale town centre. There are school sixth forms at Middleton Technology School, Cardinal Langley RC High School, and St. Anne's Academy all in Middleton township; as well as St. Cuthbert's RC High School in Rochdale Township and Wardle High School in Pennines Township. Applications for places should be made directly to the school or college concerned.

Hopwood Hall College will specialise in a wide range of vocational courses from Entry level to Higher Education level. 'A' level courses will be available at the new Rochdale Sixth Form.

Education Maintenance Allowance

If your child is 16, 17 or 18 and who is either in or due to start:

- A full-time further education course at a college or school
- A diploma funded by the Learning & Skills Council or apprenticeship course
- A Learning & Skills Council-funded Entry to Employment (e2e) course

Then they may be entitled to a maximum weekly EMA of £30. This is providing that they attend on a regular basis and do the course work.

For further information, ask at the school or college or visit the EMS website, www.ema.direct.gov.uk

Discretionary Support Funds

Discretionary Support Funds are available in colleges and sixth forms to help with learning costs.

They are prioritised for those families facing financial hardship and can be used to help with childcare costs (for Ofsted-registered childcare); accommodation costs; course-related equipment, materials; field trips and travel costs (for over 18s).

Colleges and sixth forms will take into account whether there are alternate sources of help available.

Who is eligible?

To be eligible for a discretionary support fund, your child must be aged 16 or over and have been accepted onto a programme of learning funded by the Young People's Learning Agency.

Colleges determine priority groups and the maximum amounts of assistance that they can award. Common groups for priority are:

- Economically disadvantaged students (such as those on low-income or receiving benefits)• Those aged over 19 who do not have a Level 2 qualification.
- Students who have been in care or on probation or others considered to be "at risk"

Who is not eligible?

You cannot claim if the young person is:

- Under 16
- An Asylum Seeker aged over 19
- Receiving full public funding for higher education
- On a Learn Direct course
- On a New Deal programme (with the exception of New Deal for Lone Parents)
- On an apprenticeship training scheme• On a Work Based Learning course
- On an Adult & Community Learning course (ACL)

How much do you get?

School and colleges set up their own criteria and manage their own procedures.

This means that the amounts available and the way funds are allocated may differ between institutions.

How to apply?

Your child should speak to their tutor, student support officer or welfare officer regarding an application. Please note that evidence of income or expenditure may be required to be provided when an application is made.

Time off for Study or Training

The right to Time off for Study or Training is designed to help your child if they are aged 16-17 and got few, if any, qualifications at school and are now employed in a job which offers little or no training.

It is open to disabled and non-disabled young people. Time off for training shouldn't affect disability benefit, but you should check with the course provider, and your local Jobcentre Plus. You will also need to inform the Jobcentre of any changes to your circumstances.

You can gain the skills and achieve a nationally recognised qualification you will need in the future. You should also be aware that study and training can be undertaken in the workplace, on the job; in a college with an approved training provider; through open or distance learning, or elsewhere.

The amount of time that a child can have off will depend on their circumstances, taking into account the requirements of the course or training as well as the employer's business needs.

Young people will be entitled to payment for your time off at the appropriate hourly rate.

If an employer unreasonably refuses to give the young person Time off for Study or Training, or fails to pay them, you can complain to an employment tribunal.

More information is available from the Connexions services at www.connexions-direct.com.

Further Help and Advice

If you would like to know more about any of the options available to your child when they leave secondary education, you can speak to the Personal Adviser(s) linked to your child's school. Alternatively please contact your local Connexions Rochdale centre. Contact details can be found on their website www.connexions-rochdale.org.uk.

Neighbouring Local Authority Contact Numbers

Bury	0161 253 6474
Lancashire (Rossendale Area)	01254 220718
Manchester	0161 234 7150 or 7163
Oldham	0161 770 3208
Calderdale	01422 392617

Please Remember

The information given in this document has been prepared in advance of the 2012/2013 school year to which it refers. It is possible, therefore, that there may be changes affecting the information contained in this booklet for the 2013/2014 school year or subsequent years.

The Local Authority reserves the right to make any adjustments to the published admission policy where this is necessary to comply with legislation.

The Local Authority will withdraw the offer of a place if it is subsequently shown that incorrect details have been supplied to secure the place.

The information in this booklet is accurate at the time of printing and is relevant for the academic year 2012-2013. It is possible that changes may occur subsequently.

For further information about online admissions go to www.rochdale.gov.uk/schooladmissions or contact:

Rochdale Borough Council
School Organisation & Development Team
PO Box 70
Municipal Offices
Smith Street
Rochdale OL16 1YD

Tel. 01706 925982
August 2011

For further information about online admissions go to www.rochdale.gov.uk/schooladmissions or contact:

Rochdale Borough Council
School Organisation & Development Team
PO Box 70
Municipal Offices
Smith Street
Rochdale OL16 1YD

Tel. 01706 925982
E. online.admissions@rochdale.gov.uk

