Transferring to Secondary School

A Guide for Parents and Carers

Academic Year 2020-2021
Protecting your privacy

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.

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 Local Authorities (if you have expressed a preference for a school in another Local Authority).

Once school places have been allocated the Council will keep a 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.

General Data Protection Regulation

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 regulation.

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 named on your application.

Your responsibility to apply

Where the local authority is aware that you have a child who is due to transfer to secondary school in September 2020, you may receive a letter from us. Literature and posters will also be sent to schools and displayed in public buildings to prompt you to apply.

It is important that you keep your child’s school informed of your child’s home address as the address we hold on file may be the address we use to send letters to. We will publicise the need to apply but the responsibility to apply lies with the parent or carer. We will not assume that you wish to apply for a place if you do not make an application.
This booklet has been produced by Rochdale Local Authority as a guide for parents and carers regarding the pupils who are due to transfer from Primary School to Secondary School in September 2020.
Welcome to Children’s Services in Rochdale

Dear Parents and Carers,

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 has benefitted from the Building Schools for the Future Programme and have either been rebuilt or remodelled to create 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 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 has risen. 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,

Sandra Bowness
Service Director, Early Help and Schools
### Cardinal Langley RC High School

- **Address:** Rochdale Road, Middleton, Manchester, M24 2GL
- **Phone Number:** 0161 643 4009
- **Website:** [www.clrchs.co.uk](http://www.clrchs.co.uk)
- **Email Address:** admin@clrchs.co.uk
- **Type of Establishment:** Voluntary Aided School
- **Age Range:** 11-18
- **Head Teacher:** Mr Andrew Bridson
- **Published Admission Number for September 2020:** 210

### Falinge Park High School

- **Address:** Falinge Road, Rochdale, OL12 6LD
- **Phone Number:** 01706 631246
- **Website:** [www.falingepark.com](http://www.falingepark.com)
- **Email Address:** office@falingepark.com
- **Type of Establishment:** Community School
- **Age Range:** 11-16
- **Head Teacher:** Miss Janice Allen
- **Published Admission Number for September 2020:** 270

### Hollingworth Academy

- **Address:** Cornfield Street, Milnrow, Rochdale, OL16 3DR
- **Phone Number:** 01706 292800
- **Website:** [www.hollingworthacademy.co.uk](http://www.hollingworthacademy.co.uk)
- **Email Address:** info@hollingworthacademy.co.uk
- **Type of Establishment:** Academy
- **Age Range:** 11-16
- **Head Teacher:** Mr Darren Randle
- **Published Admission Number for September 2020:** 270
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Website</th>
<th>Email Address</th>
<th>Type of Establishment</th>
<th>Age Range</th>
<th>Head Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holy Family RC and CE College</td>
<td>Pot Hall, Wilton Grove, Heywood, OL10 2AA</td>
<td>01706 360607</td>
<td><a href="mailto:admin@hfch.co.uk">admin@hfch.co.uk</a></td>
<td><a href="http://www.hfch.co.uk">www.hfch.co.uk</a></td>
<td>Voluntary Aided School</td>
<td>11-16</td>
<td>Mrs Karen Ames</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Published Admission Number for September 2020</strong></td>
</tr>
<tr>
<td>Kingsway Park High School</td>
<td>Turf Hill Road, Rochdale, OL16 4XA</td>
<td>01706 716761</td>
<td><a href="http://www.kingswaypark.org">www.kingswaypark.org</a></td>
<td><a href="mailto:info@kingswaypark.org">info@kingswaypark.org</a></td>
<td>Foundation School</td>
<td>11-16</td>
<td>Ms Deborah Ball</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Published Admission Number for September 2020</strong></td>
</tr>
<tr>
<td>Matthew Moss High School</td>
<td>Matthew Moss Lane, Rochdale, OL11 3LU</td>
<td>01706 632910</td>
<td><a href="http://www.mmhs.co.uk">www.mmhs.co.uk</a></td>
<td><a href="mailto:admin@mmhs.rochdale.sch.uk">admin@mmhs.rochdale.sch.uk</a></td>
<td>Community School</td>
<td>11-16</td>
<td>Mr Mark Moorhouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Published Admission Number for September 2020</strong></td>
</tr>
</tbody>
</table>

www.rochdale.gov.uk/schooladmissions
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Website</th>
<th>Email Address</th>
<th>Type of Establishment</th>
<th>Age Range</th>
<th>Head Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middleton Technology School</td>
<td>Kenyon Lane, Middleton, Manchester, M24 2GT</td>
<td>0161 643 5116</td>
<td><a href="http://www.middtech.com">www.middtech.com</a></td>
<td><a href="mailto:enquiries@middtech.com">enquiries@middtech.com</a></td>
<td>Academy</td>
<td>11-16</td>
<td>Miss Janine Kellett</td>
</tr>
<tr>
<td>Oulder Hill Community School and Language College</td>
<td>Hudson's Walk, Rochdale, OL11 5EF</td>
<td>01706 645522</td>
<td><a href="http://www.oulderhill-school.com">www.oulderhill-school.com</a></td>
<td><a href="mailto:schoolinfo@oulderhill-school.com">schoolinfo@oulderhill-school.com</a></td>
<td>Community School</td>
<td>11-16</td>
<td>Mr John Watson</td>
</tr>
<tr>
<td>Siddal Moor Sports College</td>
<td>Newhouse Road, Heywood, OL10 2UT</td>
<td>01706 369436</td>
<td><a href="http://www.siddalmoor.uk">www.siddalmoor.uk</a></td>
<td><a href="mailto:office@siddalmoor.uk">office@siddalmoor.uk</a></td>
<td>Community School</td>
<td>11-16</td>
<td>Mr Simon White</td>
</tr>
</tbody>
</table>

**Published Admission Number for September 2020**
- Middleton Technology School: 270
- Oulder Hill Community School and Language College: 300
- Siddal Moor Sports College: 270
<table>
<thead>
<tr>
<th>St Anne’s Church of England Academy</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Hollin Lane, Middleton, Manchester, M24 6XN</td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Website</strong></td>
</tr>
<tr>
<td>0161 643 2643</td>
<td><a href="http://www.stannesacademy.org.uk">www.stannesacademy.org.uk</a></td>
</tr>
<tr>
<td><strong>Type of Establishment</strong></td>
<td><strong>Age Range</strong></td>
</tr>
<tr>
<td>Academy</td>
<td>11-18</td>
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<table>
<thead>
<tr>
<th>St Cuthbert’s RC High School</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Shaw Road, Rochdale, OL16 4RX</td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Website</strong></td>
</tr>
<tr>
<td>01706 647761</td>
<td><a href="http://www.scrchs.net">www.scrchs.net</a></td>
</tr>
<tr>
<td><strong>Type of Establishment</strong></td>
<td><strong>Age Range</strong></td>
</tr>
<tr>
<td>Voluntary Aided School</td>
<td>11-16</td>
</tr>
<tr>
<td><strong>Published Admission Number for September 2020</strong></td>
<td><strong>240</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wardle Academy</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Birch Road, Wardle, Rochdale, OL12 9RD</td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td><strong>Website</strong></td>
</tr>
<tr>
<td>01706 373911</td>
<td><a href="http://www.wardleacademy.co.uk">www.wardleacademy.co.uk</a></td>
</tr>
<tr>
<td><strong>Type of Establishment</strong></td>
<td><strong>Age Range</strong></td>
</tr>
<tr>
<td>Academy</td>
<td>11-16</td>
</tr>
<tr>
<td><strong>Published Admission Number for September 2020</strong></td>
<td><strong>240</strong></td>
</tr>
</tbody>
</table>
Location of Secondary Schools and Academies in the Rochdale Borough

Key
1. Cardinal Langley RC High School
2. Falinge Park High School
3. Hollingworth Academy
4. Holy Family RC and CE College
5. Kingsway Park High School
6. Matthew Moss High School
7. Middleton Technology School
8. Outler Hill Community School and Language College
9. Siddal Moor Sports College
10. St Anne’s Church of England Academy
11. St Cuthbert’s RC High School
12. Wardle Academy

www.rochdale.gov.uk/schooladmissions
### Timetable for applying for a secondary school place

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September 2019</strong></td>
<td>You will receive a letter from the Local Authority informing you of the requirement to complete an application for your child’s Secondary School place.</td>
</tr>
<tr>
<td><strong>September &amp; October 2019</strong></td>
<td>Schools will hold Open Evenings for you to visit. Dates of which are detailed later in this booklet.</td>
</tr>
<tr>
<td><strong>31 October 2019</strong></td>
<td>This is the closing date for applications. You must make sure your application is submitted before this date.</td>
</tr>
<tr>
<td><strong>November 2019 – February 2020</strong></td>
<td>All applications are collected and processed in accordance with each school’s Oversubscription Criteria. Rochdale LA will liaise and exchange information with neighbouring Authorities.</td>
</tr>
<tr>
<td><strong>3 January 2020</strong></td>
<td>Last date for any changes of address to be considered.</td>
</tr>
<tr>
<td><strong>2 March 2020</strong></td>
<td>This is the National offer day. Notification of the school places allocated is communicated to parents and carers.</td>
</tr>
<tr>
<td><strong>16 March 2020</strong></td>
<td>This is the date parents and carers are requested to submit their response to their offer.</td>
</tr>
<tr>
<td><strong>17 April 2020</strong></td>
<td>Appeals against the decision not to award a child a place at a preference school should be submitted before this date.</td>
</tr>
<tr>
<td><strong>May – June 2020</strong></td>
<td>Appeal hearings take place.</td>
</tr>
<tr>
<td><strong>Summer Term 2020</strong></td>
<td>Your allocated school will contact you directly with Admission information and details of your child’s induction.</td>
</tr>
<tr>
<td><strong>September 2020</strong></td>
<td>Your child commences attending their new school.</td>
</tr>
</tbody>
</table>
Applying for a secondary school place

Step 1 – Decide on a secondary school

Types of secondary school

Rochdale Secondary Schools are comprehensive and cater for pupils of all abilities from age 11 to 16 or age 11 to 18. Secondary education is provided for pupils aged 11 and over in the following types of school:

Community schools

These are set up and maintained by the Local Authority who also employs the staff. Religious Education covers all religions and follows a syllabus agreed by the Council. The Local Authority is the Admissions Authority for all the Community Schools in the Borough.

The Community Schools in Rochdale are Falinge Park High School, Matthew Moss High School, Oulder Hill Community School and Language College and Siddal Moor Sports College.

Matthew Moss High School and Siddal Moor Sports College will convert to academy status during the 2019-2020 academic year, see Academies below.

Please note: The Local Authority is only responsible for the Admission Criteria and procedures in Community Schools.

Voluntary Aided schools

The Local Authority maintains the schools but the Governing Body employs the staff, control Religious Education and has different financial responsibilities. The Governing Body is the Admissions Authority for Voluntary Aided Schools.

The Voluntary Aided Schools in Rochdale are Cardinal Langley RC High School, Holy Family RC and CE College and St Cuthbert’s RC High School.

Foundation schools

The governors of the schools are responsible for running the school within the Local Authority’s framework. The Governing Body employs the staff and has different financial responsibilities. The Governing Body is the Admissions Authority for Foundation Schools.

The foundation school in Rochdale is Kingsway Park High School

Academies

The Academy’s Governing Body or Trust is responsible for the running of the Academy. The school is maintained (i.e. funded directly) by the Government’s Department for Education. The Academy Trust is the Admission Authority for Academies.

The Academies in Rochdale are Hollingworth Academy, Middleton Technology School, St Anne’s Church of England Academy and Wardle Academy.

In addition, Matthew Moss High School and Siddal Moor Sports College will convert to academy status during the 2019-2020 academic year.
For Voluntary Aided Schools, Foundation Schools and Academies, the Governing Body or Academy Trust 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 all schools can be found later in this booklet.

**Specialisms**

Most of the schools are designated as Specialist Schools/Colleges. 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.

The names, addresses and telephone numbers of each school in Rochdale are included in the directory of schools.

**Sixth Form**

Cardinal Langley RC High School and St Anne’s Church of England Academy also offer Sixth Form provision. Details for entry into the Sixth Form at these schools are detailed in the admission criteria section of this booklet.

**Researching your secondary school**

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 as they will be based on their own child and you should think about what is best for your child.

Try to find out as much as you can about what each school has to offer. Visit the Open Evening, read the schools’ prospectus, visit the school website and view the school’s Ofsted report (available from www.ofsted.gov.uk) before you decide on your preferences.

Before making your application you should read the Admission Policy for the school (and look at the Admission Statistics for the previous year to get an indication of how likely it is that your child may be successful in gaining a place at your preferred school. Most disappointments are caused when parents select popular schools at some distance from their home address, or do not fulfil faith requirements. You should also check to see whether or not you are required to complete a supplementary form or provide a copy of a baptismal certificate or other documentary evidence to support your application.

You should consider the size of the school and how many pupils are admitted each year and also how your child will travel to school and whether they may qualify for free travel, will the distance to the school affect your chances of being allocated a place and whether the distance will be a problem if your child takes part in after school activities.
How do I find out more information about the school?

Prospectuses

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 directly and are usually published on the school website.

Visit the school

Secondary schools hold Open Evenings during the Autumn Term each year, the date of the open evenings are detailed later in this booklet.

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 Headteacher.

If you are unable to attend an Open Evening or if there is a clash in the open evenings for your preferred schools; you can contact the school directly and see if it is possible to arrange an appointment to visit the school on another date.

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. 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 Headteacher 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 Academies) who decide who is allocated a place based on the number of applications and the Admissions Policy.

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

No. 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 Policy will be used to work out which pupils will be offered places.
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 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 along with the school details.

What if the school I would like my child to attend is in a different area?

If you wish to apply for a school in another local authority, you should check with the authority where the school is located directly as their admission policy may be different and you may be required to complete additional forms to support your application.

If you live in Rochdale, you must submit your application to Rochdale directly even if all of your preferred schools are in a different area.

Contact details for neighbouring local authorities

<table>
<thead>
<tr>
<th>Local Authority</th>
<th>Phone</th>
<th>Website</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bury Council</strong></td>
<td>0161 253 6474</td>
<td><a href="http://www.bury.gov.uk">www.bury.gov.uk</a></td>
<td><a href="mailto:admissions@bury.gov.uk">admissions@bury.gov.uk</a></td>
</tr>
<tr>
<td><strong>Calderdale Council</strong></td>
<td>01422 392617</td>
<td><a href="http://www.calderdale.gov.uk">www.calderdale.gov.uk</a></td>
<td><a href="mailto:cyps.admissions@calderdale.gov.uk">cyps.admissions@calderdale.gov.uk</a></td>
</tr>
<tr>
<td><strong>Lancashire Council – East Lancashire</strong></td>
<td>01254 220707</td>
<td><a href="http://www.lancashire.gov.uk">www.lancashire.gov.uk</a></td>
<td><a href="mailto:pupil.accesseast@lancashire.gov.uk">pupil.accesseast@lancashire.gov.uk</a></td>
</tr>
<tr>
<td><strong>Manchester Council</strong></td>
<td>0161 245 7166</td>
<td><a href="http://www.manchester.gov.uk">www.manchester.gov.uk</a></td>
<td><a href="mailto:school.admissions@manchester.gov.uk">school.admissions@manchester.gov.uk</a></td>
</tr>
<tr>
<td><strong>Oldham Council</strong></td>
<td>0161 770 4213</td>
<td><a href="http://www.oldham.gov.uk">www.oldham.gov.uk</a></td>
<td><a href="mailto:ecs.pupils@oldham.gov.uk">ecs.pupils@oldham.gov.uk</a></td>
</tr>
</tbody>
</table>
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).

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. 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 Headteacher 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 Academies) who decide who is allocated a place based on the number of applications and the Admissions Policy.

<table>
<thead>
<tr>
<th>School name</th>
<th>Date of open evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Langley RC High School</td>
<td>Thursday 27th June 2019</td>
</tr>
<tr>
<td>Falinge Park High School</td>
<td>Tuesday 1st October 2019</td>
</tr>
<tr>
<td>Hollingworth Academy</td>
<td>Wednesday 2nd October 2019</td>
</tr>
<tr>
<td>Holy Family RC and CE College</td>
<td>Thursday 3rd October 2019</td>
</tr>
<tr>
<td>Kingsway Park High School</td>
<td>Thursday 3rd October 2019</td>
</tr>
<tr>
<td>Matthew Moss High School</td>
<td>Thursday 3rd October 2019</td>
</tr>
<tr>
<td>Middleton Technology School</td>
<td>Thursday 3rd October 2019</td>
</tr>
<tr>
<td>Oulder Hill Community School and Language College</td>
<td>Thursday 19th September 2019</td>
</tr>
<tr>
<td>Siddal Moor Sports College</td>
<td>Thursday 26th September 2019</td>
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<tr>
<td>St Anne’s Church of England Academy</td>
<td>Thursday 19th September 2019</td>
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<tr>
<td>St Cuthbert’s RC High School</td>
<td>Wednesday 25th September 2019</td>
</tr>
<tr>
<td>Wardle Academy</td>
<td>Thursday 26th September 2019</td>
</tr>
</tbody>
</table>

If you are unable to attend an Open Evening or if there is a clash in the open evenings for your preferred schools; you can contact the school directly and see if it is possible to arrange an appointment to visit the school on another date.
Admission statistics for the 2019 intake

In order to provide you with an indication of how many applications are received and how places are offered, it may be useful to look at how applications were processed for the 2019 intake. The information provided was accurate as at 1 March 2019.

<table>
<thead>
<tr>
<th>School Name</th>
<th>PAN</th>
<th>Number of preferences submitted</th>
<th>First preference</th>
<th>Second preference</th>
<th>Third preference</th>
<th>Fourth preference</th>
<th>Other preference</th>
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<tr>
<td>Cardinal Langley RC High School</td>
<td>210</td>
<td>395</td>
<td>221</td>
<td>109</td>
<td>60</td>
<td>2</td>
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<td>395</td>
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<td>Falinge Park High School</td>
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<td>258</td>
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Number of preferences allocated

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Number of alternate offers made

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<th>% of 1st prefs allocated</th>
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% of first preference applications allocated

www.rochdale.gov.uk/schooladmissions
Applying for a secondary school place

Step 2 – What you need to know before applying for a secondary school place

Children who have an Education, Health & Care Plan (formerly a Statement of Special Educational Needs)

If your child has a Statement of Special Educational Needs or an Education, Health & Care Plan (My Plan); 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 Plan. Your child will not be disadvantaged in any way; it just means that the SEN Assessment Team of the Local Authority has to follow different procedures.

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

The completed application form should be returned by **31 October 2019** to:

**SEN Assessment Team**
Number One Riverside,
Smith Street,
Rochdale
OL16 1XU

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 a draft EHC Plan to you on 15 December 2019. If you disagree with the proposal you may make written representations and/or request an appointment with your Named Officer.

The final EHC Plan naming the allocated Secondary school will be issued by 15 February 2020.

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 Final EHC Plan is issued.

Further independent advice can be obtained from the Special Educational Needs and Disability Information Advice and Support Service (SENDIASS) telephone number on 01706 515741 or via email: sendiass.rochdale@family-action.org.uk
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.

Parents and young people are encouraged to look around a number of Secondary Schools and enquire how they meet the needs of young people with special educational needs.

A small number of children with an Education, Health & Care Plan (My Plan) will require provision to be made for them in a Special School. In Rochdale the Secondary Special Schools are Redwood Secondary School and the Brownhill Learning Community.

A preference can be expressed for a Special School but it is important to note that places are limited and will be allocated on a needs basis. It is important therefore that you also express a preference for a second mainstream school. NB: the LA may have to nominate a preference for you if you do not name an alternative mainstream school.
How does the Admissions Procedure work?

If you live within the Rochdale Borough, you should apply online or complete a paper application form where you will have the opportunity to state up to four ranked preferences for any Secondary School whether it is in the Rochdale Borough or in another Local Authority.

Only Rochdale residents should apply using the Rochdale Online Service or using the Rochdale Common Application Form. If you live in another Local Authority and you wish to apply for a Rochdale school, you must apply to your home Authority stating the Rochdale school(s). Your home Authority will inform us of your application.

If you live in Rochdale, you should not complete another Local Authority’s 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 it is essential that you 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.

If you wish to apply for an Independent School, you will still need to apply directly to the school for a place and they must not be named on your Application Form.

The closing date for applications is 31 October 2019.

What happens once I have submitted my application?

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 order in which places can be offered to children.

The Local Authority will consider all applications for Community Schools against the published Admission Policy at the same time.

For all schools where the total number of preferences received is equal to or less than the number of places available (the Published Admission Number), all children who have expressed the school as a preference 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 published Admission Criteria for the school.

All Admission Authorities are required to operate an equal ranking preference system. This means that all preferences for the school are looked at equally, regardless of whether you name them as a first, second or lower preference. Putting a school as a first or only preference does not improve your chances of obtaining a place.

If it is possible to offer your child more than one school, you will be offered the school that was ranked higher on your application.
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 Admission Policy to offer places.

The following pages list the Admission Policies used by each of the schools in the Rochdale Borough when deciding in which order children who have applied for a school place should be offered.

You should read the Admissions Policy carefully before submitting your application to get an idea of the likelihood that your child will be allocated a place and also to establish whether or not you are required to provide additional information or to complete supplementary forms when making your application.
Admission Policy

Rochdale Community Schools (including those converting to Academy status)

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 an Education Health and Care Plan (EHCP)

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

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:

1. **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.

2. **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.

3. **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 still be in attendance at the school when the child is admitted.
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;
- they have been registered as a 'service child' in the school census at any point since 2011;
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme;
- pupils with a parent who is on full commitment as part of the full time reserve service.

Relative proximity and ease of access

Once places have been allocated using criteria 1 - 4, any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Relative proximity is determined by:

a) Measuring the shortest, suitable walking distance from the child’s home to the main gate of the school being applied for (Distance A).

b) Measuring the shortest, suitable walking distance from the child’s home to the main gate of the nearest school to the home address other than the school that is being applied for (see Note 2) (Distance B).

c) Distance B is then subtracted from Distance A to provide a figure known as the relative proximity calculation.

The relative proximity calculation provides the difference in distance that a child would have to travel to attend the school being applied for and the nearest school to home that is not the school being applied for and, as such, establishes a priority ranking.

If the relative proximity calculation is the same for one or more applications, priority will be given to the child who has further to travel to the school that is not the school that is being applied for. 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.

Notes

1  Tie-break

Should the number of children falling within any category exceed the Published Admission Number, Category 5 will be used as a tie-breaker.

2  The nearest school to the home address other than the school that is being applied for

When measuring distances to “the nearest school to the home address other than the school that is being applied for”, the local authority considers all schools as being the nearest school other than schools where priority is given on the grounds of a child’s faith unless it is stated in the school’s admission criteria that only a portion of the available places are allocated on a faith basis.

Schools where priority is given on the grounds of a child’s faith are not considered as there may be little realistic opportunity for a child who is not of the faith being offered a place if the school is oversubscribed.

School types and details of schools with a religious character is available from https://get-information-schools.service.gov.uk/

If you are unsure which school will be considered as the nearest school when the local authority is applying the admission policy to your application, you may contact the School Admissions Team on 0300 303 0340 or email school.admissions@rochdale.gov.uk
Walking routes
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.

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 distances
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. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

Shared parenting
In instances where a child lives part of the week with one parent and the other part with another parent; the local authority will consider the address where the child mostly wakes up on school days.

If responsibility for the child is shared equally and there are legal arrangements in place to support this; the Local Authority will accept either address agreed by each parent. If no such legal arrangement exists and parents cannot come to an agreement regarding which address is to be used, the local authority will consider the home address as the one at which child benefit is paid.

Waiting lists
Rochdale Local Authority will operate a waiting list for all Rochdale Community secondary schools which are oversubscribed. Each time a child is added, the waiting list will be re-ranked in accordance with this admission policy and no priority will be given to children based on the date their application was received or when the child was added to the list. The waiting list will be maintained for the duration of the Autumn Term (until 31st December 2020) and will be re-evaluated at that time.

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

Admission of children outside their normal age group
Parents/Carers may request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Where a request is made for placement outside of the child’s normal age group, the Local Authority will take decisions on any such requests based 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; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When making a decision, the Local Authority will also take into account the views of the head teacher of the school(s) concerned.

If you wish to seek a place outside of the child’s normal age group, you should complete the ‘Request for Placement Outside of a Normal Age Group’ application form and return this, along with any supporting information or evidence, to the local authority for consideration.

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 admission round are excepted pupils under the infant class size regulations.

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.
Schools to whom this policy applies:
Falinge Park High School, Falinge Road, Rochdale, OL12 6LD
Matthew Moss High School, Matthew Moss Lane, Rochdale, OL11 3LU
Oulder Hill Community School and Language College, Hudson’s Walk, Rochdale, OL11 5EF
Siddal Moor Sports College, Newhouse Road, Heywood, OL10 2UT
Admission Policy
Cardinal Langley RC High School

Cardinal Langley RC High School is an 11-18 co-education Roman-Catholic secondary school under the trusteeship of the Diocese of Salford and maintained by Rochdale Local Authority.

As a voluntary-aided school, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The co-ordination of admissions arrangements is undertaken by the Local Authority.

The Governing Body has set its admissions number as follows:

<table>
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<tr>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
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<tr>
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<td>2018 Entry</td>
<td>2017 Entry</td>
<td>2016 Entry</td>
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Sixth Form Entry
Entry to the Sixth Form is not subject to co-ordination by the Local Authority and all applications for admission should be made directly to the school.

Applications can be made online on the following page of the sixth form website: [http://www.clrchs.co.uk/sixth-form/sixth-form-application/](http://www.clrchs.co.uk/sixth-form/sixth-form-application/)

The academic guidelines for entry into the Sixth Form are based on a minimum of 5 standard passes at GCSE (either A*-C or 9-4) in 5 different subjects (only 1 BTEC will be considered), with at least 1 being GCSE English or GCSE Maths. Specific academic entry requirements may depend on the particular course: More details can be found in the sixth form prospectus. Entry is not dependent on previous attendance or behaviour record.

The policy of the Governing Body is to admit pupils, on demand, up to the school’s Published Admission Number.

Where there are more applications than there are places available, places will be allocated and a waiting list maintained giving priority to pupils in the following order:

For Transition to Secondary School from Primary Schools (Year 6 into Year 7)

1. Baptised Roman-Catholic Looked-After Children and previously Looked-After Children
2. Baptised Roman-Catholic children from the following Roman-Catholic Partner 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
3. Baptised Roman-Catholic children who have a sibling in the school at the time of admission
4. Baptised Roman-Catholic children living in the contributory parishes of St. John Fisher, St. Peter’s, St. Thomas More and Our Lady’s, serving the Catholic community of Middleton.
5. Other Baptised Roman-Catholic children
6. Other Looked-After Children and previously Looked-After Children
7. Other children from the following Roman-Catholic Partner 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

[www.rochdale.gov.uk/schooladmissions](http://www.rochdale.gov.uk/schooladmissions)
8 Other children who have a sibling in the school at the time of admission
9 Other children

**For In-Year Transfers between Secondary Schools** (Year 7 – Year 11)
1 Baptised Roman-Catholic Looked-After Children and previously Looked-After Children.
2 Baptised Roman-Catholic children who have a sibling in the school at the time of admission.
3 Baptised Roman Catholic children living in the contributory parishes of St. John Fisher, St. Peter’s, St. Thomas More and Our Lady’s, serving the Catholic community of Middleton.
4 Other Baptised Roman-Catholic children.
5 Other Looked-After Children and previously Looked-After Children.
6 Other children who have a sibling in the school at the time of admission.
7 Other children.

**For Sixth Form Entry** (Year 12)
1 Baptised Roman-Catholic Looked-After Children and previously Looked-After Children
2 Children already on our school roll in Year 11
3 Baptised Roman-Catholic children who have a sibling in the school at the time of admission
4 Baptised Roman Catholic children living in the contributory parishes of St. John Fisher, St. Peter’s, St. Thomas More and Our Lady’s, serving the Catholic community of Middleton.
5 Other Baptised Roman-Catholic children
6 Other Looked-After Children and previously Looked-After Children
7 Other children who have a sibling in the school at the time of admission
8 Other children

**Tie-Break**
When ranking the offer list and waiting list, governors will prioritise children within each criterion group according to sibling on roll (if applicable) and then by distance from home to school (with those living nearer to the school having priority).

Distance will be measured using the Local Authority's computerised measuring system.

If the distance is the same for two or more applicants for the last place/s to be allocated, a random lottery will be carried out in a public place.

**Late Applications**
Governors will consider a late application alongside the others if there are extenuating circumstances for it having been received after the deadline but before the list of pupils to be admitted has been established. Otherwise, late applications will be considered after all of the others or placed on a waiting list.

**Waiting Lists**
Waiting lists will be ranked according to the relevant admissions/oversubscription criteria and not on a first come first served basis. Parents/carers will be notified if a vacancy subsequently arises.

**Year 6 Transition Waiting List (September Entry into Y7)**
The Year 6/7 transition waiting list will not be maintained beyond the Autumn term of the admission year. If after this time you still wish your child to be considered for a place, you will need to re-apply as an in-year transfer.

**In-Year Transfer Waiting List (Y7-11)**
The in-year transfer waiting list will be maintained for the full academic year in which the transfer application is received. Applications received in school after the end of the Summer term will be carried across to the next academic year.

**Sixth Form Waiting List (Y12)**
The sixth form admissions waiting list will not be maintained beyond the Autumn term of the admission year.

**The Right of Appeal**
If an application for admission or a within-year transfer request has been turned down by the Governing Body, parents/carers can appeal to an Independent Appeals Panel. This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal. The date of notification will be two working days after posting by first class post. The decision of the appeals panel is binding on all parties.

**NOTES**

**Children with Statements of Special Educational Needs or Education Health & Care Plan**
Where pupils have a statement of Special Educational Needs or Education Health & Care Plan that names a specific school, the Governing Body has a statutory duty to admit those pupils. This means that children with such a Statement or Plan will be allocated a place before any other places are allocated.

**Looked-After Children and Previously Looked-After Children**
A Looked-After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989.

A previously Looked-After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

**Evidence of Faith**
For a child to be considered Roman Catholic, evidence of Faith must be provided to the school in the form of a certificate of Roman Catholic Baptism. Governors will also accept confirmation from the child’s Roman Catholic primary school that a child has been baptised if this information is verified as part of their admissions process. If the parent/carer cannot produce a certificate of Baptism, Governors will accept verification from the Parish Priest that there is a baptismal entry in Parish records.

If a child has been received into the Roman Catholic Faith from the Church of England, Governors will require evidence of Baptism and that the child has completed the Sacramental Programme to become Roman Catholic.

If a child is due to be Baptised or received into the Roman Catholic Faith, this must take place before the deadline for applications, and evidence provided, in order for him/her to be ranked as Roman Catholic on the offer list.

It is the responsibility of parents and carers to provide evidence of faith to the school, where necessary, at the application stage.

**Shared Parenting**
Where a child lives with parents with shared responsibility, each for part of a week, the child’s “permanent place of residence” will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

**Siblings**
A sibling is defined as a brother or sister, half brother or sister, adopted or foster brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the
same family unit at the same address as that sibling. An offer of a place does not guarantee a place for siblings in other years.

**Allocation of Places to twins**
Where a single place remains at a school and the application being considered is for twins or children from multiple births or same year group siblings the Governing Body 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.

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 (usually until the start of the following term, but could be longer in particular circumstances).

**Admission into a Different Year Group**
There may be exceptional circumstances where admission into a different year group may be advised or considered (gifted and talented children, for example, or those who have experienced problems or missed part of a year, due to ill health for example). The Governors’ Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal. This right does not apply if they are offered a place but it is not in their preferred age group. Where a Summer-born child has been admitted into Reception rather than Year 1, Governors would generally accept them along with their cohort rather than according to age/DOB.

The Governing body reserves the right to:
- Increase the number of places they are able to offer
- Accept direct applications for within-year admissions
- Withdraw the offer of a school place where false evidence is received in relation to Faith, sibling connections or place of residence.

**Policy Review & Consultation**
The school’s Governing Body will review and determine the admissions policy annually.

Admission arrangements applicable in and from September 2020 must be determined (i.e. formally agreed) by 28th February 2019 and submitted to the Local Authority and the Diocese by 15th March 2019. They will be publicised on the school’s website from this date for the full offer year.

Consultation on admission arrangements will take place whenever significant changes to the policy are proposed or every seven years if there is no significant change. Consultation will be for a minimum of 6 weeks and will take place between 1st October and 31st January in the determination year.

Consultation will take place in the following way:
- General notification on the school’s website www.clrchs.co.uk  Notification in writing to Rochdale Local Authority, other neighbouring authorities, feeder primary schools, other admissions authorities within the local area, the Diocese and other persons who, in the opinion of the admission authority, may have an interest in the proposed admissions
- Notification to parents/carers of children between the ages of two and eighteen (through the general communications systems in place within Cardinal Langley RC High School and other organisations listed above).

No consultation period is required in relation to admissions arrangements applicable in and from September 2020, as there has not been any significant change to policy.

Any comments or complaints regarding the school’s admissions arrangements should, in the first instance, be made in writing to the Chair of Governors at the school.
Admission Policy
Hollingworth Academy

Hollingworth Academy is an 11-16 secondary school under the trusteeship of the Hollingworth Academy Trust.

As an Academy, the Academy Trust is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The co-ordination of admissions arrangements is undertaken by the Local Authority as in any Admission Appeal.

The Governing Body has set its admissions number at 270.

If places are available, children qualifying under the published admissions criteria will be admitted.

If there are more applicants than places available, then the published oversubscription criteria will be applied.

Admissions Criteria
The Governing Body will consider all applications for admission on an equal basis, with the following set of Admissions/Oversubscription Criteria forming a priority order where there are more applications for admissions than the school has places available:

1. **Children with Statements of Special Educational Needs or Educational Health and Care Plans**
   Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) the Hollingworth Trust has a statutory duty to admit those pupils. This means that children with such a Statement or EHCP will be allocated a place before any other places are allocated.

2. **Children in care to a Local Authority (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 residence or special guardianship order.

3. **Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Hollingworth Academy:**
   Exceptional medical needs must be supported at the same 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 preference for Hollingworth Academy.
   Exceptional Welfare consideration (such as children at risk) must be supported at the same time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker) indicating how the circumstances relate to Hollingworth Academy.

4. **Children with an older sibling attending Hollingworth Academy at the time of admission**
   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 the application is being made and who are in attendance at the school at the start of the academic year for which admission is being 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.
   You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2020.
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).

Children of staff at the school

It is anticipated that this will account for a very small number of places offered and will be reviewed annually by the Governing Body.

- Where the member of staff must have been employed at the school for two or more years at the time at which the application for admission is made, and/or
- The member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.

Other children

If applications for the school 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 oversubscription in any of the above categories, applicants living nearest to the school will be given priority. Distance will be measured using the shortest walking route from the front door of the child’s home address (including flats) to the front gates of the Academy, using GPS coordinates of the property from the Ordnance Survey AddressBase database.

Shortest walking distances are calculated using the address supplied on your Local Authority admission form which must be the child’s permanent place of residence. No other address will be used in this calculation. From the provided address we obtain the GPS coordinates of the property from the Ordnance Survey AddressBase database. Using these coordinates we obtain the distance of the shortest walking route to the front gates of the Academy to 3 decimal places using Google Maps APL. If for any reason there is a significant difference in the distance between your properties GPS coordinates and the Google Maps start point, then the Academy will check the reason for this discrepancy and deal with it accordingly and fairly. The Academy does not recognise any cut through or shortcut not mapped by Google Maps.

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.

Tie-Break

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school with those living nearer to the school having priority. Distance will be measured using the Local Authority’s computerised measuring system.

If the distance is the same for two or more applicants for the last place/s to be allocated, a random lottery will be carried out in a public place.

Year 7 Admissions Waiting List

If there are more applications than places available, a waiting list will be maintained. Waiting lists will be ranked according to the relevant admissions/oversubscription criteria. Parents/carers will be notified if a vacancy arises. The Year 7 admissions waiting list will not be maintained beyond the end of the Autumn term (31 December) of the admission year.
The Right of Appeal
If an application for admission or an In-year transfer request has been turned down by the Governing Body, parents/carers can appeal to an Independent Appeals Panel. This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal. The date of notification of the appeal date will be shared with you and a decision following the appeal should be advised within two working days after posting by first class post.

The decision of the appeals panel is binding on all parties.

Shared Parenting
Where a child lives with parents with shared responsibility, each for part of a week, the child’s “permanent place of residence” will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

Admission into a Different Year Group
There may be exceptional circumstances where admission into a different year group may be advised or considered (gifted and talented children, for example, or those who have experienced problems or missed part of a year, for example due to ill health). The Governors’ Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than in the year group for which they applied.

The Governing Body reserves the right to:
- Increase the number of places they are able to offer parents/carers.
- Accept direct applications from parents/carers for In-year admissions.
- Withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.
Admission Policy
Holy Family RC & CE College

Holy Family RC and CE College is a joint Roman Catholic/Church of England Secondary School provided jointly by the Dioceses 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 2020 the Governing Body has set its published admission number at 150 for admission to Year 7.

In allocating up to 75 of the places available priority will be given to Roman Catholic children, and in allocating up to 75 of the places available priority will be given to Church of England children.

The Governors also welcome applications from children from other Christian churches and other faiths and no faith as reflected in the admission criteria.

In establishing their over subscription criteria the governors have taken into full account the School Admissions Code produced by the DfE and the emphasis placed on supporting looked after children and previously looked after children.

The RC parish community served by the school is Our Lady and St Joseph’s Parish, Heywood.

The CE parishes served by the school are those in Heywood and Middleton Deaneries and Rochdale Deanery (see Appendix 1a).

The associated named CE feeder primary schools are all those within the Heywood and Middleton Deanery and the Rochdale Deanery (see Appendix 1b).

The Governing Body is the admission authority for the school and is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Rochdale Council, the Local Authority, and the school liaises with the Local Authority on admissions issues. Details of the process for applying for school places are available from the Local Authority and the school. Applications for places in Year 7 in September each year must be made on the Local Authority's application form*, but parents seeking a place at Holy Family Roman Catholic and Church of England College on faith grounds also need to fill in and return the school's supplementary form.

Decisions on the allocation of places will be made by the Governing Body on the basis of the admissions arrangements and oversubscription criteria set out in this policy. The oversubscription criteria will be used to prioritise children for admission if there are more applications for admission than the school has places available in the relevant age group.

The governors will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named.

Please ensure that the supplementary form is completed and returned to Holy Family RC and CE College by 31st October 2019.

If no more than 150 applications are received, all applicants will be offered places.

If, after the admission of any children having a statement of special educational needs or an EHCP in whose statement or EHCP the school is named, there are more applicants than the number of places remaining available, the following oversubscription criteria will be applied to determine the offers made.
**Category 1 (a) Roman Catholic children (See note A) – up to 75 places**

(i) Looked after children and previously looked after children who are baptised Roman Catholic children (See note B)

(ii) Baptised Roman Catholic children eligible for the service premium (See note C)

(iii) Baptised Roman Catholic children whose medical or social circumstances mean that their needs can only be met at this school (See note D)

(iv) Baptised Roman Catholic children who are resident in Our Lady and St Joseph’s Parish, Heywood and who attend one of the associated feeder primary schools (Our Lady and St Paul’s Catholic Primary School; and St Joseph’s Catholic Primary School). (See note G)

(v) Other baptised Roman Catholic children who are resident in Our Lady and St Joseph’s Parish, Heywood (See note G)

(vi) Baptised Roman Catholic children who will have a sibling attending the school at the date of admission (See note E)

(vii) Other baptised Roman Catholic children

**Category 1 (b) Church of England children (See note A) – up to 75 places**

(i) Looked after children and previously looked after children who are baptised Anglican children (See note B)

(ii) Baptised Anglican children who are eligible for the service premium (See note C)

(iii) Baptised Anglican children whose medical or social circumstances mean that their needs can only be met at this school (See note D)

(iv) Children who worship regularly at one of the Church of England churches in the Parishes named at Appendix 1(a). As explained in the notes below, points will be allocated based on information provided by parent(s)/guardian(s) and confirmed by the church minister/official to enable prioritisation

(v) Baptised Anglican children who attend one of the associated feeder primary schools listed at Appendix 1b

(vi) Baptised Anglican children who will have a sibling attending the school at the date of admission (See note E)

(vii) Other Anglican children

**Category 2 - Other children (if places remain after the admission of up to 75 children under category 1(a) and up to 75 children under category 1(b))**

(i) Any other looked after children and previously looked after children (See note B)

(ii) Any other children who are eligible for the service premium (See note C)

(iii) Any other children whose medical or social circumstances mean that their needs can only be met at this school (See note D)

(iv) Children who worship regularly in other Christian churches. As explained in the notes below, points will be allocated based on information provided by parent(s)/guardian(s) and confirmed by the church minister/official to enable prioritisation (See note A and note H)

(v) Other baptised children who attend one of the associated feeder Church of England primary schools (See Appendix 1b)

(vi) Other children who attend one of the associated feeder Church of England primary schools (See Appendix 1b)
(vii) Children who attend places of worship belonging to other faith communities, confirmed by their faith leader (See note I)

(viii) Any other children who will have a sibling attending the school at the date of admission (See note E)

(ix) Any other children, with priority given to those living nearest to the school (See note F)

**Tie-breaker:**
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 (See note F). If two or more otherwise equal applicants for the final available place live the same distance from the school, random allocation will be used as the final tiebreaker.

The random allocation will be supervised by someone independent of the school.

**Notes**

**A** Faith: Where baptism is one of the criteria, a certificate of baptism must be provided. Where regular attendance at worship is one of the criteria, points are allocated as follows:

1. Take the frequency of the child’s church attendance each year and convert the points

<table>
<thead>
<tr>
<th>Number of times per year child attending church</th>
<th>1-10</th>
<th>11-20</th>
<th>21-30</th>
<th>31-40</th>
<th>41-50</th>
<th>51-60</th>
<th>61-70</th>
<th>71-80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

2. Multiply these points by the number of years sustained in the last 5 years from 1st September 2014 to 31st August 2019.

Example calculations:

Child attending church every month for the last 3 years since the beginning of Year 3:

- Child’s attendance 12 times per year = 2 points
- Points score = 2 x 3 = **6**

Child attending church every two weeks for 5 years since the beginning of Year 1:

- Child’s attendance 26 times per year = 3 points
- Points score = 3 x 5 = **15**

Child attending church every week for one year since the beginning of Year 5:

- Child’s attendance 52 times per year = 6 points
- Points score = 6 x 1 = **6**

**B** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

**C** The service premium is additional funding paid annually to schools for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

**D** 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 setting out why the school is the most suitable for the child.
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). Siblings refer to siblings who will be attending the school at the date of admission of the applicant.

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).

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.

Christian church is defined as a member Church of Churches Together in Britain and Ireland. A list of member churches can be viewed at www.ctbi.org.uk

Other faith communities are defined as members of the Interfaith Network (www.interfaith.org.uk)

Applications
All applications for admissions will be considered at the same time and after the closing date for admissions which is 31st October 2019. Applications must be made on the local authority’s application form and applicants must also complete and return the schools’ supplementary form.

Right of appeal
If an application for admission has been turned down by the Governing Body parents can appeal to an Independent Appeal Panel by writing to:
Governance Services, Number One Riverside, Rochdale OL16 1XU or alternatively email school.appeals@rochdale.gov.uk

Waiting list
Waiting lists will be ranked according to the relevant admissions/oversubscription criteria and not on a first come first served basis. Parents/carers will be notified if a vacancy subsequently arises.
- Year 6 Transition Waiting List (September Entry into Y7) - will not be maintained beyond 31st December at the end of the Autumn term of the admission year.
- Within-Year Transfer Waiting List (Y7-11) - will be maintained for the full academic year in which the transfer would apply.

Admission into a Different Year Group
There may be exceptional circumstances where admission into a different year group may be advised or considered (gifted and talented children, for example, or those who have experienced problems or missed part of a year, due to ill health for example). The Governors’ Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than in the year group for which they applied. Where a Summer-born child has been admitted into Reception rather than Year 1, Governors would generally accept them into the year group along with their cohort rather than according to age/DOB.

Where permitted by the School Admissions Code the Governing body reserves the right to:
- Increase the number of places they are able to offer parents/carers;
- Accept direct applications from parents/carers for within-year admissions;
- Withdraw the offer of a school place where false evidence is received in relation to Faith, sibling connections or place of residence.

Policy Review & Consultation
The school’s Governing Body will review and approve the admissions policy annually. Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change.
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 Alkrington
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 Barnabas, Shaw
St John the Baptist, Smallbridge
St James the Apostle, Wardle
St Mary, Balderstone
St Peter, Newbold
St Luke, Rochdale
St Clement, Spotland

Appendix 1b

Associated Church of England Feeder Primary Schools

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 (Alkrington) CEP VA
St Michael’s (Bamford) CEP VA
St Peter’s CEP VC
St Thomas’ CEP VA
Stansfield Hall/CE/Free Church CEP VC

Associated Roman Catholic Feeder Primary Schools

Our Lady and St Paul’s
St Joseph’s
Admission Policy

Kingsway Park High School

Kingsway Park High School will admit students up to the published admission number (PAN). Where there are more applications for the school than there are places available, places will be allocated giving priority to students in the following order:

1. **Children with Statements of Special Educational Needs or an Education Health and Care Plan. (EHCP)**
   Where students have a statement of Special Educational Needs or an Education, Health and Care Plan that names this school, then Kingsway Park High School has a statutory duty to admit these students. This means that children with such a statement will be allocated a place at Kingsway Park High School before any other places are allocated to other students.

2. **Children in the care of the Local Authority (Looked after Children – LAC)**
   Children who are in public care, 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.

3. **Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Kingsway Park High School**
   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 student’s medical condition relates to the preference for Kingsway Park High School.

   Exceptional welfare considerations (such as children at risk) must be supported at the time of application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare officer) indicating how the circumstances relate to Kingsway Park High School. This criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place at Kingsway Park High School under this priority.

4. **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 not be a cousin or other relative. You may only claim this priority if your child has an older sibling who will be in attendance at Kingsway Park High School in September 2020.

5. **Children eligible for 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 dies while serving in the armed forces and the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

6. **Proximity and ease of access – where you live**
   Once places have been allocated using the criteria 1-5 then any remaining places are allocated on the basis of relative proximity and ease of access to Kingsway Park High School.

   Distances will be determined by measuring the shortest suitable walking distance to Kingsway Park High School and deducting the shorter suitable walking distance to alternative schools. 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. These schools will include all communities, voluntary controlled, foundation and academy schools whether in the Rochdale Borough or not.

   It should be noted that in looking at ease of access bus routes are NOT used.

www.rochdale.gov.uk/schooladmissions
Children of staff at the school
- Children are defined as son/daughter or stepson/stepdaughter;
- Any member of staff employed at the school at the time at which the application for admission to the
school is made and/or;
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Allocation of places to twins/multiple births/same year group siblings
Where a single place remains at Kingsway Park High School and the application being considered is for twins or
children from multiple births or same year groups siblings then a place will be offered above the Published Admission
Number to accommodate each child.

Admissions into a different year group
There may be exceptional circumstances where admission into a different year group may be advised or considered
(able and talented children, for example, or those who have experienced or missed part of a year, for example due to
ill health). The Governors’ Admissions Committee will make a decision based on the circumstances of each case.
Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if
parents are offered a place other than in the year group for which they applied.
Admission Policy
Middleton Technology School

The school has an agreed admission number of 270 pupils for entry in year 7.

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

2. Priority will next be given to children on the basis of social or medical need. Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. The Academy’s Principal will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date. All information provided will be treated in the strictest confidence.

3. Priority will next be given to children with siblings at the academy at the time of admission. For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:-
   - brother/sister
   - half-brother/sister (i.e. share one common parent)
   - stepbrother/sister (i.e. related by a parent’s marriage)
   - any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where families have a sibling attending the school at the time of the application as well as at the time of admission.

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in the class.

4. Priority will next be given to 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)
Priority will next be given on the basis of distance of residence from the school.

Once places have been allocated using criteria 1-4, any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Relative proximity is determined by:

1. Measuring the shortest, suitable walking distance from the child’s home to the main gate of the school being applied for (Distance A).
2. Measuring the shortest, suitable walking distance from the child’s home to the main gate of the nearest school to the home address other than the school that is being applied for (see Note 2) (Distance B).
3. Distance B is then subtracted from Distance A to provide a figure known as the relative proximity calculation.

The relative proximity calculation provides the difference in distance that a child would have to travel to attend the school being applied for and the nearest school to home that is not the school being applied for and, as such, establishes a priority ranking.

If the relative proximity calculation is the same for one or more applications, priority will be given to the child who has further to travel to the school that is not the school that is being applied for. 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.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Day and the start of the academic year in September, will be considered. The address must be the child’s only or main residence and is either:

- owned by the child’s parent(s) or guardian(s)
- Leased to or rented by the child’s parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for a majority of the school week. If the child equally shares living with both parents, the parents must inform the local authority which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.

Notes

1 **Tie-break**

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

2 **The nearest school to the home address other than the school that is being applied for**

When measuring distances to “the nearest school to the home address other than the school that is being applied for”, the local authority (which undertakes the distance calculation through the Local Authority’s coordinated admission scheme for Middleton Technology School) considers all schools as being the nearest school other than schools where priority is given on the grounds of a child’s faith unless it is stated in the school’s admission criteria that only a portion of the available places are allocated on a faith basis.

Schools where priority is given on the grounds of a child’s faith are not considered as there may be little realistic opportunity for a child who is not of the faith being offered a place if the school is oversubscribed. School types and details of schools with a religious character is available from https://get-information-schools.service.gov.uk/

If you are unsure which school will be considered as the nearest school when the local authority is applying the admission policy to your application, you may contact the School Admissions Team on 0300 303 0340 or email school.admissions@rochdale.gov.uk.
Walking routes
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.

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 distances
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. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.

Waiting list
For admissions in the normal admissions round, if there are no spaces available at the time of your application, your child’s name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

In-year admissions
You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

For applications for in-year admissions you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

Appeals
If your child’s application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing using the appeals process for the Local Authority in which the school is situated.

Requests for admission outside the normal age group
Parents are entitled to request a place for their child outside of their normal age group. Parents considering requesting a place for their child outside of their normal year group should contact the school in the first instance.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parent’s views
- Information about the child’s academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The principal’s views

Wherever possible, requests for admission outside a child’s normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.
Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

**Looked after children**
Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children**
Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.
Admission Policy
St Anne’s Church of England Academy

The Governing Board has set its Admissions number for admission to Year 7 in September 2020 at 150.

All students of admission age are eligible for admission into Year 7 without reference to ability and aptitude. If no more than 150 applications are received for Year 7 Admissions in September 2020, the Academy will offer places to all those who have applied.

The Academy will admit all children having a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) in which the Academy is named.

When the number of applicants for admission to Year 7 exceeds the number of remaining places available (after the admission of children with a Statement of Special Educational Needs or EHCP naming the Academy) places will be allocated in accordance with the following oversubscription criteria. These should be read together with the notes below and will be applied in the order of priority shown:

1. Looked After Children and previously Looked After Children. (A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions, at the time of making an application to a school. Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children whose medical or social circumstances mean that their needs can only be met at this school.

3. Children whose parents/carers live in the Heywood and Middleton Deanery or the Rochdale Deanery and who will have a sibling attending the Academy at the date of admission.

4. Children whose families are regular worshippers in an Anglican Church or other Christian Church which is a member of Churches Together in Britain and Ireland. Only 30 places are available under this criterion. If more than 30 applications are received which meet this criterion, priority will be given to those who live closest to the Academy using a straight line measurement from the main entrance of the Academy to the child’s home.

5. Children whose parents/carers live in the Heywood and Middleton Deanery or the Rochdale Deanery, with priority given to those who live closest to the Academy using a straight line measurement from the main entrance of the Academy to the child’s home.

6. Any other children, with priority given to those who live closest to the Academy using a straight line measurement from the main entrance of the Academy to the child’s home.

Notes

1. Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the Academy is the only suitable school to meet the needs of the child and the difficulties that would be caused if the child had to attend another school.

2. A sibling is defined as a brother or sister and includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

3. Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the Academy. This will be verified through completion of the Supplementary Information Form shown at the end of this Policy.
In order to apply for a place at St Anne’s Academy, all parents / carers will need to complete the Rochdale Borough Council Secondary School Place Application Form and then submit it to Rochdale Borough Council. Parents / carers who wish to apply under Category 4 for the 30 places available to the children of worshippers in the Anglican or other Christian Church must also complete the Supplementary Information Form at the end of this Policy and then return it direct to the Academy.

Where there are more applicants than available places within a category, then distance to the child’s ‘permanent’ home from the main entrance of the Academy in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant addresses using the criteria adopted by Rochdale Borough Council. The ‘permanent’ home of the child will be taken to be the home in which the child sleeps for the majority of the school week.

Tie-breaker – Where two [or more] applicants for the final place live the same distance from the Academy, the Governors will use random allocation to determine the allocation of the final place. This random allocation process will be supervised by someone independent of the Academy.

Parents’ Statutory Right of Appeal
Where the Governors are unable to offer a place because the Academy is over-subscribed, parents have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the Clerk to the Governors at the Academy within 20 days of receiving the letter refusing a place to their child if they wish to appeal against this decision. Parents will have the opportunity to submit their case to the Panel in writing and also to attend in order to present their case. You will normally receive 14 days’ notice of the place and time of the Hearing.

Please give details of the points you wish to be taken into consideration regarding your child’s qualifications for entry under the above criteria, in writing to the following address:
Clerk to the Governors
St Anne’s Academy
Hollin Lane
Middleton
Manchester
M24 6XN

The decision of the Appeals Panel is binding on all parties.

Allocation of Places to Twins
Where there are children of multiple births wishing to be admitted and the sibling is offered the final place the Governors may admit over the Published Admission Number if it is possible to do so.

Allocation of Places to 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. An Academy place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address.

For the children of Armed Forces families and crown servants returning to the UK or Rochdale Borough at the end of their service, an Academy 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 [usually until the start of the following term, but it could be longer in particular circumstances].

Admission to a Different Year Group
There may be exceptional circumstances where admission into a different Year Group may be advised or considered [gifted and talented children, for example, or children who have experienced problems or missed part of a year, for example due to ill health]. The Governors’ Admissions Committee will make a decision based on the individual circumstances of each case. Parents / carers of children refused a place at the Academy have a Statutory Right of
Appeal, but this does not apply if parents are offered a place other than in the Year Group for which they have applied.

**Waiting List**
Where there are more applications than places, the Admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the Admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the Academy will be slotted into the order according to the extent to which they meet the criteria. Therefore it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the Autumn Term only.

**The Governing Board Reserves the Right to:**
Withdraw the offer of a school place where false evidence is found to have been received in relation to the application.

**In-Year Transfers**
Parents / carers who would like their child to transfer to St Anne’s Academy from another secondary school must complete a Within Year Transfer Application Form and return this to Rochdale Borough Council.

**Policy Review and Consultation**
The Governing Board will review and approve the Admission Policy on an annual basis in accordance with the School Admissions Code.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change. Consultation will be for a minimum of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply. Admission arrangements will be submitted to Rochdale Borough Council by 15 March and publicised on the Academy’s website for the full offer year. Consultation will take place in the following way:

1. General notification on the Academy website;
2. Notification to parents / carers in writing and via the Academy Text Messaging Service; and
3. Notification by email to Manchester Diocese, associated Primary Schools, Rochdale Borough Council and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

A Public Consultation was held in relation to Academy Admissions arrangements for September 2016 and is not required in respect of Admission arrangements for September 2020.

Any objections to Admissions arrangements should be made in writing to the Chair of Governors at the Academy address.

**Admission to St Anne’s Academy Sixth Form**

St Anne’s Academy Sixth Form offers a high quality education within a supportive Christian environment. Courses and qualifications are tailored to the needs and abilities of each student to ensure that our Sixth Form students are able to fulfil their ambitions and aspirations. We offer a range of different pathways, both academic and vocational. Some students go on to University, others take alternative routes into quality work related posts and apprenticeships. The Sixth Form allows students to further their studies in an encouraging environment.
Sixth Form Admission Arrangements

Admission to St Anne’s Academy Sixth Form is for those students who wish to study within a supportive Christian environment and who meet the Academy Sixth Form’s academic entry requirements and the entry requirements for their selected programmes of study.

St Anne’s Academy Sixth Form has a total capacity of 150 places, with up to 75 students entering Year 12 each year. St Anne’s Academy students who meet the Sixth Form entry requirements transfer from Year 11.

Most of the places available in the Sixth Form are generally taken up by St Anne’s Academy students transferring from Year 11.

The Academy welcomes applications from external students who wish to study in the Sixth Form.

For September 2020, the Published Admission Number for the admission of external students who meet the academic entry requirements is 10. The admission number may be exceeded if the demand for available courses can be met, provided that the applicants meet the academic entry requirements. Where necessary, the Sixth Form oversubscription criteria will be applied.

Oversubscription Criteria

After the admission of any students with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the Academy is named, Looked After Children and previously Looked After Children who meet the academic entry requirements set out below will be given first priority.

In the event of oversubscription to Year 12 the following criteria will be applied in order when offering places:

(1) Students in Year 11 at St Anne’s Academy who meet the entry requirements stated below; and
(2) Students from other schools or colleges who meet the entry requirements stated below.

The number of places available in Year 12 is 75. Up to 65 of these places are available for students already attending St Anne’s Academy, so, as noted above, the Published Admission Number for the admission of external applicants to Year 12 is 10.

Applications from external candidates for a place in the Sixth Form should be submitted to the Academy by no later than May 31st.

A Sixth Form Application Form is available from the Academy. Students already attending St Anne’s Academy do not need to apply formally for a place in the Sixth Form, but must meet the appropriate academic entry requirements.

Academic Entry Requirements for St Anne’s Academy Sixth Form

The academic entry requirements to gain access to St Anne’s Academy Sixth Form are based on candidates achieving five GCSEs at 9 – 4 grades including English and Mathematics.

In addition to the basic academic entry requirements stated above, some subjects have specific course requirements. Full details are contained within the Sixth Form Prospectus document.

Offers

When making offers, we look at the predicted grades given by the student’s current school and the level of oversubscription for the subjects they have chosen to study.

Meetings are held with students to discuss options and academic entry requirements for particular courses. These meetings do not form part of the decision making process on whether to offer a place.
An applicant will be offered a place in St Anne’s Academy Sixth Form on the basis that they meet the entry requirements as described above. Where subjects are over-subscribed those who are best qualified will be allocated the available places. Students who meet the entry requirement but are not amongst the best qualified for their chosen subject(s) will be offered an alternative course.
Admission Policy
St Cuthbert’s RC High School

St Cuthbert’s 11-16 Roman Catholic High School 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 2020-21 is 240. Total number on roll on 1 September 2018 is 1074.

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

St Cuthbert’s RC High School has been established to serve the parishes and partnership schools of St John’s, Sacred Heart, Alice Ingham, St Patrick’s, St Gabriel’s, St Vincent de Paul’s, Holy Family, Rochdale and St Mary’s Littleborough.

a) Roman Catholic Looked After Children/adopted children previously in care.
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.

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.

If places are available, children qualifying under the published admissions criteria will be admitted.

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 main entrance gate of the school.
Admission Policy
Wardle Academy

The admission authority for Wardle Academy is the Wardle Academy Trust.

The Admission Policy is the responsibility of the Board of Trustees of the Wardle Academy Trust, though in practice the operation of the policy is delegated to the Academy Committee (Local Governing Body) of the academy.

The Pupil Admission Number (PAN) for Wardle Academy is 240.

The purpose of this policy is to ensure all places at the Academy are allocated and offered in an open and fair way. Boys and girls will be admitted to Wardle Academy at age 11+ without reference to ability or aptitude.

Children with Statements of Special Educational Needs or an Education, Health And Care Plan

Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) the Wardle Academy Trust has a statutory duty to admit those pupils. This means that children with such a Statement or EHCP will be allocated a place before any other places are allocated.

The Wardle Academy Trust will admit pupils, on demand, up to the school's Published Admission Number of 240 (2020/21). Where there are more applications than there are places available, places will be allocated giving priority to pupils in the following order:

1. Children in care to a local authority (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 residence or special guardianship order.

2. Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Wardle Academy
   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 preference for Wardle Academy.

   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) indicating how the circumstances relate to Wardle Academy.

   This criteria 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.

3. Children with an older sibling attending Wardle Academy at the time of admission
   A sibling is defined as a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent/carer’s partner. In every case the sibling should be living at the same address as the child for whom application is being made and should 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 sibling 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 only claim this priority if your child has an older sibling who will be in attendance at the school in September 2020.
**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).

**Children from associate primary schools**

Children eligible for admission under this priority will attend a Wardle Academy Trust primary school at the time of application. These are currently:

- Kentmere Academy
- St. Andrews' C.E. Primary School & Nursery, Dearnley
- St. James' CofE Primary School, Wardle

**Children of staff at the school**

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Relative proximity and ease of access - (where you live)**

Once places have been allocated using criteria 1-6, 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 Wardle Academy 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 Wardle Academy.

The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in Rochdale 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 children over 8 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 Wardle Academy, 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.

If applications for the school are in excess of the number of places available the admissions authority will apply the above criteria, to decide which children should be admitted/offered places. In the event of reaching the admissions number in mid category for criteria 1-6, criteria 7 will be used as a tie break to allocate the remaining places.

**Shared parenting**

Where a child lives with parents with shared responsibility, each for part of the week, the child’s address will be determined as the address of the parent who normally has responsibility for the majority of school days in a week. This applies when making allocations under criteria 3 and criteria 7.
The Trustees will consider second (or fresh) applications if there is a change in circumstances.

**The Trustees reserve the right to:**

- Increase the number of places they are able to offer parents/carers.
- Accept direct applications from parents/carers for In-year admissions.
- Withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

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

**Year 7 Admissions Waiting List**

If there are more applications than places available, a waiting list will be maintained. Waiting lists will be ranked according to the relevant admissions/oversubscription criteria. Parents/carers will be notified if a vacancy arises. The Year 7 admissions waiting list will not be maintained beyond the end of the Autumn term (31 December) of the admission year.

**Please note that the 2020/21 policy reflects a change in Wardle Academy Admissions Policy.**

Consultation on these changes commenced on Monday 15th October 2018 until Friday 30th November 2018. Full copies of the proposals were on the school website with the contact information for responses.

Approval following consultation was given by the Admissions Authority.

The policy will be reviewed October 2019.
Applying for a Secondary School place
Frequently Asked Questions

Where do I submit my application?

If you live in the Rochdale Borough (i.e. if you pay Council Tax to Rochdale Council), you are required to submit your application to the Rochdale Local Authority directly. Otherwise, your application must be submitted to the authority in which the child resides.

Can I apply for a school in another Local Authority?

Yes. But if you live in Rochdale you must make your application to the Rochdale Local Authority even if all the schools at which you wish your child to attend are located in different areas. Rochdale will then inform the appropriate Local Authority of your application.

Please note if you live in Rochdale and complete another Authority’s form it will not be considered.

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.

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

Yes. But you must make your application to your home Local Authority who will notify Rochdale of your application on your behalf.

What if I want to apply for an independent school?

If you wish to apply for an independent school, you are required to apply at the school directly and you should not name any independent schools on your application. If you do name an independent school on your application, it will be discarded and the Authority will not notify the school of your application.

What address should I put on the application form?

It is essential that you give the correct home address of your child on your application. This must be where the child and parent (or guardian with parental responsibility) normally lives and 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 may seek evidence in the form of bank statements, utility or council tax bills to verify addresses if necessary.
If you apply using a false or intentionally misleading address that means your child is offered a place where another child who should have been offered the place has missed out, the Admission Authority will withdraw the offer of a place. Parents should note that addresses can be checked against the electoral register, with benefits agencies and Council Tax records.

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 between submitting your application form and 3rd January 2020, 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.

My child lives with different parents/carers for part of the week, which address should I state on the application?

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 unless stated.

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.

www.rochdale.gov.uk/schooladmissions
All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

**Can each parent make an application for their child’s school place?**

It is expected that only one application should be submitted per child. If more than one application is received only one will be processed. The offer letter will be sent to the child’s main home address.

If requested, the Local Authority will try to send an additional letter if requested.

**What happens if parents cannot agree on which school their child should attend?**

Each child can only receive one offer of a school place so the Local Authority is unable to process applications where there is a conflict between parents as to which school their child should attend. If this might be the case please contact us directly. Where applications with differing preferences are received from each parent; the Local Authority will contact each parent and explain that their application cannot be processed until agreement is reached. If agreement cannot be reached and the child is still without a school place then all preferences will be ‘frozen’ and a place will be offered at the nearest school to the child’s home address with places available.

In order for parental preferences to be reconsidered following a parental dispute the Local Authority will require evidence of a parental agreement in the form of written confirmation from each parent corroborating their agreement or a court order.

For In-year Admissions; children are expected to remain at their current school until there is agreement by the parent in writing as to which school the child should attend or an order is made by the Court.

**Do I have to name 4 secondary school preferences?**

It is strongly encouraged that you take advantage of the option to name up to four schools on your application to maximise your chances of being offered a place at one of your preferred schools.

If you only state one preference on your application and a place cannot be offered, you will be allocated a place at the nearest school to your home address that has a place available after all preferences have been considered.

Your chances of being offered a place at your preferred school are not increased by only naming one preference, or by naming the same school four times.

Wherever it is not possible to offer a place at a preferred school, you have the right to appeal that decision to an independent appeal panel.

**Do I need to submit any additional paperwork?**

Some schools 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.

Additionally, if you are applying for a specific school on the basis of a medical or psychological condition, you may be required to provide evidence of such a condition to the Admission Authority directly at the time of application.

Supporting information for places at Rochdale Community Schools should be provided to the admissions team at the Council directly.

If you are applying for a place at a school where the Council is not the admission authority, the supporting information should be provided to the relevant admission authority directly.
Applying for a secondary school place
Step 3 – Apply for your secondary school place

Applying online

Visit [www.rochdale.gov.uk/schooladmissions](http://www.rochdale.gov.uk/schooladmissions) to make your application. In order to register and submit an application online you need a valid, working email address and access to the internet. Internet access is free from any of the libraries across Rochdale Borough.

If you do not already have an email address, library staff will be able to help you set up a free account.

Please note, the Local Authority has implemented a new system in advance of the 2020 intake so you will be required to register with the Online Admissions service even if you have registered in a previous year.

Why should I apply online?

There are many benefits to applying online:

- You will receive electronic notification of the school place offered on offer day rather than having to wait for a letter;
- It is quick and easy to do
- Can be made using a smartphone or tablet
- 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 amend your application after submitting it
- You won’t need to complete the paper application form
- It is available 24 hours a day, seven days a week.

Is the online application system secure?

Yes. There are a number of security features which prevent people from being able to see information specific to your child that you may not wish them to see.

What if I change my mind after submitting my application online?

Between submitting the application and the closing date, you can make as many changes as you wish. However, you must ensure that each time you make a change to the application that you submit the changes otherwise they will not be saved and your application may not be processed.

You will receive email notification of any changes to your application once it is submitted to ensure that your changes have been made.

It should be noted that if you submit more than one application in respect of your child, the Local Authority will process the most recently-submitted application when allocating places.
Will I receive my offer of a place online?

Yes. On the notification date you will be sent an email giving details of the school at which your child has been offered a place.

Is the online application difficult?

The online system is a simple, step-by-step process and is no more difficult than completing the paper application form but has many more benefits.

Can I apply online using my smartphone or tablet?

The Online Admissions service is fully compatible with mobile internet browsers so you can make your application using your phone or tablet.

What if I don’t have internet access?

Free internet access is available at each of the Borough’s Libraries and also at Number One Riverside. Your child’s primary school can also assist you to submit your application.

What happens if my application is submitted late?

Applications received after the closing date of 31 October 2019, even by one day, will be treated as a late application. 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 31 October 2019 and before the offer of places is made.

Late applications made without a genuine and good reason may be considered after the notification date of 2 March 2020.

Parents or Carers who apply late may, therefore, miss out on a place at their preferred school.

Applications received after the closing date without a genuine reason can only be considered for any of the remaining places available after the ‘on time’ applications had been processed.

How are late applications processed?

To ensure fairness and clarity late applications and change of allocation requests are processed in a set manner known as a ‘Process Period’ as follows:

<table>
<thead>
<tr>
<th>Process Period 1</th>
<th>Late applications and change of allocation requests received after 31/10/2019 (closing date for applications) and on or before 29/02/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Period 2</td>
<td>Late applications and change of allocation requests received between 01/03/2020 and 16/03/2020</td>
</tr>
<tr>
<td>Process Period 3</td>
<td>Late applications and change of allocation requests received between 17/03/2020 and 17/04/2020</td>
</tr>
<tr>
<td>Process Period 4</td>
<td>Late applications and change of allocation requests received on or after 18/04/2020 will be processed as and when they are received, usually within 2 weeks of receipt.</td>
</tr>
</tbody>
</table>
Applying for a secondary school place

Step 4 – What happens after you apply for a secondary school place

As soon as the closing date for applications passes, the Authority begins the process of allocating school places.

All preferences for school places are looked at equally, regardless of whether you express them as a first, second, third or fourth preference. Putting a secondary school as first preference does not improve your chances of being allocated a place as this will depend on the preference demand and the admission policy for the school.

What if I can be offered a place at more than one school?

When the oversubscription criteria are applied to the applications, if it is possible to offer your child more than one secondary school place, you will be offered a place at the school that was ranked higher on your application and the alternate place will be offered to the next child on the alternate school’s list.

What if the school receives more applications for places than there are places available?

For all schools, if the total number of preferences received is equal to, or less than the number of places available (the published admission number), all applications who have expressed the school as a preference will be offered a place unless they can be offered a place at a school ranked higher on the application.

If the number of preferences is greater than the number of school places available, places will be offered in accordance with the school’s admission policy.

Timetable for receiving your secondary school place

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 March 2020</td>
<td>This is the National offer day. The Local Authority posts letters to parents and emails are sent to online applicants giving notification of the school place allocated.</td>
</tr>
<tr>
<td>16 March 2020</td>
<td>This is the date parents and carers are requested to submit their response to their offer.</td>
</tr>
<tr>
<td>17 April 2020</td>
<td>Appeals against the decision not to award a child a place at a preference school should be submitted before this date.</td>
</tr>
</tbody>
</table>
What happens if I do not get a place at my preferred school?

The Local Authority will make every effort to offer your child a place at their highest-ranked preference school and you will be offered a place at your highest-ranked preference wherever possible within the school’s Published Admission Criteria.

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 your child at the nearest school to your home address with available places.

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 a 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. You will also be informed of how the allocation process has been completed, how the waiting list works, how to appeal a decision and what options are available to you.

If you appeal for a school and the appeal is not successful 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. 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.

Please note this appeals procedure does not apply to pupils who have a Statement of Special Educational Needs/Education, Health and Care Plan.

How are places on the waiting list prioritised?

Waiting lists for Community Schools will be organised in accordance with the Council’s published admission policy and maintained by the Local Authority. If you no longer wish to remain on the waiting list for a particular school please contact the School Admissions Team.

In accordance with the School Admissions Code, waiting lists for Community Schools will be maintained until at least 31 December 2020.

Waiting lists for Foundation Schools, Voluntary Aided Schools and Academies are organised in accordance with the published Oversubscription Criteria of the school concerned and maintained by the school. 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.
In Year admissions and transfers

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 class teacher or Headteacher at your child’s current school to try to sort out any issues.

The Local Authority is no longer co-ordinating In-Year Transfers for all schools.

If you wish to apply for a Secondary School place at any school in the Rochdale Borough, you must apply to the Local Authority.

If you wish to apply for a place at a school in a different Local Authority you should contact that Local Authority directly for details of how they process In-Year Transfer requests and how to apply.

All applications for places at Rochdale Borough schools must be on the Local Authority’s In-Year Transfer Application Forms which can be downloaded from the Council website and is also available from the School Admissions Team and from all schools in the Borough. Alternatively, you can submit your application online by visiting www.rochdale.gov.uk/schooladmissions.

If your child is currently attending a Rochdale Borough School and you wish to transfer to another school, you must take the completed form to the school at which your child currently attends and ask the school to complete the Supplementary Form before submitting your application.

The Local Authority will aim to process applications within 20 school days of receipt (subject in some cases to relevant background information being available and address verification being available) although this can take longer during busy periods.

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.

Decisions to refuse Admission cannot be made by an individual on behalf of an Admission Authority i.e. the Headteacher of a School or Academy. The decision must be taken by a Committee of the Governing Body.

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 informed of their right to appeal a decision where the preferred school cannot be offered.

All schools must abide by the statutory School Admissions Code and the Fair Access Protocol in considering applications.
When a parent approaches a school directly seeking a school place, the school must advise the parent of their right to make a formal application using the In-Year Transfer Application Form. The governing body may also require parents to provide supplementary information forms in order to apply their own Admission arrangements.

A Fair Access Protocol is in place to consider those children who are without a school/academy place who meet the criteria. This is in accordance with the School Admissions Code 2014. This Protocol applies to all schools in the Borough.

If, in the Admission Authority’s opinion, there is a reason to refuse entry or a child meets the criteria in the Fair Access Protocol (Hard to Place), the application must be dealt with in accordance with the Fair Access Protocol. The operation of the Fair Access Protocols is triggered when a parent of an eligible child has not secured a place under In-Year transfer procedures.

The operation of these arrangements will be kept under review, and reported on at the end of the school year. Consideration will be given to modifying these arrangements taking account of the views of schools and their governing bodies.
In Year Admission Policy
Rochdale Borough Community Schools

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.

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.

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:

1. **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.

2. **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.

3. **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.
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.

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

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;
- they have been registered as a ‘service child’ in the school census at any point since 2011;
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme;
- pupils with a parent who is on full commitment as part of the full time reserve service.

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 7 will be used as a tie-breaker.
Relative proximity and ease of access

Once places have been allocated using criteria 1-6, any remaining places are allocated on the basis of relative proximity and ease of access to the school but also other schools nearby.

Relative proximity is determined by:

a) Measuring the shortest, suitable walking distance from the child’s home to the main gate of the school being applied for (Distance A).

b) Measuring the shortest, suitable walking distance from the child’s home to the main gate of the nearest school to the home address other than the school that is being applied for (see Note 2) (Distance B).

c) Distance B is then subtracted from Distance A to provide a figure known as the relative proximity calculation.

The relative proximity calculation provides the difference in distance that a child would have to travel to attend the school being applied for and the nearest school to home that is not the school being applied for and, as such, establishes a priority ranking.

If the relative proximity calculation is the same for one or more applications, priority will be given to the child who has further to travel to the school that is not the school that is being applied for. 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.

Notes

1 Tie-break
Should the number of children falling within any category exceed the Published Admission Number, Category 7 will be used as a tie-breaker.

2 The nearest school to the home address other than the school that is being applied for
When measuring distances to “the nearest school to the home address other than the school that is being applied for”, the local authority considers all schools as being the nearest school other than schools where priority is given on the grounds of a child’s faith unless it is stated in the school’s admission criteria that only a portion of the available places are allocated on a faith basis.

Schools where priority is given on the grounds of a child’s faith are not considered as there may be little realistic opportunity for a child who is not of the faith being offered a place if the school is oversubscribed.

School types and details of schools with a religious character is available from https://get-information-schools.service.gov.uk/.

If you are unsure which school will be considered as the nearest school when the local authority is applying the admission policy to your application, you may contact the School Admissions Team on 0300 303 0340 or email school.admissions@rochdale.gov.uk.

3 Walking routes
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.

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.

4 Walking distances
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. In the event of a tie-break within a block of flats, those living furthest from the communal entrance will be given priority.
**Shared parenting**

In instances where a child lives part of the week with one parent and the other part with another parent; the local authority will consider the address where the child mostly wakes up on school days. If responsibility for the child is shared equally and there are legal arrangements in place to support this; the Local Authority will accept either address agreed by each parent. If no such legal arrangement exists and parents cannot come to an agreement regarding which address is to be used, the local authority will consider the home address as the one at which child benefit is paid.

**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.

**Admission of children outside their normal age group**

Parents/Carers may request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Where a request is made for placement outside of the child’s normal age group, the Local Authority will take decisions on any such requests based 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; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When making a decision, the Local Authority will also take into account the views of the head teacher of the school(s) concerned.

If you wish to seek a place outside of the child’s normal age group, you should complete the ‘Request for Placement Outside of a Normal Age Group’ application form and return this, along with any supporting information or evidence, to the local authority for consideration.

**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 admission round are excepted pupils under the infant class size regulations.

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 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.

10 **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.**

11 **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.