

# Get the Facts...

Starting Out 2017

## A guide to applying for a primary school place in Tameside

### Dear Parent/Carer

Your child is due to start primary school in September. This is a very exciting and important time and we hope this booklet will help you by providing all the information you need to help you to make your primary school application. Tameside has a range of community and voluntary controlled primary schools, voluntary aided Roman Catholic and Church of England primary schools and academies to consider, as well as primary schools with resource bases and special schools for children with special educational needs. There are some facts about schools in this booklet, but for more detailed information you need to contact the relevant headteacher. You might want to visit the school and speak to the head before you complete your application form. If so, make sure to make an appointment.

Please take the time to read through this booklet carefully, even if you have older children and already have experience of applying for a school place. The information provided will help you to state six preferences for the schools you would most like your child to attend.

You will need to complete an online application which is quick and easy to use **[www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions)** and we would encourage all parents to make use of this simple system. If you do not have access to the internet, you can use the facilities in your local library: you will need an email address.

If you have any queries regarding the admissions process, send an email to **[schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)** or telephone a member of our Admissions Team on 0161 342 4068 / 3204 who will be happy to answer any questions you may have. If you need assistance with English, call in at any of the Customer Service Offices.

Please accept our very best wishes for your child's happy and successful education in Tameside.

Yours faithfully

**Cllr Lynn Travis**

**Executive Member**

Life Long Learning

## SCHOOL APPLICATIONS AND OFFERS

### Applying for a primary school place

You are legally required to educate your child from the start of the term immediately after his or her fifth birthday.

In Tameside, it is council policy to provide education from the September of the school year in which a child is five. This means a school place is allocated for every child who will be five between 1 September 2017 and 31 August 2018. All these children should start school in September 2017.

If you would like to defer your child's school start to the term after their fifth birthday, you must notify the School Admissions Team. Places can only be held open for a start date in January or after Easter.

### The Co-ordinated Admissions Scheme

Tameside operates a co-ordinated admissions scheme. This means parents only have to complete one application, and the schools can be inside or outside the borough. There is co-ordination between the council and other admissions authorities, and every parent who lives in Tameside receives one offer of a school place.

While the process for children with an Education, Health and Care Plan is different (see page 5) the parents of children in this group are still required to complete an application.

If you live outside Tameside, you should complete the form from your own authority, even if you plan to apply for a Tameside school.

Headteachers will be happy for you to visit their school to find out more. However, it is very important that you make an appointment.

### How school places are allocated

Tameside Council operates an equal preference system for school admissions which means all preferences are considered as first preferences.

Parents should indicate six preferred schools on their **application, listed in order of preference**. The law says that parents are entitled to express a preference for the school they would like their child to attend. However, preference is not the same as choice. The law does not give parents the right to select a particular school and have that choice met.

Applications for all six preferred schools will be considered by the relevant council or the governing body of the school depending on who the admission authority is.

If there are more applications than places available, all applications will be ranked according to the

oversubscription criteria, regardless of which preference it is. The full ranked lists for each school will be processed by computer and places allocated. If only one of your preferred schools can offer a place, that school will be offered. If more than one school can offer a place, the offer will be for whichever school is your highest preference on the application.

This may not be your first preference school.

If it's not possible to offer a place at any of your preferred schools, a place will be allocated at the nearest school to your address with places still available after all other applications have been processed.

This may not be your nearest school. Parents are not guaranteed a place at one of their preferred schools.

### The application process: What you need to do

1. Decide which six schools you would most like your child to attend and decide your order of preference.
2. Check whether your preferred schools require you to provide additional information.
3. Go to **[www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions)** and complete the online application.
4. You must include details of any exceptional medical or social needs on the online form. Supporting documentation should be sent to the "School Admissions Team", using the contact details at the back of this document. Please write your child's name and date of birth on all documents.
5. If applicable, complete a supplementary information form for each Church primary school to which you are applying and return to each relevant school.

### Looked After Children (LAC)

The School Admissions Code 2012 requires that schools' oversubscription criteria must give priority to looked after children and previously looked after children. 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). Please provide proof with your application if you wish to be considered under this criterion.

### High School Partner Primary Schools

From September 2015 the community high schools and some of the academy high schools have nominated partner primary schools. Children attending partner primary schools will be given priority in the relevant partner high school's oversubscription criteria. Partner primary schools and their associated high schools are listed in the tables from page 20. High school oversubscription criteria can be viewed in full on individual schools' websites and also on the Tameside Council website at: **[www.tameside.gov.uk/schools/admissions/1718](http://www.tameside.gov.uk/schools/admissions/1718)**

## Online Applications

All applications should be completed online. The process is explained on Page 15. The online application facility is open from early November 2016, until the closing date of 15 January 2017.

When you have completed your application, you will get an email confirming it has been received. Make sure you keep a note of your password. You can make changes to your application and resubmit it as many times as you like **until the closing date**.

Each time you resubmit you will receive a confirmation email. **PLEASE ENSURE YOU CLICK SUBMIT WHEN YOU HAVE COMPLETED YOUR APPLICATION OR THE SCHOOL ADMISSIONS TEAM WILL NOT RECEIVE IT.**

**Note:** Some schools require supporting information. Please submit this as directed by your preferred school and clearly state your child's name, address and date of birth.

## How late applications are dealt with

Once the closing date for applications has passed, the online system will close for 2 weeks to enable all on time applications to be processed. The online system will reopen two weeks after the closing date to accept late applications. These will only be dealt with after we have processed all those that were received on time. This applies even if your child has exceptional medical or social needs, or has a brother or sister at the school. If your application is late you may not receive an offer of a school place on offer day.

## How late changes of preference are dealt with

Once parents have submitted their application, they cannot change preferences after the closing date except in exceptional circumstances, for example, a recent change of address for which proof will be required. No changes can be made to preferences or student details after 10 February 2017 even where there are exceptional circumstances, because the allocations process has started.

## Timetable for admissions to Tameside schools

Early November 2016	Web page made available for applications online
15 January 2017	Closing date for submitting application forms
10 February 2017	Final date by which changes to applications (due to exceptional circumstances) can be accepted. Proof must be provided.
17 April 2017	Offer Day On this date, all offer letters will be POSTED to parents
19 April 2017	Waiting lists for individual schools open
If you wish to appeal against the decision not to offer a place at your preferred school, you also need to be aware of the following dates:	
13 May 2017	Closing date for returning appeals forms
From June 2017	Appeals are heard by the Independent Appeal Panel
The end of the school year	Waiting lists for individual schools close unless individual school's admission arrangements say otherwise.

## **Important information**

- Each school application should be discussed with all those with parental responsibility for the child as only one application per child can be accepted.
- It is very important you consider the likelihood of your child being offered a place at your preferred schools. The information on pages 7 to 13 tells you how many applications each school received last year and the number of children they can admit. The number of applications and the furthest distance allocated varies each year and can only be used as a guide.
- If you put down six schools that are oversubscribed, and your child does not meet the criteria in each case, you may not be offered a place at any of them. The council will offer you a place at the school nearest to your home with places still available after all other applications have been processed.

**• You will still need to apply for a Reception place even if your child attends the school's nursery. Having a place in the nursery class or foundation unit does not guarantee a place in the Reception class.**

**• Many parents have complex childcare arrangements. Unfortunately, these cannot be taken into account when allocating places.**

- Putting your child's name down at your preferred school does not guarantee a place at that school. We ask you to do this to enable us to send you information on the application process. You should not therefore put your child's name down at more than one Tameside school.
- Only putting one preference on your application does not increase your chances of being offered a place at that school. You may still be allocated a school some distance from your home if closer schools get more applications than there are places.
- For the same reason, there is no advantage in listing fewer than six schools or including the same school more than once.
- You should make your application online. If you need access to the internet, you can visit any of Tameside's libraries to use a computer. If you need assistance to complete your application, please contact the School Admissions Team on 0161 342 4068 or 3204 who will be able to book you an appointment with one of our staff to help you complete your application.

- Please note that all distances are measured using a geographical information system based on the Ordnance Survey. Other software packages may give a slightly different measurement. These will not be considered.
- An intention to change address cannot be considered by the council until proof is available. A solicitor's letter confirming an exchange of contract on a property, or a tenancy agreement, and proof of disposal of your old property will be accepted up to 12 February 2017.
- An application should be completed even if you want your child to attend an independent school
- Any fraudulent or misleading information on a schools application form may result in the withdrawal of a school offer. You may be asked to provide proof of any of the information you give on your application.

## **Distance Check**

If you would like us to measure the straight line distance to your preferred schools, please email us at **[schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)**

## **Summer Born Children**

A parent who chooses not to send their summer born child to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Complete the online application and contact the Admissions Team for further information.

**Under government legislation, no child in Key Stage 1 can be in a class of more than 30 with one qualified teacher for a normal teaching session.**

## **SPECIAL EDUCATIONAL NEEDS (SEN)**

Children with an Education Health Care Plan (formerly known as a “Statement of SEN”) go through a separate process to be allocated a place at primary school. It is set out in the Special Educational Needs (SEN) code of practice.

Further detailed information can be found on Tameside’s local offer website at [www.tameside.gov.uk/localoffer](http://www.tameside.gov.uk/localoffer)

### **Who decides which school a child with an EHC Plan goes to?**

Tameside Council works in partnership with parents, schools and support services when making the final decision about which school is named in the EHC Plan – the school which the child will attend.

While in law it is the council which names the school, due regard has to be given to parents’ preferences. However, the SEN code requires the council to consider:

- The special educational needs of the pupil, and the extent to which these can be met in a particular school. This is usually done through the annual review process. Much of the information is taken from the advice of staff in schools, support services, therapy and health services as well as other agencies and professionals.
- The impact the pupil’s placement may have on the education of others at the school.
- The efficient and effective use of council resources.

### **What if the council names a primary school which is not the preferred option of parents?**

Parents and carers can discuss their preferences by telephoning a Caseworker - see contact details on Page 19.

After the school has been named, parents/carers can contact the Caseworker to discuss the council’s reasons for naming the school in the EHC Plan. If parents/carers are still unhappy with the school, a meeting can be arranged.

The letter issued with the EHC Plan tells parents/carers how to appeal to the SEN and Disability Tribunal (this needs to be within eight weeks of the Plan being issued). Or the matter could be referred to the Disagreement Resolution Service - a less formal process.

Parents/carers might also want to seek support or advice from Tameside Special Education Needs and Disability Information and Advice Support Service (SENDIASS) - 0161 342 3383.

## **What should parents consider when deciding on their preference for a primary school?**

Parents who have gone through this process have found the following information helpful:

- Most children with special educational needs attend mainstream schools.
- All mainstream primary schools in Tameside receive resources, training and support to meet the requirements of children with special educational needs, including those who have a EHC Plan.
- Every year some pupils transfer from one type of special school/specialist provision to another, depending on their special educational needs, recent progress, level of attainment and so on.
- Pupils with an EHC Plan are not automatically entitled to assistance with home-to-school travel. Parents/carers need to carefully consider travel arrangements to and from school when deciding on their preferences. Assistance with travel between home and school – where necessary – is subject to the council’s transport policy. You can find details at [www.tameside.gov.uk/sen/transport/parents](http://www.tameside.gov.uk/sen/transport/parents)
- SENDIASS can give advice and support to parents/carers while they are making their decisions and/or speaking to the council about their preferred school.

### **Mainstream or special school?**

Tameside Council would normally name a local primary school in an EHC Plan unless there are specific reasons why it is unable to do so.

When the authority names a placement in a mainstream school, it is likely to specify specialist resources provision in a mainstream school. Resourced provision for a small number of children is available at:

- The Heys, Ashton
- Russell Scott, Denton
- Oakfield, Hyde

All have resourced provision for pupils with moderate learning difficulties.

St John Fisher, Denton, has resourced provision for children with significant social and communication difficulties ASD.

Linden Road, Denton, has resourced provision for pupils with significant hearing impairments.

Children must have an EHC Plan to access resourced provision, and the significant needs the resourced provision caters for.

Where the needs of a child are particularly significant or complex, the council may place the child at a primary special school:

- Oakdale, Dukinfield: For children with severe, profound and multiple learning difficulties.
- Thomas Ashton School: For children with behavioural, emotional and social difficulties.
- Hawthorns, Audenshaw: For children with moderate learning difficulties.

Children must have an EHC Plan to access this provision.

- If your child has significant additional needs you may want to seek advice from your named lead professional or SEN Advice 0161 342 4433.

**Please note:** Children going through the statutory assessment process must follow the same application procedure as that set out for other children.

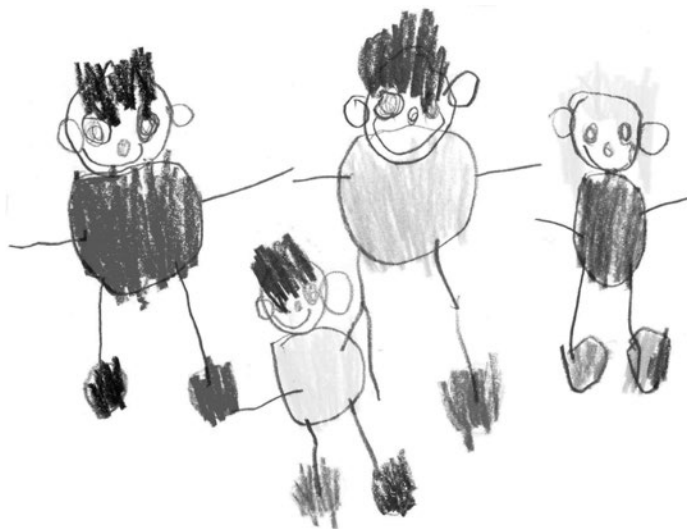
**Further help and advice:** Should you have any questions or concerns about your child which may result from a special educational need, contact the Assessment Review and Monitoring Team on 0161 342 4433

## Tameside Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS)

(formerly known as Parent Partnership Service)

**SENDIASS** is a confidential and impartial information, advice and support service for children, young people and their parents/carers, where the child/young person has Special Educational Needs and/or Disabilities (0-25 yrs).

The service provides factual information about special educational need processes including Health and Social Care needs in relation to education, to help children, young people and their parents/carers play an active and informed role in their education and care.



If you require information, advice and support contact:

**SENDIASS**

**Jubilee Gardens, Gardenfold Way, Droylsden, Tameside, M43 7XU**

**Tel: 0161 342 3383**

**Email: [sendiass@tameside.gov.uk](mailto:sendiass@tameside.gov.uk)**

**Website: [www.tameside.gov.uk/sendiass](http://www.tameside.gov.uk/sendiass)**

## **Primary Schools in Tameside**

Primary school age ranges are as follows:

- Key Stage 1 (Infants) 4 to 7 years
- Key Stage 2 (Juniors) 7 to 11 years

There are five types of maintained primary school in Tameside: academies, community, voluntary controlled, voluntary aided and community special. They all work with the council.

The process of admission to all of these types of schools is administered by the local authority.

The local authority determines the admission arrangements for the community and voluntary controlled primary schools. The voluntary aided primary schools and the academies have their own admissions arrangements. The two community special schools admit pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan where the school is named only.

Four lists of schools appear on pages 8 to 13. Those in

List A are community and voluntary-controlled schools. List B is voluntary-aided schools. List C is community special schools, List D is academies.

Those schools with an (N) after the headteacher's name have a nursery section. Those with (VC) are voluntary controlled.

If you are considering a voluntary-aided school you will need to check details of its admission arrangements. These will be in the relevant school's prospectus.

Tameside MBC has been successful in a bid for funding for two new primary schools from the Government's Targeted Basic Needs programme. This funding is to provide additional school places in the Ashton-under-Lyne and Hyde areas. The two new schools are required by the DfE to open as academies and Carillion Academies Trust have been approved as the proposed sponsor for the two new academies. The Ashton school is called Inspire Academy and has been open from September 2015. The Hyde school is called Discovery Academy and will be open in September 2016.



## Allocation Statistics September 2016

### LIST A - community and voluntary controlled primary schools

The last distance at initial allocation varies year on year. **Key:** (N) = Nursery (VC) = Voluntary Controlled

School Name	Headteacher	Published Admission Number	Number on roll in Jan 2016	Number of Requests 2016	Furthest distance at initial allocation (miles) 2016
<b>ASHTON-UNDER-LYNE</b>					
Broad oak Primary Norman Road, OL6 8QG	Mr D Howlett 330 3105 (N)	60	329	94	N/A
Holden Clough Community Primary, Off St Alban's Avenue, OL6 8XN	Ms J Kynaston 330 5248 (N)	60	215	100	N/A
Hurst Knoll, St James CE Primary, Ladbrooke Road, OL6 8JS	Mr P Anderson 330 4049 (N)(VC)	30	228	82	0.386
Parochial CE Primary Keppel Street, OL6 6NN	Ms M Wright 343 6070 (N) (VC)	30	240	77	0.349
Rosehill Methodist Community Primary, Rosehill Road, OL6 8YG	Mrs G Simm 343 8485 (N) (VC)	60	498	94	N/A
St James CE Primary Romney Street, OL6 9HU	Mrs V Marsh 330 2008 (N) (VC)	30	229	46	N/A
The Heys Primary Whiteacre Road, OL6 9NS	Mr A Card 330 1847 (N)	30	259	80	0.784
Waterloo Primary Worthington Street, OL7 9NA	Ms A Clark 330 1280 (N)	60	437	79	N/A
<b>AUDENSHAW</b>					
Aldwyn Primary and Motor Impaired Resource Base, Lumb Lane, M34 5SF	Mr S Clark 370 3626 (N)	45	357	125	0.676
Audenshaw Primary Ash Street, M34 5NG	Mr P Williams 370 2504	30	215	121	0.291
Poplar Street Primary Ravenswood Drive, M34 5EF	Mr I Linsdell 336 4134 320 8006 (N)	60	431	93	N/A
<b>DENTON</b>					
Corrie Primary Cemetery Road, M34 6FG	Mrs N Cartledge 336 4265 (N)	60	335	64	N/A
Dane Bank Primary Thornley Lane South Reddish, SK5 6QG	Ms A Todhunter 336 5896 (N)	30	243	95	0.258
Greswell Primary Percy Road, M34 2DH	Mr J Cooper 370 2504	60	463	112	N/A
Russell Scott Primary Clare Street, M34 3LQ	Mr S Marsland 320 5186 (N)	60	455	146	0.519
St Anne's Primary St Anne's Road, M34 3DY	Ms S Hyman 336 2956	30	209	96	2.018



School Name	Headteacher	Published Admission Number	Number on roll in Jan 2016	Number of Requests 2016	Furthest distance at initial allocation (miles) 2016
<b>DROYLSDEN</b>					
Fairfield Road Primary Fairfield Road, M43 6AF	Mr A Stephenson 370 3625 (N)	60	423	117	0.872
Greenside Primary And Early Years Centre Greenside Lane, M43 7RA	Mrs J Bowen 371 8492 (N)	60	471	118	0.686
<b>DUKINFIELD</b>					
Broadbent Fold Primary Tennyson Avenue, SK16 5DP	Ms A Thornton Jones 303 9411 (N)	30	235	120	0.338
Lyndhurst Community Primary, Hill Street, SK16 4JS	Mrs J Woolfenden 330 7220 (N)	30	247	64	N/A
Ravensfield Primary Clarendon Street, SK16 4JG	Mrs B Allford 344 2905 (N)	60	467	114	0.871
St John's CE Primary Westmorland Avenue SK16 5JA	Ms V Hewitt-Lee 338 5821 (N) (VC)	45	292	146	0.498
Yew Tree Community Primary Yew Tree Lane, SK16 5BJ	Miss P Tankard 338 3452 (N)	75	529	113	N/A
<b>HATTERSLEY</b>					
Arundale Primary Lowry Grove, Mottram, SK14 6PW	Mrs J Hughes 01457 762328 (N)	30	200	33	N/A
Pinfold Primary Hattersley Road East SK14 3NL	Mr S Clark 368 3732/4346 (N)	60	434	63	N/A
<b>HYDE</b>					
Gee Cross Holy Trinity CE Primary, Higham Lane SK14 5LX	Ms S Lane 368 2911 (VC) (N)	30	231	110	0.251
Greenfield Primary Queen Street, SK14 1QD	Mrs N Frost 368 1898 (N)	45	285	35	N/A
<b>LONGDENDALE</b>					
Broadbottom CE Primary Mottram Road Broadbottom SK14 6BB	Ms E Bland 01457 762382 (VC)	20	109	36	N/A
Hollingworth Primary Market Street, Hollingworth SK14 8LP	Mrs S Tickle 01457 762136 (N)	30	215	38	N/A

School Name	Headteacher	Published Admission Number	Number on roll in Jan 2016	Number of Requests 2016	Furthest distance at initial allocation (miles) 2016
<b>MOSSLEY</b>					
Livingstone Primary, Valeside, OL5 0AP	Ms R Willard 01457 832495(N)	20	155	56	0.843
Micklehurst All Saints CE Primary, The Rowens, OL5 9DR	Ms L Trelfa 01457 832499/832128 (N) (VC)	30	217	53	0.432
Milton St John's CE Primary Mill Lane, OL5 0BN	Ms L Gallaher 01457 832572 (N) (VC)	30	238	92	N/A
<b>STALYBRIDGE</b>					
Arlies Primary Broadhill Road, SK15 1HQ	Ms S Collins (To Dec 16) Mrs L Hughes (From Jan 17) 338 4854 (N)	45	263	60	N/A
Buckton Vale Primary Swallow Lane, Carrbrook SK15 3NU	Mr S Hunter 01457 833102	45	285	93	1.177
Gorse Hall Primary Forrester Drive, SK15 2DP	Ms A Stringer 338 4262 (N)	60	449	158	2.741
Millbrook Primary Bank Road, Off Huddersfield Road, SK15 3JX	Ms E Turner 01457 834314 (N)	30	256	118	0.472
Stalyhill Infant School Stalyhill Drive, SK15 2TR * Linked to Stalyhill Junior School	Ms L Lockett 338 4290	60	179	138	N/A
Stalyhill Junior School Hereford Way, Mottram Old Road, SK15 2TD *Linked to Stalyhill Infant School	Ms S Kitchen 338 4290	60	240	59	N/A
Wild Bank Primary Demesne Drive, SK15 2PG	Mr S Lees 303 7404 (N)	30	134	23	N/A

**LIST B** - Voluntary aided primary schools**Key:** (CE) = Church of England (RC) = Roman Catholic

School Name	Headteacher	Religious Affiliation	Published Admission Number	Number on roll in Jan 2016	Number of Requests 2016
<b>ASHTON-UNDER-LYNE</b>					
Canon Burrows CE Primary Oldham Road, OL7 9ND	Ms S Fildes 330 4755 (N)	CE	60	482	173
Canon Johnson CE Primary Elgin Street, OL7 9DD	Mrs M Bidgood 330 3169 (N)	CE	30	242	106
Holy Trinity CE Primary Kenyon Street, OL6 7DU	Mr S Brereton 330 1065 (N)	CE	30	255	44
Our Lady of Mount Carmel RC Primary Holden Street, OL6 9JJ	Mrs H Hayes 330 9521 (N)	RC	30	241	76
St Christopher's RC Primary St Christopher's Road OL6 9DP	Mr I Noone 330 5880 (N)	RC	30	249	131
St Peter's CE Primary Oxford Street, OL7 0NB	Mr J Wilson 330 1691	CE	30	238	49
<b>AUDENSHAW</b>					
St Anne's RC Primary Clarendon Road, M34 5QA	Mrs E Gaffney 370 8698 (N)	RC	30	240	80
St Stephen's CE Primary Audenshaw Road, M34 5HD	Ms C Masztalerz 330 3818	CE	30	209	59
<b>DENTON</b>					
St John Fisher RC Primary and Autistic Spectrum Disorder Resource Base Manor Road Haughton Green, M34 7SW	Ms H Hayes 336 5308 (N)	RC	30	234	83
St Mary's RC Primary Kynder Street, M34 2AR	Ms D Reeves 336 3322 (N)	RC	30	241	108
<b>DROYLSDEN</b>					
St Mary's CE Primary Church Street, M43 7BR	Ms K Hampson 370 3948 (N)	CE	30	243	93
St Stephen's RC Primary Chappell Road, M43 7NA	Mr B Marley 370 2071 (N)	RC	60	457	104

School Name	Headteacher	Religious Affiliation	Published Admission Number	Number on roll in Jan 2016	Number of Requests 2016
<b>DUKINFIELD</b>					
St Mary's Catholic Primary Cheetham Hill Road SK16 5LD	Mr J Murray 368 4824	RC	30	209	140
<b>HATTERSLEY</b>					
St James' Catholic Primary Cheriton Close, SK14 3DQ	Mrs J Walker 368 3455 (N)	RC	30	178	25
<b>HYDE</b>					
St George's CE Primary School, Henry Street SK14 1JL	Mrs P Walker 368 2848 (N)	CE	30	233	62
St Paul's Catholic Primary Turner Lane SK14 4AG	Ms M Flynn 368 2934 (N)	RC	30	247	78
<b>LONGDENDALE</b>					
Mottram CE Primary War Hill, Mottram, SK14 6JL	Ms E Bland 01457 763368	CE	20	128	50
<b>MOSSLEY</b>					
St George's CE Primary Stamford Street, OL5 0HT	Ms C Divers 01457 832496 (N)	CE	25	168	78
St Joseph's RC Primary Market Street, OL5 0ES	Mrs I Williams 01457 832360(N)	RC	30	181	48
<b>STALYBRIDGE</b>					
St Peter's Catholic Primary Hough Hill Road SK15 2EQ	Mrs E Summersgill 338 3303 (N)	RC	30	235	107
St Raphael's Catholic Primary Huddersfield Road SK15 3JL	Mr P Johnson 338 4095 (N)	RC	30	204	55

#### **LIST C** - Special schools

- Only children with an EHC Plan will be placed in one of these schools
- Children will only be placed at a school designated to meet their primary special educational need
- Placement at a special school is not dependent upon admissions numbers, number of pupils on roll or religious affiliation

School Name	Headteacher	School designated to meet the needs of pupils with:
Oakdale School, Cheetham Hill Road, Dukinfield SK16 5LD	Ms L Lester 367 9299	Severe, profound and multiple learning difficulties
Thomas Ashton School Bennett Street, Hyde, SK14 4SS	Mr R Elms 368 6208	Behavioural, emotional and social difficulties
Hawthorns School Lumb Lane, Audenshaw M34 5SF	Mrs M Thompson 370 1312	Moderate learning difficulties

**LIST D - Academies**

School Name	Headteacher	Published Admission Number	Number on roll in Jan 2016	Number of Requests 2016	Furthest distance at initial allocation (miles) 2016
Ashton West End Primary Williams Street, West End Ashton OL7 0BJ	Mr M Cummings 330 4234 (N)	45	388	77	N/A
Denton West End Primary Balmoral Drive, M34 2JX	Mrs S White 336 3409 (N)	60	463	125	0.376
Discovery Academy Porlock Avenue Hyde SK14 3LE	Mrs Bev Oldham 368 5962 (N)	30	N/A	18	N/A
Flowery Field Primary Main Street, off Old Road Hyde SK14 4SN	Mr A Fell 368 1466 (N)	90	571	135	0.925
Godley Primary St John's Drive, Hyde SK14 2QB	Ms S Clawley- Welton 368 3162 (N)	30	275	122	0.130
Inspire Academy, Mossley Road, Ashton, OL6 9RU	Mrs K Burns 339 7822 (N)	60	73	85	N/A
Linden Road Primary And Hearing Impaired Resource Base, Linden Road Denton M34 6EF	Ms A Ives 320 0002 (N)	30	264	58	1.308
Manchester Road Primary Manchester Road, Droylsden M43 6GD	Ms J Taylor 370 3079 (N)	60	418	82	N/A
Manor Green Primary Mancunian Road, M34 7NS	Mrs J Lomas 336 5864 (N)	60	456	106	0.867
Moorside Primary, Market Street, Droylsden M34 7DA	Mr P Coiffait 370 3614 (N)	60	456	101	N/A
Oakfield Primary and Moderate Learning Difficulties Resource Base, St Mary's Road, Hyde SK14 4EZ	Ms H Farrell 368 3365 (N)	30	239	49	N/A
Silver Springs Primary Academy, School Crescent, Stalybridge SK15 1EA	Ms D Mason 338 2475 (N)	60	400	62	N/A
St Paul's CE Primary Huddersfield Road Stalybridge SK15 2PT	Mr S Wright 338 2060 (VC)	45	299	95	0.596
Bradley Green Primary Bradley Green Road SK14 4NA	Ms J Matthews 368 2166 (N)	30	211	71	N/A
Dowson Primary Marlborough Road SK14 5HU	Mrs J Rathburn 366 0177 (N)	60	478	144	0.464
Leigh Primary Walker Lane, SK14 5PL	Mrs J Haseldine 368 3366 (N)	45	312	39	N/A

## OVER-SUBSCRIPTION CRITERIA

### **Community and voluntary-controlled Schools (List A) Over-subscription criteria**

#### **1. Looked after Children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.**

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 (see the definition in section 22(1) of the Children Act 1989)

#### **2. Children and families with exceptional medical or social needs.**

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. A panel of officers from Tameside MBC 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, officers of the Council will not ask for additional information.

All information provided will be treated in the strictest confidence.

#### **3. Siblings**

This will apply where there are brothers or sisters attending the school or the linked junior school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

#### **4. All other applications on distance**

Preference will be given to pupils living nearest to the school taking into account ease of access to and distance from alternative schools.

Ease of access will be considered when parents provide details of particular reasons that mean their child could reach their nearest school but will have a disproportionately long journey to another school if

denied admission to their nearest school. Details must be provided with the application.

### **Voluntary-aided schools (List B) Over-subscription criteria**

In voluntary-aided schools (List B) the governing body is responsible for determining the admission arrangements and for allocating places.

Many voluntary-aided schools require applicants to provide additional information - for example a certificate of baptism for Roman Catholic schools or confirmation of church attendance for Church of England schools – if they wish to be considered under faith-based criteria This may mean completing a supplementary form.

Supplementary forms must be returned direct to each school.

The admissions arrangements are posted on the Tameside Council website at **[www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions)**

### **Academies (List D) Over-subscription criteria**

In academy schools (List D) the governing body is responsible for determining the admission arrangements and for allocating places.

Please refer to individual school websites for the full admission over-subscription criteria as these may differ between schools.

### **Definitions for admissions arrangements**

Unless stated otherwise in the admissions arrangements, which can be obtained in full from the school or the Tameside Council website - **[www.tameside.gov.uk](http://www.tameside.gov.uk)** The following definitions will apply.

#### **Distance**

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the school's main gate. Measurements will be made using the local authority's school admissions data mapping software, which uses a geographical information system based on the Ordnance Survey.

#### **Home address**

The address from which distance will be measured is the permanent residential address (as at 15 January 2017) of the parent with whom the child normally lives. Where parents have shared responsibility – the child lives with each for part of the week – the home address is the one from which the child travels to school the most during a week. If the number of days is equal, the home address will be that of the parent who receives the child benefit.

## Tie-breaker

If a school is over-subscribed within any of the criteria, priority will be given to those children living nearest to the school. In the event of distances being the same for two or more applicants, where the distance would be the last place(s) to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

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 an infant class or until the class numbers fall back to the current infant class size limit.

## Parent

Throughout this guide the term "parent" includes

- All natural parents, whether or not they are married.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

## Data Protection Act

Tameside Council maintains a register entry in respect of education which includes the administration relating to pupils.

Personal information provided in the application is treated in confidence and complies with the requirements of the Data Protection Act. This information may be shared with other local authorities.

Verification of information: The council may verify information you have provided in the application, which could involve contacting other departments of the council, or other councils which maintain appropriate records. In instances where the information provided is different to that held by them, they may use the information on the application form.

## Stalyhill Junior School

Tameside has only one junior school: Stalyhill in Stalybridge. Parents, who wish to be considered for a transfer to Stalyhill Junior School in September 2017, must complete the application and submit it to Stalyhill Infant School if that is where your child goes, or direct to the council's admissions section by 12 January 2017. Further information about the admissions arrangements is available on the Tameside Council website at [www.tameside.gov.uk/schools/admissions/1718](http://www.tameside.gov.uk/schools/admissions/1718)

## THE ONLINE APPLICATION PROCESS

### What you need to do

1. Go to [www.tameside.gov.uk](http://www.tameside.gov.uk) click on 'Schools & Learning' and then 'School Admissions'. Click on

the highlighted online application system link (under the School Admissions Header) to go to the Citizens Portal.

2. If you have used the online system before you can enter your email address and password and click on 'login'. If you haven't used the online application before click on 'Register' and then enter your details including your email address and password. Choose a security question. **PLEASE MAKE A NOTE OF THESE DETAILS.** The system will immediately send you a Citizen's Portal Activation email. Please check your JUNK or SPAM box if the email isn't in your Inbox. **PLEASE NOTE THE LINK IN THE EMAIL WILL ONLY REMAIN ACTIVE FOR 7 DAYS** after which you will need to register again.

3. Log in to your personal email box and click on the link provided in your **Citizens Portal Activation** email. This will complete your registration.

4. Log in to the Citizens Portal using your email address and password (as instructed in step 1 above). Click on the 'School Places' button and then 'Add Child' button and proceed to add your child's details.

5. Click on the 'Start New Application' that is shown under each child's details.

6. Check by putting in your postcode that you are applying to the correct Local Authority. If you are a Tameside resident click on the 'Continue to Apply' button and choose the correct Transfer group for your child.

7. UID numbers are not needed for admission to Primary Schools so click on the 'No UID' button.

8. Select your school preferences. For each preference you'll be asked to provide supplementary information to support your application. You can change the order of these preferences if you wish to do so by selecting the appropriate arrow that will appear on the preference page after each school selection and you may also edit or remove your preferences.

9. After selecting your 6 preferences, click on 'next' and submit your application by confirming you agree to the terms and conditions of the school admission process. **YOU MUST CLICK 'SUBMIT NOW' IN ORDER FOR US TO RECEIVE YOUR APPLICATION.** You will then receive an email confirming the school preferences you have selected for your child.

## **ALLOCATIONS, WAITING LISTS & APPEALS**

### **National Offer Day - 17 April 2017**

You may log into your online admissions account to view your allocated school on national offer day. Please use the email address and password you used to make your original application to access your online account. Unfortunately the Admissions Team are unable to access your security details, including your secret question, however a link is available on your online account to reset forgotten passwords.

Offer letters are posted on 17 April 2017 to everyone who applied on-time. You may therefore receive your letter one or two days after offer day. Please note that we cannot give allocation information by phone.

### **School Allocation**

If you are not satisfied with your school allocation, there are two options open to you. You can:

- Ask to be considered for a school(s) which has places available after allocation. Please submit your response in writing to the School Admissions Team either by letter or by emailing **[schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)**
- Submit an appeal

Please note that you will retain the place you have been allocated until you secure a place at an alternative school.

### **Waiting lists for Tameside schools**

If we have not been able to allocate you a place at your first preference school, you will automatically be placed on the waiting list for all schools you have ranked higher than your allocated school. All waiting lists will be held in over-subscription criteria order and will be held until the end of the school year.

If the appeals process leads to the admission of pupils beyond the published admission number, any places which are given up later will not be offered to those on the waiting list until the number in the year group falls below the Published Admission Number.

The number of children on a school's waiting list can vary from day to day. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the waiting list for some time.

Waiting list positions will not be available for discussion until the last week of May 2017, approximately two weeks after the appeals closing date.

The School Admissions Team will contact you if a place becomes available and that place can be allocated to your child. There is no need to telephone to find out your child's position.

### **Waiting lists for schools in neighbouring local authorities**

Parents should check with the relevant council for their waiting-list arrangements.

### **Calls to the School Admissions Team**

Please do not phone the Admissions Team. The School Admissions Team understand parents' anxiety at the time of school allocations and will do what they can to help. In return we ask you to treat our staff with courtesy and respect.

### **Appealing for a School Place**

Parents who are unhappy with their child's school allocation have the right to appeal to an Independent Appeal Panel.

To appeal for a school place you should complete a form online or write a letter and return it to the Democratic Services, Dukinfield Town Hall, King Street, Dukinfield, SK16 4LA, by 12 May 2017, stating your grounds for appeal. Any appeals received after this date may be heard after others for that particular school. If you are appealing for a voluntary aided school or academy your appeal will be forwarded to the relevant school.

All appeals are heard separately. Every effort will be made to hear them before the start of the autumn term, but no guarantee can be made that appeals submitted after the deadline will be heard by September. You will be given 10 school days' notice of your appeal hearing date, and you will be sent a copy of the school's case.

You can attend the hearing to present the case for your child. You may bring a friend or representative along. At the meeting, a representative from the school or the council will present the school's case.

The Clerk to the Panel will inform you in writing of the Panel's decision. The decision is binding and parents have no further right of appeal for the same school in the same school year, unless there has been a significant change in circumstances.

**Please note** that no places are 'held back' for appeals. Parents of pupils with a Statement of Special Educational Needs or EHC Plan have the right to appeal to the SEN tribunal. Whilst you are awaiting your appeal it is important that you consider alternative schools (including the one that has been allocated for your child) in case your appeal is unsuccessful.

If you wish to appeal for a school in another Local Authority area, you should contact the Admissions Team in that LA for advice.

Full details about the appeals process can be found at **[www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions)**



## ASSISTANCE FOR PUPILS AND PARENTS

### Assistance with travel

Tameside has an overall vision for sustainable travel which is outlined in its sustainable modes of travel strategy “Promoting Sustainable School Travel”.

The strategy encourages sustainable choices on the journey to and from school which will help in fostering a long-term change in the travel habits of children, parents, teachers and, hopefully, the wider community, so that they are more likely to take up walking, cycling and public transport.

The strategy’s overall aim is to reduce car-use for travel to school, improve safety and security on the school journey, improve the health of children by encouraging use of active modes, and to contribute to the improvement of the environment through reduced emissions.

The strategy also contains information on a host of associated initiatives including school travel plans, bus services, pedestrian and cycle training and, most importantly, an action plan setting out initiatives to take forward the plan over the longer period. A full copy of the strategy can be found at

**[www.tameside.gov.uk/traveltransport/smot](http://www.tameside.gov.uk/traveltransport/smot)**

### Bus pass applications

It is the responsibility of the parent(s)/carer(s) of a pupil to see that their child attends school. However, the council may provide assistance with transport to school for some pupils who live within the Tameside area.

The full home to school transport policy is available on the Council’s website **<http://www.tameside.gov.uk/education/transport/5-16policy>**.

The following groups of primary pupils are eligible for a zero-fare bus or train pass.

**Group 1:** Pupils whose nearest qualifying school is beyond ‘walking distance’. ‘Walking distance’ is more than:

- Two miles for children of school age but under 8.
- Three miles for youngsters aged 8-16.

**Group 2:** Primary school pupils from low-income families travelling to:

- One of the nearest three qualifying schools when they live more than two miles but less than six miles from that school.
- The nearest school preferred by reason of a parent’s faith or belief, where the school is more than two miles but less than 15 miles from the child’s home.

**Notes:** Low income is defined as pupils who are eligible for free school meals or parents eligible for the maximum level of Working Tax Credit.

The distance between home and school is measured by the nearest available walking route by an officer of

the council using the School Admissions software.

Distance will be measured using the same method as used to allocate places as defined on page 14.

The law defines a qualifying school as a school with places available that provides education appropriate to the age, ability and aptitude of the child.

A cycle allowance of £30 per year is payable instead of a bus pass, if requested.

Pupils not resident in Tameside will need to check with their home authority to see if they are eligible for a zero fare bus pass.

Zero fare bus passes will not be issued to pupils applying after Easter. However, eligible pupils can still claim travel expenses. Details on how to do this will be provided as necessary.

### Applications on the Web

You will need to complete an application form for assistance with travel. This can be downloaded from the Tameside Council website at

**[www.tameside.gov.uk/buspasses/schools](http://www.tameside.gov.uk/buspasses/schools)**

### Assistance with Uniform Costs

If you think you might have difficulty in providing uniform for your children, you may wish to consider the following options

- contact your child’s school and discuss it with them
- check that you are getting all the benefits you are entitled to
- consider purchasing items from high street supermarkets where they are often cheaper

A small amount of money has been set aside for families facing exceptional circumstances which will only be available through a professional referral. The circumstances that might qualify are families who have lost clothing in a fire or a flood, families who have been made homeless or are fleeing domestic violence. We expect that only a small number of people will qualify.

### Free School Meals

Free school meals are offered to children of families who are in receipt of Universal Credit, Employment and Support Allowance (Income Related), Income Support, Income Based Job Seekers Allowance or Guaranteed Element of State Pension Credit. They are also offered to children of families who are in receipt of Child Tax Credit only, but who are not entitled to Working Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190.00. If you are in receipt of Child Tax Credit, you will need to attend one of the council’s Customer Service Centres and present your Child Tax Credit award notice.

To apply for free school meals, you can complete an application form online on the council website at **[www.tameside.gov.uk](http://www.tameside.gov.uk)** ring the council call centre

on 0161 342 8355 or call in to one of the council's customer services offices.

## **ADDITIONAL INFORMATION**

### **School transfers**

**Tameside Council believes it is in a child's best interests to remain at the same school for the whole primary phase.** They should only transfer at the end of Year 6, when they move up to secondary school. Studies show that many children experience difficulties settling in to a new school and, in most cases, attainment dips when transfers take place. For example, it can be difficult to join established friendship groups; the curriculum may be organised differently, so that pupils may find they are repeating some units of work and have missed others; and they will have to get used to new routines and timetables.

In addition, it is often the case that problems experienced in one school re-occur in another. If your child is experiencing difficulties, please try to work through these with the school staff. If you are still considering a move, make an appointment with the headteacher to discuss your concerns so that you can try to resolve them in conjunction with the school.

A decision to move your child from one school to another should not be taken lightly. In view of the upheaval it is likely to cause to your child's education, it should only be considered as a last resort.

We do realise that, in certain circumstances, it may be necessary to transfer your child – for example if you are moving house and the distance would make it impossible to attend their current school. However, on these occasions, we cannot guarantee a place will be available at a particular school.

If you do wish to proceed with a transfer further details of how to do so can be found at **[www.tameside.gov.uk/schools/admissions](http://www.tameside.gov.uk/schools/admissions)** You will need to complete a transfer form from the transfers page and you will need to get the form signed by the Headteacher at your child's current school. Please note that transfers can take up to 20 school days to process.

### **In Year Fair Access Protocol**

All local authorities have a fair access protocol for in year transfers. It ensures the speedy admission and fair distribution of pupils with agreed additional needs. With specific short-term exceptions, all Tameside's schools participate in the protocol, which may result in schools admitting pupils over their published admission number.

### **Independent schools**

If you want your child to attend an independent school, it is not the policy of Tameside Council to pay the fees or any other expenses. You will, therefore, need to make your own arrangements for your child to attend

this type of school. Parents are advised to submit an application for a place at a Tameside school, even if you have applied to an independent school place separately.

### **Home education**

It is a parental right to educate a child at home. The council would seek to assess and approve the provision being made by the parent. Please telephone 0161 342 3258 for more details about home education.

### **Out-of-school provision**

Headteachers can supply details of any out-of-hours clubs based at their school or operating in the area.

Alternatively, parents can contact the council's Families Information Service on 0161 342 5434 for information about children's activities and childcare provision before and after school and during the holidays.

### **Remember . . .**

You can get further information about a school by reading its prospectus (available from the headteacher).

You can view Ofsted reports on the Ofsted website **[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

## **CHECKLIST FOR APPLICANTS**

### **Have you done all you need to do?**

Please ensure that you have:

- Read the Starting Out information online.
- Listed your schools in order of preference on your application.
- Included the names of any brothers or sisters who will be attending any of your preferred schools from September 2017.
- Included details of any exceptional social or medical needs.
- Submitted additional information which may be required by any of your preferred schools.
- Completed the online application by 15 January 2017.

**DO NOT** ask your child's nursery or foundation unit staff to write a letter of support for an application to a particular school as these will not be considered.

## IMPORTANT CONTACTS

### The School Admissions Team

If you need further information or have any questions about applying for a primary school place, please do not hesitate to contact us – we will be happy to help.

Admissions Advice: 0161 342 3204/4068

Email: [schooladmissions@tameside.gov.uk](mailto:schooladmissions@tameside.gov.uk)

### Assessment, Review & Monitoring Team

Special Educational Needs Advice: 0161 342 4433

### Neighbouring Local Authorities

For details of schools in other Local Authorities, please contact the relevant admissions team

Local Authority	Address	Phone number	Appeals number
Derbyshire	Council House, Saltergate, Chesterfield S40 1LS	01629 537 479	01629 537 479
Manchester	Integrated Admissions, PO Box 532, Town Hall, Manchester, M60 2LA	0161 245 7166	0161 245 7166
Oldham	Civic Centre, West St, Oldham OL1 1XJ	0161 770 4213	0161 770 4213
Stockport	Education Division, Town Hall, Stockport SK1 3XE	0845 644 4313	0161 474 3216



## PARTNER PRIMARY SCHOOLS FOR TAMESIDE

### Community High Schools

<b>Alder Community High School</b>	<b>Hyde Community College</b>	<b>Longdendale High School</b>
Arundale Bradley Green Discovery Academy Dowson Gee Cross Holy Trinity Godley Greenfield Leigh Mottram C of E Pinfold St George's C of E Hyde St James' RC Hyde St Paul's RC Hyde Stalyhill Junior St Annes, Denton St John Fisher RC Broadbottom C of E	Arundale Bradley Green Broadbent Fold Discovery Academy Dowson Flowery Field Gee Cross Holy Trinity Godley Greenfield Leigh Linden Road Oakfield Pinfold St George's C of E Hyde St Paul's RC Hyde	Arundale Bradley Green Broadbottom C of E Discovery Academy Dowson Godley Gorse Hall Greenfield Hollingworth Mottram C of E Pinfold St James' RC Hyde St Paul's RC Stalyhill Yew Tree
<b>Astley Sports College and Community High School</b>	<b>Denton Community College</b>	<b>Mossley Hollins High School</b>
Bradley Green Broadbent Fold Lyndhurst Oakfield Ravensfield St John's C of E St Mary's RC Dukinfield Yew Tree	Audenshaw Corrie Dane Bank Denton West End Greswell Linden Road Manor Green Poplar Street Russell Scott St Anne's, Denton St Stephen's C of E	Buckton Vale Livingstone Micklehurst Milton St John's C of E St George's C of E St Joseph's RC Millbrook ST Raphael's RC

### Academy High Schools

<b>New Charter</b>	<b>Copley</b>	<b>Droylsden</b>
Arlies Ashton West End Broadoak Canon Burrows C of E Canon Johnson C of E Holden Clough Holy Trinity C of E Hurst Knoll Inspire Academy Parochial C of E Rosehill Methodist Silver Springs Academy St James' C of E Ashton St Peter's C of E The Heys Waterloo	Arlies Buckton Vale Gorse Hall Millbrook Silver Springs St Paul's C of E Stalybridge Stalyhill Junior Wild Bank	Aldwyn Audenshaw Fairfield Road Greenside Manchester Road Moorside Poplar Street St Anne's RC Audenshaw St Mary's C of E St Stephen's C of E St Stephen's RC

Fairfield		
Aldwyn Ashton West End Audenshaw Bradley Green Broadbent Fold Broadoak Canon Burrows Canon Johnson Corrie Dane Bank Denton West End Dowson Fairfield Road Flowery Field	Gorse Hall Greenside Greswell Holden Clough Holy Trinity Ashton Hurst Knoll Linden Road Lyndhurst Manchester Road Manor Green Moorside Oakfield Our Lady of Mount Carmel RC Parochial C of E Poplar Street Ravensfield	Rosehill Russell Scott Silver Springs St Anne's Denton St Anne's R.C. St Christopher's RC St James C of E St Mary's RC Denton St Mary's CE Droylsden St Peter's C of E St Stephen's RC St Stephen's C of E Stalyhill Junior The Heys Waterloo Yew Tree



Special circumstances

Exceptional Medical or Social Needs Form

Please use this form to give details of any exceptional medical or social needs that **mean admission to a particular school is essential**. The School Admissions Code says that the admission authority **MUST NOT** consider giving a higher priority to an application if supporting evidence has not been provided so you **MUST** also provide supporting

evidence from a suitably qualified professional, for example a consultant or social worker. The admission authority may contact professionals involved with your child for further information. Please note that childcare arrangements or the short term impact of transition to primary school on a medical condition will not be considered as exceptional medical or social needs. Any information provided will be treated in strict confidence and will not prejudice any school application.

Child's name
Date of Birth
School to which the following exceptional medical or social needs apply
Details of special circumstances
Please continue on additional sheets if necessary