



REQUEST FOR ENTRY INTO ALL ROCHDALE SCHOOLS AND ACADEMIES

I understand that you wish to apply for a transfer to a Rochdale school. Please make sure that you read **all** the following information so that you fully understand the process before completing an application.

You must not complete this form if you are applying for a private fee-paying school. You must apply to private fee-paying schools directly.

If your child has a Statement of Special Educational Needs you must contact the Local Authority as the process is different for children who have a statement.

If you have recently moved house or are new to the Rochdale Authority then you should complete the enclosed form and we will arrange a start date at a school as quickly as possible.

Where a change of address has taken place and the distance to your child's current school is not within the statutory walking distance (up to 2 miles for children aged 8 and under and up to 3 miles for children aged over 8) we will aim to process your request for an immediate transfer. **If you have moved house you will have to provide documentary evidence of your new address.**

If you have not moved house you can still request a transfer. We receive a large number of requests for children to transfer school during the school term but we believe that this has a disruptive effect on their education and on the education of the children in the new class.

It is very important for children to remain in their current school whilst the transfer request is in progress unless there are specific reasons why this cannot happen.

Why move schools?

Moving school can be very disruptive to your child's education. In fact, a recent study by the Royal Society for the encouragement of Arts, Manufactures and Commerce (RSA) showed that while 62% of children who did not move schools got five GCSEs with marks between A* and C, only 44% of those who moved once in the previous four years did so. Among those who moved three times, just 27% gained the government's target of five good GCSE results.

At Primary school level, the same study showed that 82% of those who don't move primary school attain level four or above at key stage two in English and Maths but only 65% of those who move twice in the previous four years manage the same level of achievement, and only 57% for those moving three times or more.

What you should think about before completing a transfer request

- **Behaviour**

Some parents/carers want to change schools because they think that their child's behaviour will improve with a change of school. Changing school does not always lead to an improvement in a child's behaviour. This is because there are many reasons for the poor behaviour. It is more important for everybody to work together in trying to address and resolve the difficulties that are causing the poor behaviour.

If your child is at risk of permanent exclusion at their current school, it may be more appropriate for your child to undergo a "Managed Transfer". Your child's current school can provide further information regarding a managed transfer or you may wish to contact the Fair Access Team at the Local Authority for further information.

- **Bullying**

Sometimes a change of school is required because your child is being bullied. Each school has an anti-bullying policy and, as such, if you think your child is being bullied you need to tell the school immediately. Moving school without confronting the problem may help in the short term but in the long run it may not help your child to understand that the bullies need to be challenged.

- **Disagreement with the current school**

Occasionally there might be a disagreement between a parent/carer and the school. Changing school for such a reason even though your child may be happy at school is not always a good idea. Instead we suggest that parents/carers do everything possible to resolve the differences with the school.

Parents whose children are in years 6, 9, 10 and 11 especially need to be aware that a new school may not be able to exactly match a child's existing curriculum commitments and a change of school during the school year will disrupt a child's education; particularly if they are already in the middle of a specific piece of coursework. Additionally, some parents think that a change in school will mean that their child will get better exam results. That may not always be the case because not all schools offer the same subjects at examination level and even if they do, they may use different examination boards or syllabuses. For secondary school children there are likely to be fewer subject options available part way through a year because of practical limits on group sizes.

- **Uniform**

A change of school will mean a new set of uniform/school dress for your child, including for PE.

- **Transport**

A change in school may lead to transport difficulties, both in getting your child to school and in disruption to your own day-to-day schedule. The Council only provides help with transport costs in certain limited circumstances – i.e. children who are eligible by law.

- **Peer Group Friends**

A change in school means having to make new friends. Peer groups and friends can have a positive and negative influence. You should think carefully about the effects of moving schools because some children are having a negative influence on your child. It is often better to work with the current school to address matters. Moving a child away from an established peer group may adversely affect achievement.

What next?

If you are still of the view that you wish to apply to change your child's school, your application should follow the below process:



Complete

The Parent/Carer (or Social Worker for a Looked After child) of the child should complete Part 1 of the form, take the completed Part 1 to your child's current or previous school and ask the school to complete Part 2.

If your application is submitted due to a recent house move and the current or previous school is not within the statutory walking distance of your new address, the form can be submitted without a Part 2 but it is always helpful to have Part 2 completed.

Submit

Once both Parts are completed, you must submit your application to the relevant place accordingly:

- For applications for places at any of the **Secondary** schools or Academies in the Borough, your application must be submitted to the Local Authority directly who will co-ordinate your application with the school on your behalf.
- Applications for places at **Primary** schools or Academies must be submitted to the Admission Authority for the school directly. You should refer to the List of Schools provided by the Local Authority to establish where you should submit your application.

Process

Once your application has been completed in full and submitted to the relevant Admission Authority; your application will be processed.

For schools where the Local Authority is not the Admission Authority, this will mean arranging for the Admissions Committee of the Governing Body to meet to consider the application(s) as the decision whether or not to offer a school place cannot be made by an individual person (such as the Headteacher). When processing an application, the Admission Authority must first establish whether there are any vacancies available in the requested year group.

Where there is a vacancy available, the Admission Authority must then ascertain how many applications for the vacancy have been received. This may mean consulting a waiting list as well as any recently-received applications.

If there are more applications received than there are places available, the Admission Authority must apply the school's published admission criteria to the applications to see which child(ren) could be offered the place(s) available.

Once the decision has been made, the Admission Authority or Local Authority will write to you directly to inform you of the outcome of your application. This is usually within 10 school days but may take longer on occasion.

Outcome

If your child can be offered a place at your preferred school, the school will usually invite you to an admission meeting where a start date will be agreed.

If your child can not be offered a place at your preferred school, the Admission Authority **must** write to advise you of your right to appeal the decision to an Independent Appeal Panel.

Wherever, following an application, a decision is made not to offer a place the Parent/Carer has the right to appeal this decision to an independent appeal panel. You must be notified of this right to appeal the decision along with details of how you can submit an appeal and the timescales for submitting an appeal in the letter from the Admission Authority notifying you of the decision not to award your child a school place.

If you wish to appeal a decision, the appeal must be submitted within 20 school days of the date when you were notified your application was unsuccessful. If you submit the appeal, the hearing will take place within 30 school days of receipt.

Contact details

For further information regarding the application process, please contact the School Admissions Team:

School Organisation and Development Team

PO Box 100

Rochdale

OL16 9NP

Email: online.admissions@rochdale.gov.uk

Telephone: (01706) 925982

Fax: 0844 963 2309