

ADMISSION ARRANGEMENTS ACADEMIC YEAR 2018-2019



ADMISSION POLICY FOR ROCHDALE COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS – ACADEMIC YEAR 2018-2019

INTRODUCTION

The Local Authority is required to determine the 'relevant area' for admissions. As with previous years; it is proposed that the relevant area will be the area covered by the Borough itself.

Every attempt will be made to meet parents' first preference. Where that is not possible, a place will be allocated at the highest ranked school possible. If it is not possible to allocate a place at any preferred school, a place will be nominated at the nearest school to the child's home address with a place available.

CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION HEALTH AND CARE PLAN

Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan that names a specific school, the Local Authority has a statutory duty to admit those pupils. This means that children with such a Statement of Special Educational Needs will be allocated a place before any other places are allocated.

CRITERIA FOR THE ALLOCATION OF PLACES

The policy of Rochdale LA is to admit pupils, on demand, up to a 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 pupils in the following order:

I. Looked After and Previously Looked After Children

This criterion shall apply to children who are in public care ("Looked After" children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.

II. Exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school of preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school of preference. On receipt of such a

letter and evidence, the case will be referred to the Service Director for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority.

This criterion will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

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

A sibling is defined as a brother or sister, step-brother or step-sister, and half-brother or half-sister. A sibling must be living at the same address and must not be a cousin or other relative. Priority may only be claimed under this priority if the child has an older sibling who will be in attendance at the school in September 2018.

IV. Evidence of Church affiliation for children who have strong Church connections (for Voluntary Controlled schools only)

In the case of Voluntary Controlled Church of England Primary schools and joint Church of England/Free Schools, priority can be claimed on religious grounds if evidence is provided to show that the family and the child are active worshipping members at the church to which the school is affiliated.

To meet the definition of being active worshipping members of the church, at least one parent/guardian and the child must have attended public worship at the affiliated church at least once a month over a period of a year prior to the closing date for applications. Evidence of church attendance must be provided in the form of a supporting letter from the Minister of the parent’s church, and must be submitted at the time of the application.

The churches affiliated to the Voluntary Controlled Schools are as follows:-

PRIMARY SCHOOL	AFFILIATED CHURCH(ES)
All Souls CE Primary School	Sudden, St Aiden Heywood, All Souls
Little Heaton CE Primary School	Rhodes, All Saints
St Andrew’s CE Primary School	Dearnley, St Andrew
St Edward’s CE Primary School	Castleton, St Martin
St Gabriel’s CE Primary School	Middleton Junction, St Gabriel
St Luke’s CE Primary School	Heywood, St Lukes Heywood, St John
St Mary’s CE Primary School	Balderstone, St Mary
St Peter’s CE Primary School	Newbold, St Peter
Stansfield Hall Primary School	Calderbrook, St James Methodist Churches in Rochdale and Littleborough Circuit

V. Children eligible for the service premium

Children eligible for admission under this priority are those where:

- one of their parents is serving in the regular armed forces;

- one of their parents served in the regular armed forces in the last 3 years;
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Note: Should the number of children falling within any category above exceed the Published Admission Number, Category (VI) will be used as a tie-breaker.

VI. Relative proximity and ease of access

Once places have been allocated using criteria (I), (II), (III), (IV) and (V), any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Distance will be determined 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, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.

It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. 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 shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.

Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school applied to, and to the nearest/next nearest school. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

Allocation of places to children from multiple births

Where a single place remains at a school and the application being considered is for twins or children from other multiple births the Local Authority will allocate above the Published Admission Number to accommodate each child.

Deferred entry to school

All children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age, or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

In some special cases, parents can request that their child is placed outside their normal age group. Where parents of a child born between 1st April and 31st August choose not to send their child to school until September following their fifth birthday they may request that they are admitted out of their normal age group - that is to Reception rather than Year 1. The Local Authority will take decisions on any such requests on the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development and whether they have previously been educated outside their normal age group. The Local Authority will take into account the views of the headteacher of the school concerned.

Children of UK Service Personnel

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. Infant age children admitted outside the normal on round are excepted pupils under the infant class size regulations.

For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.

ADMISSION POLICY FOR ROCHDALE COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS – ACADEMIC YEAR 2018-2019

INTRODUCTION

The Local Authority is required to determine the 'relevant area' for admissions. As with previous years; it is proposed that the relevant area will be the area covered by the Borough itself.

Every attempt will be made to meet parents' first preference. Where that is not possible, a place will be allocated at the highest ranked school possible. If it is not possible to allocate a place at any preferred school, a place will be nominated at the nearest school to the child's home address with a place available.

CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION HEALTH AND CARE PLAN

Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan that names a specific school, the Local Authority has a statutory duty to admit those pupils. This means that children with such a Statement of Special Educational Needs will be allocated a place before any other places are allocated.

CRITERIA FOR THE ALLOCATION OF PLACES

The policy of Rochdale LA is to admit pupils, on demand, up to a 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 pupils in the following order:

I. Looked After and Previously Looked After Children

This criterion shall apply to children who are in public care ("Looked After" children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.

II. Exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school of preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school of preference. On receipt of such a letter and evidence, the case will be referred to the Service Director for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority.

This criterion will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

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

A sibling is defined as a brother or sister, step-brother or step-sister, and half-brother or half-sister. A sibling must be living at the same address and must not be a cousin or other relative. Priority may only be claimed under this priority if the child has an older sibling who will be in attendance at the school in September 2018.

IV. Children eligible for the service premium

Children eligible for admission under this priority are those where:

- one of their parents is serving in the regular armed forces;
- one of their parents served in the regular armed forces in the last 3 years;
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Note: Should the number of children falling within any category above exceed the Published Admission Number, Category (V) will be used as a tie-breaker.

V. Relative proximity and ease of access

Once places have been allocated using criteria (I), (II), (III) and (IV), any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Distance will be determined 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, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.

It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. 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 shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.

Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school applied to, and to the nearest/next nearest school. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

Allocation of places to children from multiple births

Where a single place remains at a school and the application being considered is for twins or children from other multiple births the Local Authority will allocate above the Published Admission Number to accommodate each child.

Children of UK Service Personnel

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. Infant age children admitted outside the normal on round are excepted pupils under the infant class size regulations.

For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.

IN-YEAR ADMISSION POLICY FOR ROCHDALE COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS – ACADEMIC YEAR 2018-2019

Introduction

The Local Authority is required to determine the 'relevant area' for admissions. As with previous years; it is proposed that the relevant area will be the area covered by the Borough itself.

Applications for places submitted during the school year will be allocated in line with this policy. Where a year group has not reached its Published Admission Number (PAN), and the number of applications received during the process period is less than or equal to the number of places available, all pupils will be admitted.

Criteria for the allocation of places – In Year

Children who have an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs.

Where pupils have an Education, Health and Care Plan or Statement of Special Educational Needs that names a specific school, the Local Authority has a statutory duty to admit those pupils. This means that children with such an Education Health and Care Plan or Statement of Special Educational Needs naming or proposing to name the school will be allocated a place before any other applications are considered.

Criteria for the Allocation of Places

The policy of Rochdale LA is to admit pupils, on demand, up to a 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 pupils in the following order:

(I) Looked After and Previously Looked After Children:

Children who are in public care ("Looked After" children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements order or special guardianship order.

(II) Exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned:

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt of such a letter and evidence the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

This criterion will consider issues relevant to the child and/or the family in line with the Equalities Act 2010.

If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

(III) Children with a sibling

A sibling is defined as a brother or sister, step-brother or step-sister, and half-brother or half-sister. A sibling must be living at the same address and not be a cousin or other relative.

This criterion will apply to children who already have a sibling currently in attendance at the preferred school and also to children who have a sibling applying for a place at the preferred school that can be offered a place but are not currently on roll.

(IV) Evidence of Church affiliation for children who have strong Church connections – for Voluntary Controlled schools only

To meet the definition of being active worshipping members of the church, at least one parent/guardian and the child must have attended public worship at the affiliated church at least once a month over a period of a year prior to the closing date for applications. Evidence of church attendance must be provided in the form of a supporting letter from the Minister of the parent’s church, and must be submitted at the time of the application.

PRIMARY SCHOOL	AFFILIATED CHURCH(ES)
All Souls CE Primary School	Sudden, St Aiden Heywood, All Souls
Little Heaton CE Primary School	Rhodes, All Saints
St Andrew’s CE Primary School	Dearnley, St Andrew
St Edward’s CE Primary School	Castleton, St Martin
St Gabriel’s CE Primary School	Middleton Junction, St Gabriel
St Luke’s CE Primary School	Heywood, St Lukes Heywood, St John
St Mary’s CE Primary School	Balderstone, St Mary
St Peter’s CE Primary School	Newbold, St Peter
Stansfield Hall Primary School	Calderbrook, St James Methodist Churches in Rochdale and Littleborough Circuit

(V) Children eligible for the service premium

Children eligible for admission under this priority are those where:

- one of their parents is serving in the regular armed forces;
- one of their parents served in the regular armed forces in the last 3 years;
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

(VI) Children without a school place

Children eligible for admission under this priority are those where:

- The child has recently moved to the Rochdale Borough and has not been allocated a school place or who have moved within the Borough within the last 2 calendar months of the date of application; **and**
- There is no alternate school with a place available in the requested Year Group within the statutory walking distance of the home address.

Walking distances are defined as up to 2 miles for children aged under 8 and up to 3 miles for children aged 8 and over.

Note: Should the number of children falling within any category above exceed the Published Admission Number; Category (VII) will be used as a tie-breaker.

(VII) Relative proximity and ease of access

Once places have been allocated using criteria (I), (II), (III), (IV), (V) and (VI), any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Distance will be determined 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, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school.

The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not. For consistency, the distance will always be calculated to the nearest/next nearest school, regardless of the availability of places at these schools.

In the event of a tie break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school. If after this it is still not possible to decide on who should be offered the place then any final place will be decided by the drawing of lots.

It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary.

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 shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.

Walking distances are measured using a computerised mapping system which uses the Ordnance Survey integrated network to measure from the centre point of the child's home to the main gate of the school applied to, and to the nearest/next nearest school. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

NOTES

Admission of children above the Published Admission Number

The Local Authority reserves the right to admit children to a school where no vacancy exists in their requested year group. This will normally only be appropriate for:

- Children with a Statement of Special Educational Needs or an Education, Health and Care Plan;
- Looked After and Previously Looked After Children;
- Children admitted because of a procedural error made in their original application process;
- Children admitted after an independent appeal panel uphold an appeal;
- Children who are new to the Rochdale area and for whom there are no schools with available places within the statutory walking distance of their home address (up to 2 miles for children aged under 8 years and up to 3 miles for children aged 8 and above);
- Children of UK service personnel;
- Children from a multiple birth (see below);
- Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school;
- Children for whom the school has been identified as being the most suited to meet that child's needs or the needs of the family circumstance.

Any decision to admit above a school's Published Admission Number will only be agreed following consultation between the Local Authority and the Head Teacher of the school concerned and the decision to over-allocate a school will only be made once agreement has been received from both the Head of Schools and the Cabinet Member for Children's Services.

For Key Stage One (Reception, Year 1 and Year 2), the decision to over-allocate will only be made where the school would remain compliant with Infant Class size regulations when the child is admitted unless the child falls within one of the listed exceptions detailed in paragraph 2.15 of the School Admissions Code 2014.

Allocation of places to twins, triplets or same year group siblings

Where a single place remains at a school and the application being considered is for twins or children from other multiple births, the Local Authority will allocate above the Published Admission Number to accommodate each child.

Children of UK Service Personnel

Families of UK service personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. A school place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address. Infant age children admitted outside the normal on round are excepted pupils under the infant class size regulations.

For the children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a school place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, and usually until the start of the following term, but could be longer in particular circumstances.

Fair Access Protocol

The Local Authority has a Fair Access Protocol in place to ensure that children who may have difficulties securing a school place are allocated a place as quickly as possible.

The Fair Access Protocol is designed to facilitate the school placement of the most vulnerable children and/or challenging children in the Borough. In doing so it aims to:

- acknowledge the real need of vulnerable children to be dealt with quickly, sympathetically and to be placed appropriately;
- reduce the time that such children spend out of education;
- ensure that schools admit children with challenging behaviour and behavioural needs on as fair and equitable basis as possible;
- ensure that the process is transparent and fair for all schools; and
- facilitate appropriate challenge where necessary.

There is no duty on an Admission Authority to comply with the parental preference when allocating a place through the Fair Access Protocol.

Children with behavioural difficulties

Where a child has been identified by the Fair Access Transfer Group as having a history of behavioural difficulties; and the requested school has a high proportion of children with challenging behaviour or previously excluded children; the application may be refused even though places are available.

This does not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs or Education, Health and Care Plan or Statement of Special Educational Needs naming the school in question as these children must be admitted.

CO-ORDINATED ADMISSION SCHEME FOR ROCHDALE LOCAL AUTHORITY MAINTAINED PRIMARY SCHOOLS – ACADEMIC YEAR 2018-2019

Introduction

1. Rochdale Local Authority operates a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough using the Online Admissions System or on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for Community and Voluntary Controlled Primary Schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Foundation schools, Voluntary Aided schools and Academies, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before September 2018, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by other Local Authorities, the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

Application Process

5. The parents/carers of all pupils born between 1 September 2013 and 31 August 2014 resident in the Borough will be requested to apply for a maintained primary school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply online as soon as possible from 1st September.** Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to four preferences on their application. Most Voluntary Aided Schools require supplementary information to that contained on the application. In such cases the Governing Body will request this information. Parents/Carers will be able to state reasons for their preferences.
7. A copy of the information booklet and Common Application Form will be made available on Rochdale Council's web site by **1st September 2017**. An admission pack, including a "Starting School" parent's guide and a common application form, will be available from the Local Authority on request.
8. Rochdale residents should **complete the online form** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **15th January 2018**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the LA receives a completed application.
9. All preferences for Rochdale Local Authority maintained Community and Voluntary Controlled primary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school maintained by another authority will be advised in the Starting School booklet to check the ranking policy with the appropriate school or local authority.

Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by **30th January 2018**. The relevant admission authority will be responsible for determining who is offered a place.

11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **12th February 2018**. The governing bodies of those schools are responsible for determining who is offered a place.

12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **2nd March 2018**.

13. Rochdale Local Authority will inform other local education authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale Borough residents by **16th March 2018**.

Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.

15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

Notifying Parents/Carers of Decisions

16. Rochdale Local Authority will notify Rochdale residents by second class post of places that can be offered at all maintained Rochdale schools on **16th April 2018**. **Online applicants will be notified electronically on the same day.**

17. Parents/carers are requested to respond to their school place offer to accept or decline the place offered no later than **30th April 2018**.

18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on **16th April 2018**:

Bury, Manchester, Oldham, Calderdale and Lancashire.

Late Applications

19. Applications received after the closing date of **15th January 2018** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale Borough after **15th January 2018** and before offers of places are made.

20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **16th April 2018**. Parents/carers who apply late may, therefore, miss out on their preferred school.

21. Applications for Voluntary Aided, Foundation and Academy schools in Rochdale and for schools maintained by other Local Authorities received after the closing date of **15th January 2018** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

Waiting Lists

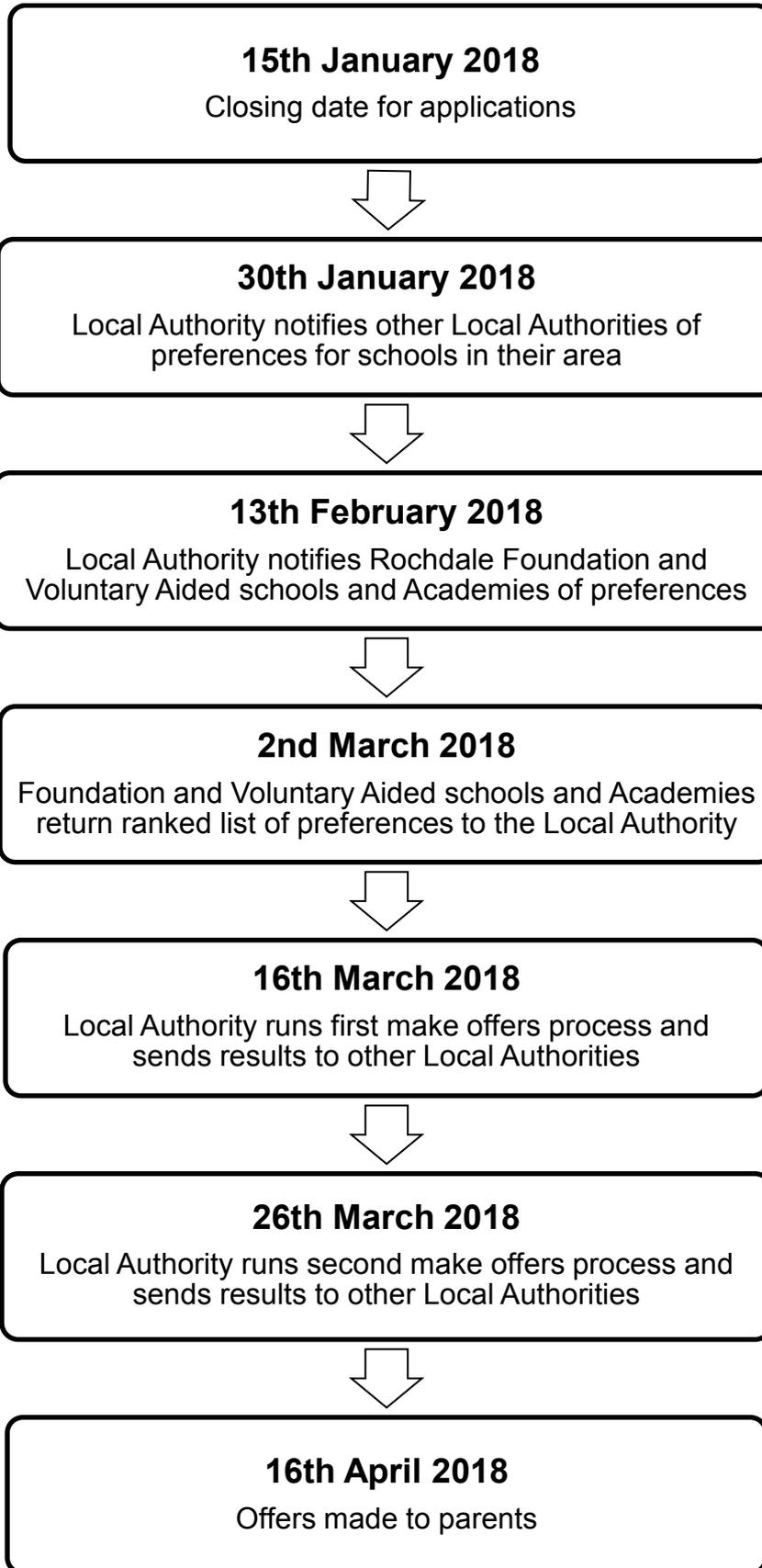
22. Rochdale Local Authority will operate a waiting list for Rochdale Community and Voluntary Controlled primary schools which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority's admission policy. The waiting list will be maintained for the Autumn Term (until 31st December 2018) only.

23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

Changing primary schools (In year admissions)

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

TIMETABLE OF CO-ORDINATED SCHEME FOR PRIMARY SCHOOLS



CO-ORDINATED ADMISSION SCHEME FOR ROCHDALE LOCAL AUTHORITY MAINTAINED SECONDARY SCHOOLS – ACADEMIC YEAR 2018-2019

Introduction

1. Rochdale Local Authority operates a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough using the Online Admissions System or on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community secondary schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Foundation schools, Voluntary Aided schools and Academies, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before September 2018, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

Application Process

5. The parents/carers of all Year 6 pupils resident in the Borough will be requested to apply for a maintained secondary school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply online as soon as possible from 1st September.** Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to four preferences on their application. Most Voluntary Aided Schools require supplementary information to that contained on the application. In such cases the Governing Body will request this information. Parents/Carers will be able to state reasons for their preferences.
7. A copy of the information booklet and Common Application Form will be made available on Rochdale Council's web site by **1st September 2017**. An admission pack, including a "Transferring to Secondary School" parent's guide and a common application form, will be available from the Local Authority on request.
8. Rochdale residents should **complete the online form** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **31st October 2017**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the LA receives a completed application.
9. All preferences for Rochdale Local Authority maintained community secondary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school maintained by another authority will be advised in the Transfer to Secondary School booklet to check the ranking policy with the appropriate school or local authority.

Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by **14th November 2017**. The relevant admission authority will be responsible for determining who is offered a place.

11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **28th November 2017**. The governing bodies of those schools are responsible for determining who is offered a place.

12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **15th December 2017**.

13. Rochdale Local Authority will inform other local education authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale Borough residents by **12th January 2018**.

Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.

15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

Notifying Parents/Carers of Decisions

16. Rochdale Local Authority will notify Rochdale residents by second class post of places that can be offered at all maintained Rochdale schools on **1st March 2018**. **Online applicants will be notified electronically on the same day.**

17. Parents/carers are requested to respond to their school place offer to accept or decline the place offered no later than **16th March 2018**.

18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on **1st March 2018**

Bury, Manchester, Oldham, Calderdale and Lancashire.

Late Applications

19. Applications received after the closing date of **31st October 2017** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale Borough after **31st October 2017** and before offers of places are made.

20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **1st March 2018**. Parents/carers who apply late may, therefore, miss out on their preferred school.

21. Applications for Voluntary Aided, Foundation and Academy schools in Rochdale and for schools maintained by other Local Authorities received after the closing date of **31st October 2017** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

Waiting Lists

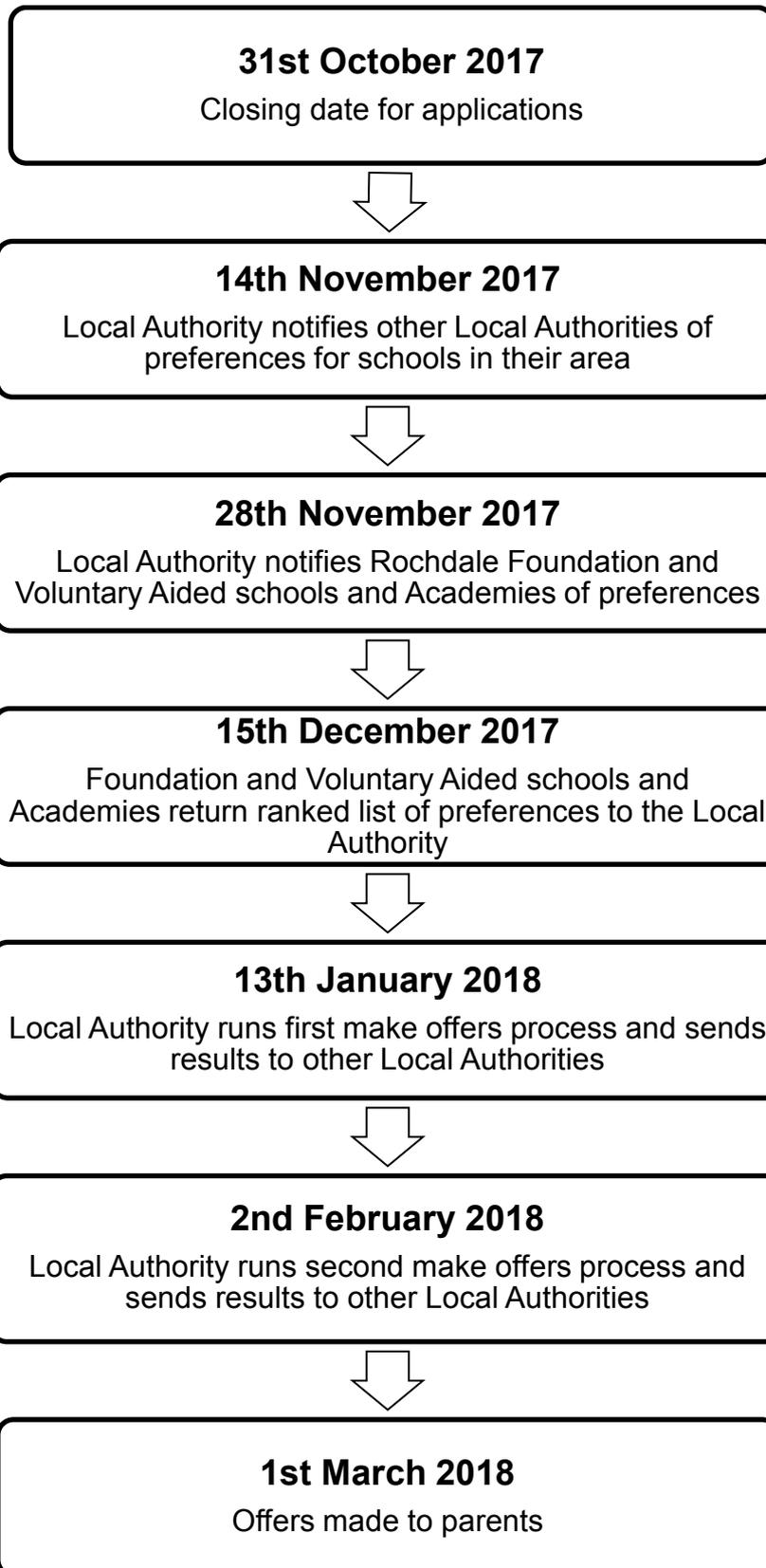
22. Rochdale Local Authority will operate a waiting list for Rochdale Community schools which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority's admission policy. The waiting list will be maintained for the Autumn Term only.

23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

Changing secondary schools (In year admissions)

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

TIMETABLE OF CO-ORDINATED SCHEME FOR SECONDARY SCHOOLS



ADMISSION ARRANGEMENTS FOR IN-YEAR TRANSFERS AND APPLICATIONS SUBMITTED OUTSIDE THE NORMAL ADMISSIONS ROUND ACADEMIC YEAR 2018-2019

Introduction

1. In accordance with the School Admissions Code, where a pupil applies for a place outside the normal admissions round, whether In-Year or at the start of a school year which isn't the normal point of entry to the school (i.e. Reception or Year 7), Admission Authorities must comply with the parental preference unless one of the statutory reasons for refusing admission applies (i.e. the Year Group is full or the child has been permanently excluded from two or more schools). All applications must be considered without delay and a formal decision either to offer or to refuse a place must be made and notified to the applicant. Applicants must not be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

In Year Application Form

2. Applications for a school place outside of the normal admissions round must be made on Rochdale's standard In-Year Transfer Form. This form can be obtained from the Local Authority or its website, or the current school (if in Borough). Parents/Carers must ensure that the form is completed in full and submitted with any supplementary information as necessary. If in doubt, Parents/Carers should contact the Local Authority.

Fair Access

3. A Fair Access Protocol (FAP) is in place to consider children who are without a school place or may have difficulties obtaining a school who meet the criteria. This is in accordance with the School Admissions Code and applies to both primary and secondary schools and academies.

4. If, in the Admission Authority's opinion, there is a statutory reason to refuse entry or a child meets the FAP criteria, the application will be dealt with in accordance with the Fair Access Protocol. The operation of the FAP is outside the arrangements of co-ordination and is triggered when the parent/carer of an eligible child has not secured a place under in-year admission procedures.

5. In accordance with Paragraph 2.9 of the School Admissions Code 2014, Admission Authorities must not refuse to admit a child solely because:

- a) they have applied later than other applicants;
- b) they are not of the faith of the school in the case of a faith school;
- c) they followed a different curriculum at their previous school; and
- d) information has not been received from their previous school

6. It is essential that children who have no school place are found one quickly. However in cases involving in-year transfers that do not require a house move, or where there is no need for an immediate transfer, the change of school may be deferred until the beginning of the next half term.

Interviews

7. The School Admissions Code paragraph 1.9 (m) prohibits the interviewing of parents/carers and/or children as a method for deciding whether a child is to be offered a place at a school. Interviews **must not** form part of the admissions process and admission authorities (or schools) **must not** use either face-to-face interviews or interviews by telephone or by other means.

Children with challenging behaviour

8. Admission Authorities (and schools) **must not** refuse to admit children on the basis of their behaviour elsewhere, unless they have been permanently excluded from two or more schools within the past two years. They also **must not** refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour.

9. Where a governing body does not wish to admit a child with challenging behaviour outside the normal admission round, even though places are available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children, subject to the provisions of the Fair Access Protocol.

Applying for a school place

10. All applications for school places must be made on Rochdale's In-Year Admission Transfer Form, regardless of which school they are applying for.

11. Application forms will be available from all Customer Contact Centres, schools, the Admissions Team in the School Organisation and Development Team and on the Rochdale Council web site www.rochdale.gov.uk.

12. A pupil does not become resident in Rochdale until they actually live in Rochdale. Rochdale will however accept in-year applications from parents/carers 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 provided this is no more than 30 days before the intended start date. Children must be in the UK before an application can be considered. The **exception** to this is in relation to the children of armed forces personnel or crown servants, whereby a school place can be allocated in advance of a confirmed posting, even if there is uncertainty about the exact future address.

13. If additional information is required by the governing body of a Foundation school, Voluntary Aided school, or Academy in order to apply its oversubscription criteria, parents may need to provide additional information usually on a supplementary form. Such information must be provided at the time of application because applications cannot be considered until such information has been received.

14. For all **Community and Voluntary Controlled Primary Schools**, the in-year application form must be submitted to the Local Authority.

15. For **Voluntary Aided, Foundation and Academy primary schools**, the in-year application form must be submitted directly to the school.

16. For **all Secondary Schools**, the in-year application form must be submitted to the Local Authority.

Processing Applications – Community and Voluntary Controlled Schools

17. Rochdale Local Authority aims to process applications within 10 school days of receipt (subject to relevant background information and address verification being available).

18. If more applications are received for places than there are places available, the available places will be allocated in accordance with the Rochdale In-Year Admission Policy.

19. If the Local Authority is unable to meet the parental preference, the Local Authority will inform Parents/Carers in writing of the outcome of their application and of their right to appeal the decision not to offer a place at the school of preference to an independent appeal panel.

20. If the child is without a school place, a place will be allocated at the school nearest to the child's home that has a place available.

Processing Applications – Voluntary Aided, Foundation and Academy Primary Schools

21. On receipt of an In-Year Application, the Governing Body must consider the application without any unnecessary delay. If a vacancy exists in the requested year group, the child should be admitted. If there are more applications for places than there are places available, the Governing Body must apply their published oversubscription criteria.

22. The decision on whether or not to offer a place cannot be made by an individual on behalf of an admission authority (i.e. the Head Teacher). The decision must be taken by the Governing Body or a Committee of the Governing Body comprising of at least 3 governors.

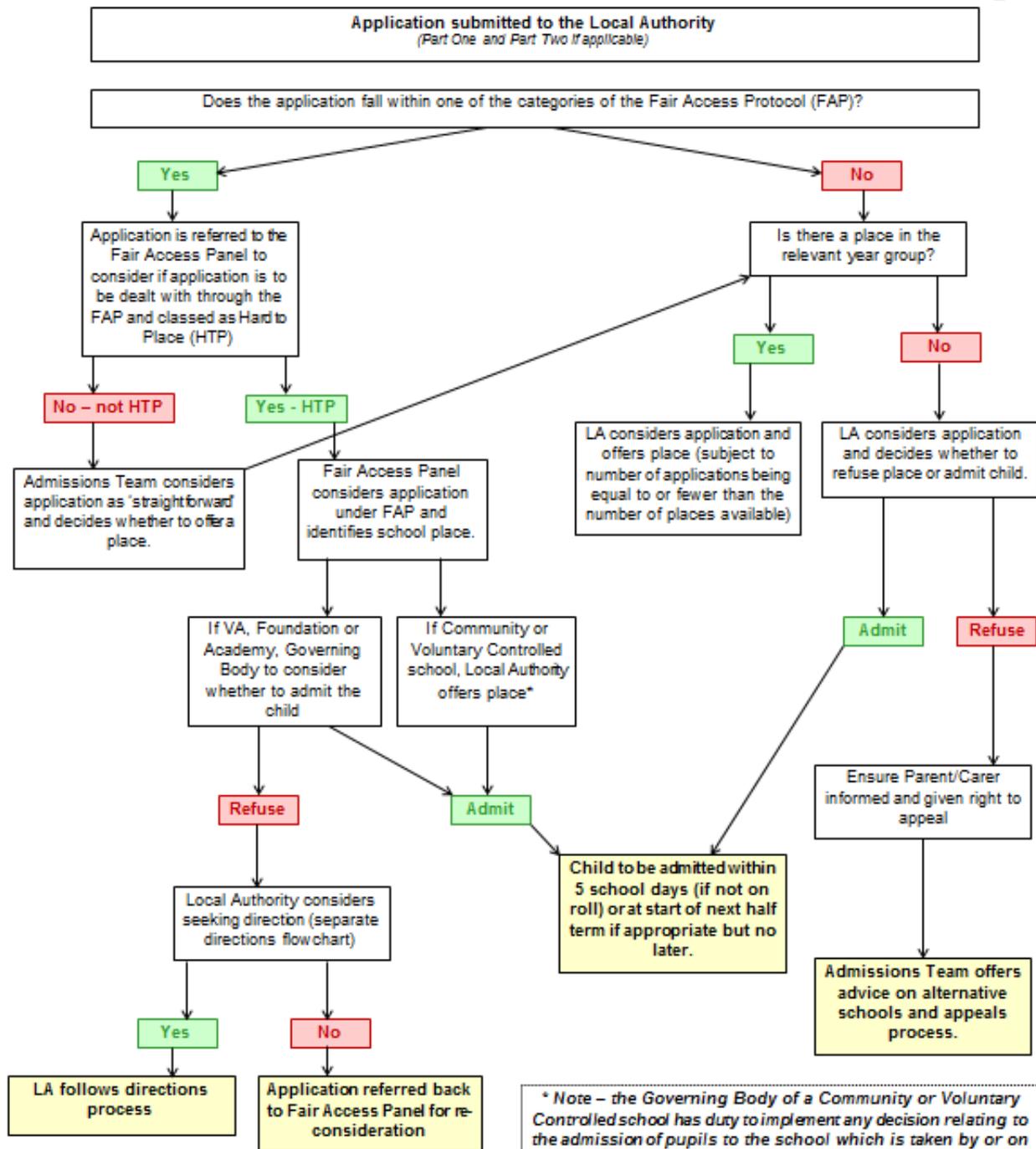
23. The Governing Body must notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform the parent of their right to appeal against the refusal of a place.



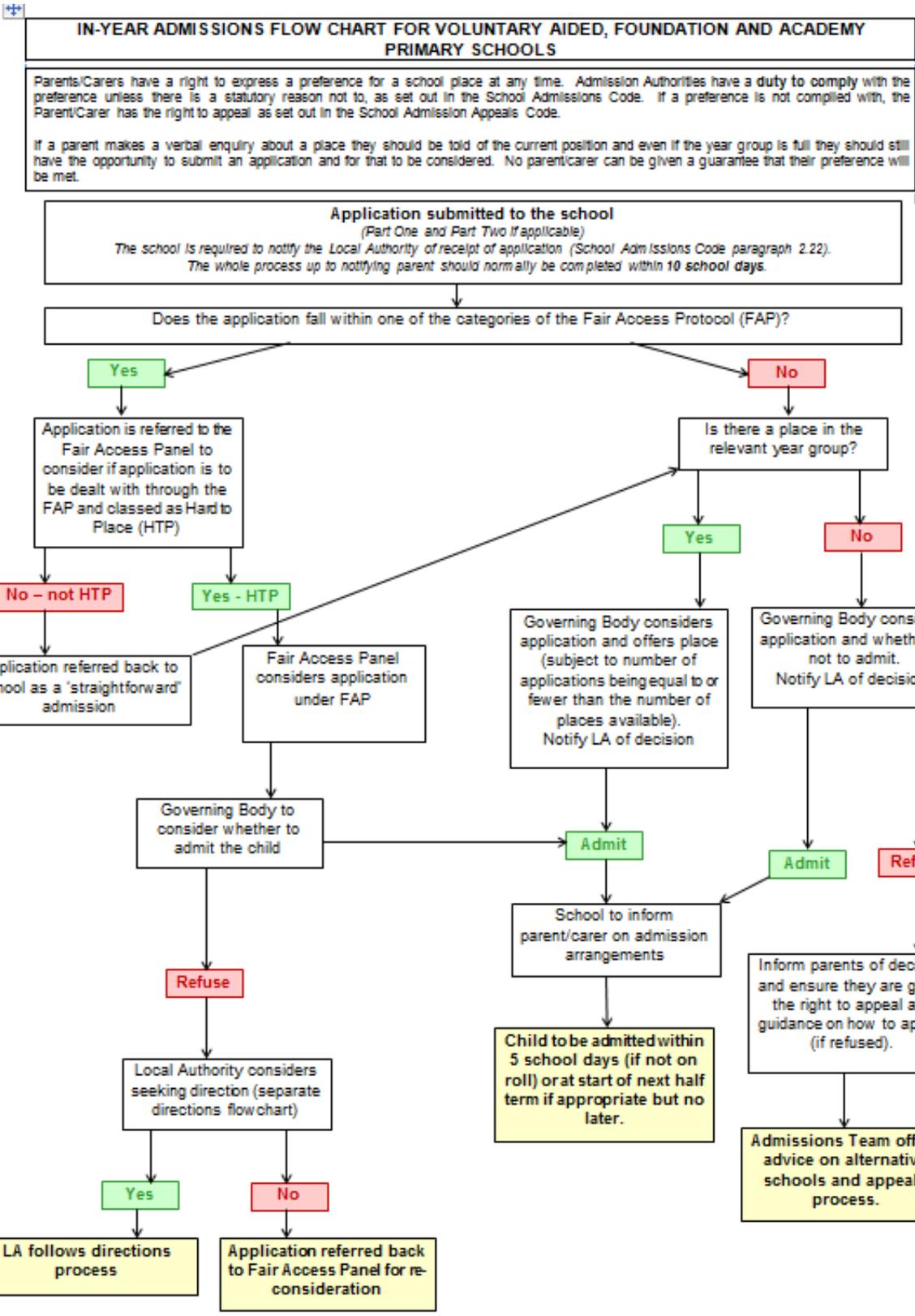
IN-YEAR ADMISSIONS FLOW CHART FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Parents/Carers have a right to express a preference for a school place at any time. Admission Authorities have a duty to comply with the preference unless there is a statutory reason not to, as set out in the School Admissions Code. If a preference is not complied with, the Parent/Carer has the right to appeal as set out in the School Admission Appeals Code.

If a parent makes a verbal enquiry about a place they should be told of the current position and even if the year group is full they should still have the opportunity to submit an application and for that to be considered. No parent/carer can be given a guarantee that their preference will be met.



** Note – the Governing Body of a Community or Voluntary Controlled school has duty to implement any decision relating to the admission of pupils to the school which is taken by or on behalf of the admission authority. The legal basis for this is under Sections 86 (2) and 88(1) (A) of the School Standards and Framework Act 1998.*



PROPOSED PLANNED ADMISSION NUMBERS 2018

COMMUNITY PRIMARY SCHOOLS					
School Name	Net Capacity 2016	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
Alkrington	420	60	60	60	
Ashfield Valley	207	29	30	30	
Belfield	315	45	45	45	
Boarshaw	330	30	60	60	Permanent expansion from 30 to 60 places from 2018
Bowlee Park	630	90	120	120	
Brimrod	210	30	30	30	
Broadfield	420	60	60	60	
Caldershaw	210	30	30	30	
Castleton	210	30	30	30	
Elm Wood	406	58	60	60	
Greenbank	420	60	60	60	
Hamer	315	45	45	45	
Harwood Park	420	60	60	60	
Heap Bridge	175	25	25	25	
Heybrook	629	89	90	90	
Hollin	330	30	30	30	
Hopwood	374	44	60	60	
Littleborough	485	69	60	60	
Lowerplace	510	60	60	60	
Marland Hill	418	59	60	60	
Meanwood	420	60	60	60	
Moorhouse	240	30	60	60	Permanent expansion to 60 places from 2018
Newhey	255	30	30	30	
Norden	420	60	60	60	
Parkfield	210	30	30	30	
Sandbrook	486	60	90	90	
Shawclough	420	60	60	60	
Spotland	420	60	60	60	

Whittaker Moss	344	44	45	60	Permanent expansion to 60 places from 2017
Woodland	510	60	60	90	Permanent expansion to 90 places from 2018
VOLUNTARY CONTROLLED PRIMARY SCHOOLS					
School Name	Net Capacity 2016	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
All Souls CE	203	29	30	30	
Little Heaton CE	210	30	30	30	
St Andrew's CE	315	45	45	60	Permanent expansion to 60 places from 2017
St Edward's CE	364	52	52	52	
St Gabriel's CE	206	29	30	30	
St Luke's CE	210	30	60	30	
St Mary's CE	210	30	30	30	
St Peter's CE	406	58	60	60	
Stansfield Hall CE/Free Church	157	22	20	20	

VOLUNTARY AIDED PRIMARY SCHOOLS					
School Name	Net Capacity 2016	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
Alice Ingham RC	168	24	24	24	
All Saints CE	210	30	30	30	
Holy Family RC	210	30	30	30	
Holy Trinity CE	204	29	30	30	
Middleton Parish	420	60	60	60	
Milnrow Parish CE	210	30	30	30	
Our Lady & St Paul's RC	210	30	30	30	
Sacred Heart RC	210	30	30	30	
St Gabriel's RC	203	29	30	30	
St John Fisher RC	210	30	30	30	
St John's CE	80	11	12	12	

St John's RC	210	30	30	30	
St Joseph's RC	348	49	60	60	Permanent expansion to 60 places from 2017
St Margaret's CE	210	30	30	30	

VOLUNTARY AIDED PRIMARY SCHOOLS (CONTINUED)

School Name	Net Capacity 2016	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
St Mary's RC, Littleborough	209	29	30	30	
St Mary's RC, Middleton	414	59	60	60	
St Michael's CE, Bamford	210	30	30	30	
St Michael's CE, Middleton	208	29	30	30	
St Patrick's RC	315	45	45	45	
St Peter's RC	240	28	30	30	
St Thomas' CE	147	21	21	21	
St Thomas More RC	315	45	45	45	
St Vincent's RC	420	60	60	60	

FOUNDATION PRIMARY SCHOOLS

School Name	Net Capacity 2016	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
Crossgates	294	42	45	45	
Healey	210	30	30	30	
Smithy Bridge	420	60	60	60	
St James' CE	209	29	30	30	

ACADEMY PRIMARY SCHOOLS

School Name	Net Capacity 2016	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
Bamford Academy	315	45	45	45	
Deeplish Primary Academy	419	59	60	60	
Kentmere Primary Academy	315	45	45	45	

COMMUNITY SECONDARY SCHOOLS

School Name	Net Capacity 2017	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
Falinge Park	1200	240	270	270	Permanent expansion from 240 to 270 from 2017
Matthew Moss	900	180	185	240	Permanent expansion from 210 to 240 from 2018
Oulder Hill	1500	300	300	300	
Siddal Moor	1050	210	210	210	

VOLUNTARY AIDED, FOUNDATION & ACADEMY SECONDARY SCHOOLS

School Name	Net Capacity 2017	Indicated Admission Number (IAN)	Published Admission Number 2017 (PAN)	Proposed Admission Number 2018 (PAN)	Notes/Comments
Cardinal Langley RC	1060	212	225	225	15 extra places from 2017 onwards
Hollingworth Academy	1207	241	270	270	
Holy Family RC and CE	596	119	150	150	
Kingsway Park	1200	240	270	270	Permanent expansion from 240 to 270 from 2017
Middleton Technology	1350	270	270	270	
St Anne's CE Academy	900	180	150	150	
St Cuthbert's RC	1200	240	240	240	
Wardle Academy	1200	240	240	240	