CABINET

School Admissions Arrangements 2015-16

Report of Michael Jameson, Executive Director, Commissioning

Portfolio Holder: Cllr A Chadderton, Education, Employment and Skills

27 January 2014

Officer Contact: Gill Hoar, Head of Access
Ext. 3150

Reason for Decision

1. To set out the Council’s statutory obligations to determine the admission arrangements for community and voluntary controlled schools in Oldham for the academic year 2015-16.
2. To inform Cabinet of the proposed Co-ordinated Scheme for admissions for 2015-16 and to seek approval for the proposals.
3. To inform Cabinet of the proposed admission arrangements for admission to community and voluntary controlled primary and secondary schools for the Academic year 2015-16 and to seek approval for the proposals.
4. To seek Cabinet approval to continue the current arrangements for appeals to the Independent Appeal panel.

Recommendations

That the Co-ordinated Scheme and arrangements for admissions to community and voluntary controlled primary and secondary schools, as set out in Appendices A to C and the current arrangements for appeals to the Independent Appeal Panel be determined, for 2015-16.
Cabinet 27 January 2014

School Admission Arrangements 2015-16

1  Background

1.1 The School Standards and Framework Act 1998 requires all Admission Authorities to determine and publish their admission arrangements annually. The Council is the admission authority for community schools and voluntary controlled schools and is responsible for determining the admission arrangements for those schools.

1.2 There are fifty other admission authorities in the borough. Thirty two are primary and secondary voluntary aided schools; the remainder are Foundation schools, Trust schools, Free schools, Academies and the UTC. The individual governing body of each school is the admission authority for that school and is responsible for determining its admission arrangements.

1.3 The Education Act 2002 introduced a requirement for LAs to co-ordinate requests for admissions to the reception class and Year 7 for all schools and academies and to determine the allocation of a single school place for each child. The purpose of co-ordination of admissions is to establish a mechanism for ensuring that every parent of a child living within the LA area can apply for all school places on a single application form and receive an offer of one, and only one, school place.

1.4 The Education and Inspections Act 2006 imposed a mandatory requirement to treat all parents’ preferences as equal. An equal preference scheme ensures that more parents will be offered a place in one of the schools of their preference but may reduce the percentage of 1st preference places allocated.

1.5 The requirement to formulate a single scheme for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal entry has now been removed (from September 2013) by the Education Act 2011.

1.6 All admission authorities are required to establish an appeal process for those parents refused admission to a school.

1.7 The LA must publish a notice by the 1st May each year advising the public of where they may view the determined admission arrangements and informing them of their right to object to the School’s Adjudicator for maintained schools, and the Secretary of State for Academies.

1.8 Corporate Objective 1 of the Corporate Plan is for Oldham to be a productive place to invest where business and enterprise thrive. This can be achieved through providing outstanding education. Our schools, academies and colleges have a crucial part to play in equipping children and young people with the skills and knowledge needed for employment. The priority for Oldham is to further improve the educational attainment and achievement levels and reduce the number of young people not in education, employment or training (NEET).
1.9 Choosing the right school for their child is one of the most important things a parent can do. Parents should have access to schools they want for their children, where their child can be happy, safe and reach their full potential in order to get the best start in life, and enjoy and remain engaged in education or training until at least the age of 18.

1.10 All schools should have fair and lawful admission arrangements and polices. To realise this goal the LA needs to be responsive to the needs of the parents, families and their communities and ensuring that schools are accountable for achieving fair access.

1.11 The statutory admissions framework has been strengthened to ensure that all schools adopt fair and lawful admission practices. LAs have an important role to monitor compliance with the Code and are now required to report annually to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area.

2 Current Position

2.1 The Council is required to determine the admission arrangements that will apply for admissions in September 2015 to community and voluntary controlled schools. The practices and the criteria used in the allocation of school places must be reasonable, clear, objective and procedurally fair and must comply with the mandatory terms and conditions of legislation on school admissions and the School Admissions Code 2012 including:

- Ensuring that all parents will be offered a place in a school that they prefer providing there are sufficient places available to accommodate all requests.
- Identifying unambiguous over subscription criteria that will be applied in all cases where a school receives more requests than there are places available.
- Allowing parents to submit at least three preferences of school.
- Ensuring that all preferences are treated as equal applications.

2.2 The term ‘Admission Arrangements’ includes the publication of an admission number for the age group relevant to this year’s determination, the oversubscription criteria that will be applied in the event that there are more applications than places available and the schemes for co-ordination of admissions to all Oldham schools and Academies.

2.3 By the 15th April each year the LA must notify the Secretary of State for Education that there are schemes in place for the co-ordination of admissions to all maintained schools and academies in their area for the following offer year. The proposed single co-ordinated scheme is attached at Appendix A.

2.4 The proposed admission policies for Oldham maintained community and voluntary controlled primary and secondary schools are attached at Appendices B & C. Consequent to the introduction of the Admissions Code 2012 the current policy reflects statutory requirements in respect of Looked After Children and previously Looked After Children and siblings of multiple births.
2.5 All parents have the right to submit an appeal to an independent panel in respect of any refusal of a school place.

2.6 Oldham Council has a proven record of excellent practice in administering Admission Appeals and has provided effective co-ordinated appeal arrangements for all the admission authorities in Oldham for many years.

3 **Options/Alternatives**

3.1 To approve the proposed Co-ordinated Scheme at Appendix A, the arrangements for admission to community and voluntary controlled primary and secondary schools, as set out in Appendices B & C and the continuation of existing arrangements for appeals to the Independent Appeal Panel.

3.2 To request changes to the proposed admission arrangements.

4 **Preferred Option**

4.1 That the proposed Co-ordinated Scheme and arrangements for admission to community and voluntary controlled primary and secondary schools, as set out in Appendices A, B and C and the current arrangements for appeals to the Independent Appeal Panel be determined for 2015-2016.

5 **Consultation**

5.1 The School Standards and Framework Act 1998 as amended requires that consultation on school admission arrangements should take place for admissions once every seven years unless there are significant changes.

5.2 The governing bodies of Oldham schools that are their own admission authority were asked to consider whether they would be making any significant changes to their existing arrangements. As the admission arrangements of other admission authorities are determined, the Oldham Council website will be kept updated.

6 **Financial Implications**

6.1 There are no financial implications. (L Caygill)

7 **Legal Services Comments**

7.1 The primary legislation referred to in this report is supplemented by regulations on school admission arrangements and the School Admissions Code. Admission authorities have a statutory duty to act in accordance with the Code as well as with the relevant statutes and regulations.
7.2 Objections to the school admission arrangements on the basis they do not comply with the legislation on school admissions or the School Admissions Code are referable to the Schools Adjudicator and there are time limits within which any revision to the arrangements must be made following the Adjudicator’s decision which is binding and enforceable. (J Thompson)

8. Cooperative Agenda

8.1 Local Authorities are required to operate a single scheme of co-ordination that applies to all schools and admission authorities within the relevant area and to determine admission arrangements that will apply to all community and voluntary controlled school within the area.

9 Human Resources Comments

9.1 There are no HR implications. (A Collinge)

10 Risk Assessments

10.1 Admissions authorities have a statutory duty to ensure that their determined admission arrangements comply with the mandatory provisions of the School Admissions Code. Failure by an authority to comply with the mandatory requirements of the Code is a breach of the authority’s statutory duty to act in accordance with the Code.

10.2 If Oldham does not have in place admission arrangements that are reasonable, clear, objective and procedurally fair and comply with the mandatory provisions of the Code, there exists the potential risk of challenge by parents about the allocation of school places, and the potential for reference to the Ombudsman for maladministration.

11 IT Implications

11.1 There are no ICT implications as a result of the proposed admission arrangements. (ITLO)

12 Property Implications

12.1 None.

13 Procurement Implications

13.1 None.
14 Environmental and Health & Safety Implications

14.1 None.

15 Equality, community cohesion and crime implications

15.1 Admission authorities have a legal duty to comply with parental preference. Consequently, Oldham’s school admission arrangements are based primarily on expressions of parental preference.

15.2 It is a requirement of the School Admissions Code that admission arrangements and over-subscription criteria are clear and objective and comply with other legislation including the Equality Act 2010 and Human rights Act 1998.

15.3 The LA makes every effort to ensure that parents are not only aware of the published admission arrangements but that they also fully understand them. The level of satisfaction with a complex process contributes directly to community cohesion.

15.4 Clear communication with parents will need to continue, to support them in fully understanding the admission arrangements and co-ordinated admission schemes in order to make an informed decision. Therefore, continued communication will be necessary to ensure that parental preference continues to be maximised.

15.5 Parents who may have difficulty with making an informed application for a school place are supported by Schools and LA Officers at regular organised drop in sessions.

15.6 The governing bodies of voluntary aided, trust, foundation schools and academies are also fully aware of the importance of clear, objective admission arrangements. They continue to work closely with the LA in ensuring that admission arrangements are transparent, equitable and communicated clearly to parents.

16 Equality Impact Assessment Completed?

16.1 No.

17 Key Decision

17.1 Yes.

18 Key Decision Reference

18.1 Published in the Forward Plan of Key Decisions to be made between 1 April 2013 and 31 March 2014. Ref: COMM-18-13
19  **Background papers**

19.1 The following is a list of Background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act:

File Ref: Access Section  
Name of File: Education Act 1996  
Records held in Civic Centre Department, Learning and Attainment  
Officer Name Paula Green  
Contact No 0161 770 3158

File Ref: Access Section  
Name of File: School Standards and Framework Act 1998  
Records held in Civic Centre Department, Learning and Attainment  
Officer Name Paula Green  
Contact No 0161 770 3158

File Ref: Access Section  
Name of File: School Admissions Code 2012  
Records held in Civic Centre Department, Learning and Attainment  
Officer Name Paula Green  
Contact No 0161 770 3158

File Ref: Access Section  
Name of File: School Admission Appeals Code 2012  
Records held in Civic Centre Department, Learning and Attainment  
Officer Name Paula Green  
Contact No 0161 770 3158

20  **Appendices**

21.1 **Appendix A:** Co-ordinated Admissions Scheme to Oldham Schools 2015/16

21.2 **Appendix B:** School Admissions Policy 1 March 2014 Community and Voluntary Controlled Primary Schools Oldham

21.3 **Appendix C:** School Admissions Policy 1 March 2014 Community and Voluntary Secondary Schools
Appendix A

Coordinated Admission Scheme for Admissions to Oldham Schools 2015-16

January 2014
Introduction

1 Statutory Framework

1.1 This scheme applies to arrangements in Oldham whereby children are to be admitted to primary and secondary schools in the normal admissions round for the academic year 2015-16. Oldham will operate an equal preference scheme.

2 Interpretation

2.1 In this scheme - “Admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purpose of admitting pupils to the school.

2.2 “Admission authority” in relation to a community or voluntary controlled school means the Local Authority and, in relation to a foundation, trust, voluntary aided school or academy, free school or University Technology College (UTC), means the governing body of that school.

2.3 “Eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

2.4 “School” means a community, voluntary controlled, foundation, trust or voluntary aided school or an academy.

2.5 “Nearest appropriate school” is defined by distance measured as a straight line from the child’s home address to the school property measured between the two central data points of the home post code and school post code. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Post Office data. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of the school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

2.6 “Primary education” has the same meaning as in Part 1, Chapter 1M section 2(1) of the Education Act 1996.

2.7 “Secondary Education” has the same meaning as in part 1, Chapter 1, section 2(2)(a) of the Education Act 1996.

2.8 “The Local Authority” means Oldham Council acting in its capacity as local education authority.

2.9 “The Local Authority area” means the area in respect of which the Local Authority is the local education authority.
2.10 “The specified year” means the school year commencing 01 September 2015 and ending the following 31 August 2016.

2.11 “Parent” means the parent or carer who has parental responsibility for the child.

3 The Scheme

3.1 The following admission authorities are covered by the scheme:

Primary Sector – 86 schools

<table>
<thead>
<tr>
<th>Admissions Authority</th>
<th>Number and Type of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oldham Local Authority</td>
<td>39 x Community School</td>
</tr>
<tr>
<td>Oldham Local Authority</td>
<td>2 x Community Infant</td>
</tr>
<tr>
<td>Oldham Local Authority</td>
<td>2 x Community Junior</td>
</tr>
<tr>
<td>Oldham Local Authority</td>
<td>7 x Voluntary controlled Church of England primary school</td>
</tr>
<tr>
<td>Individual schools</td>
<td>1 x Foundation (Trust) school</td>
</tr>
<tr>
<td>Individual schools</td>
<td>1 X Voluntary aided Church of England infants school</td>
</tr>
<tr>
<td>Individual schools</td>
<td>1 x Voluntary aided Church of England junior school</td>
</tr>
<tr>
<td>Individual schools</td>
<td>18 x Voluntary aided Church of England primary school</td>
</tr>
<tr>
<td>Individual schools</td>
<td>11 x Voluntary aided Roman Catholic primary school</td>
</tr>
<tr>
<td>Individual schools</td>
<td>4 x Academy</td>
</tr>
</tbody>
</table>

Secondary Sector – 15 schools

<table>
<thead>
<tr>
<th>Admissions Authority</th>
<th>Number and Type of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oldham Local Authority</td>
<td>1 x Community</td>
</tr>
<tr>
<td>Individual schools</td>
<td>6 x Academy</td>
</tr>
<tr>
<td>Individual schools</td>
<td>1 x Foundation (Trust) School</td>
</tr>
<tr>
<td>Individual schools</td>
<td>3 x Foundation School</td>
</tr>
<tr>
<td>Individual schools</td>
<td>2 x Free School</td>
</tr>
<tr>
<td>Individual schools</td>
<td>1 x Voluntary Aided Roman Catholic Secondary School</td>
</tr>
<tr>
<td>Individual schools</td>
<td>1 x UTC</td>
</tr>
</tbody>
</table>
4 Admission to Primary Schools

4.1 This part of the scheme (paragraphs 4 -10) applies to arrangements in Oldham whereby children are to be admitted to a primary school in the normal admissions round for the academic year 2015-16 (i.e. children who will be commencing primary education in Reception in September 2015).

4.2 The application must be used as a means of expressing three or more preferences for the purposes of section 84 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any primary school excluding an independent school.

4.3 The application will:-
- Invite the parent to express preferences for any school they wish to apply for
- Invite the parent to rank the schools applied for in order of preference
- Request information about any siblings who will be attending any of the requested schools in September 2015
- Invite the parent to include any additional information that they feel might be relevant
- Specify that the forms should be submitted to Oldham Council by Thursday 15 January 2015, the closing date.

4.4 The Local Authority will make appropriate arrangements to ensure:-
- That parents can apply online
- That there is a written explanation on the coordinated admissions scheme
- That parents are clearly informed that the online application should be used to apply for schools both within and outside the Local Authority area.

4.5 Oldham Local Authority (LA) will identify those Oldham residents who are the parents of children whose birth date falls between 1 September 2010 and 31 August 2011. All information about starting school and the process that needs to be followed will be available to view on the Oldham Council website. Oldham LA will exchange information with other Local Authorities about children resident in their areas.

4.6 Oldham LA will forward a covering letter to parents that will detail how to apply for a primary school place in September 2015 to the parents of children due to commence primary education. Parents will be able to complete the application online.

4.7 Parents applying for a place at a voluntary aided, trust or foundation school may be required to provide additional information on a supplementary form and/or complete supplementary details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with the individual school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.
4.8 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application and the school is listed as a preference.

4.9 Parents of children resident in other authorities must submit an application to their home authority on the application provided by that authority.

4.10 The closing date by which parents must submit their application online is 5.00pm on Thursday 15 January 2015.

5 Processing Applications

5.1 Applications must be submitted to the School Admissions Team at Oldham LA by the closing date and time. If any parent approaches a voluntary aided school direct about admissions, the governing body must advise the parent to complete and submit an application to their home local authority.

5.2 Oldham LA will forward details of the application, together with any additional information provided by the parent, to all foundation, trust and voluntary aided schools and Academies where the school is a parental preference and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.

5.3 All admissions authorities will consider all applications for their school regardless of the preference order, apply the school’s oversubscription criteria and provide Oldham LA with a list of applicants ranked according to the school’s oversubscription criteria according to their determined admission arrangements. For those schools for which the LA is the admissions authority, Oldham LA will apply the oversubscription criteria to produce a ranked list of applicants.

5.4 The LA will collate all information and, in agreement with other local authorities, will ensure that, so far as is reasonably possible, a parent receives only one offer of a school place.

5.5 Oldham LA will inform other local authorities whether or not a place can be offered at an Oldham school to pupils resident in their area. Where Oldham LA has forwarded an application to another local authority, that authority will advise Oldham LA whether or not a place could be offered at a school within its area.

5.6 If a place can be allocated at only one of the schools named, that school will be offered. If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application form. This may not be the first preference school. Where schools are oversubscribed and the LA is not able to offer any of the parental preferences, the LA will allocate a place at the nearest appropriate primary school to the child’s home with a place available.
5.7 Oldham LA will notify all Oldham schools of the names of children allocated places in their school.

6 Change of Preference

6.1 Changes of preference, ranking order or pupil details cannot be changed after the closing date of Thursday 15 January 2015 except in exceptional circumstances for example, if the family has recently moved into the area. Evidence must be provided to support the request. No changes can be considered after 13 February 2015, even where there are exceptional circumstances, as information will be exchanged with other admission authorities and the allocation process has then commenced.

7 Notification of Decision to Parents/Carers

7.1 Oldham LA will inform all parents/carers of pupils resident in Oldham of the school place allocated, including the offer of places on behalf of Oldham schools that are their own admissions authority and schools in other local authority areas; by email for those who opted for notification by email, or by second class post on 16 April 2015 to those who opted for notification by letter.

7.2 Where parents are not offered their highest ranking school, they will be informed of the reasons for this decision in the offer email/letter, which will also inform them of their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.

7.3 Parents resident in other local authority areas who are allocated a place at an Oldham school will be informed of the offer by their home authority.

7.4 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

8 Late Applications

8.1 The closing date for application is 5.00pm on Thursday 15 January 2015. Applications submitted or received after this time will be considered after all applications received on time have been processed.

8.2 Where a supplementary form is received by a voluntary aided school, the school must inform Oldham LA immediately so that it can verify whether an application has been received from the parent. If no application has been received, the LA will contact the parent and ask them to complete one. Oldham LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranking school with a place available or, if this is not possible, at the nearest appropriate school with a place available.
9 Waiting Lists

9.1 Oldham LA will maintain waiting lists for all Oldham schools that are oversubscribed. Oldham LA will pass the waiting lists after one term in the academic year of admission to Oldham schools that are their own admissions authority.

9.2 Parents, who have expressed a particular school as a preference and have not been offered a place at that school, or at a higher preference school, will automatically be placed on the waiting list. All children on the waiting list will be ranked according to the oversubscription criteria for that school.

9.3 If new or late applications have a higher priority under the oversubscription criteria than those already on the list, they will be ranked higher than those who have been on the list for some time. If the circumstances of the children on the waiting list change, for example, they move house, they should inform the admission authority immediately and provide supporting evidence.

10 Timetable of Coordinated Primary Admissions Scheme 2015 -16

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2014</td>
<td>Letters sent to all parents known to Oldham LA who have children who are due to start reception class in September 2015.</td>
</tr>
<tr>
<td>01 September 2014</td>
<td>On line application available.</td>
</tr>
<tr>
<td>15 January 2015</td>
<td>Closing date for applications to be submitted to the LA and supplementary forms to be submitted as required by the school.</td>
</tr>
<tr>
<td>6 February 2015</td>
<td>Details of applications and any relevant supplementary forms to be sent to other local authorities if a preference for one of their schools has been expressed.</td>
</tr>
<tr>
<td>13 February 2015</td>
<td>Oldham LA provides schools that are their own admissions authority with details of all those who have named the schools as a preference to rank applications.</td>
</tr>
<tr>
<td>13 February 2015</td>
<td>Last date by which, exceptionally, changes to preferences or pupil details can be made.</td>
</tr>
<tr>
<td>6 March 2015</td>
<td>Schools that are their own admissions authority submit in the School Admissions Module (SAM) the ranked lists of applicants to Oldham LA.</td>
</tr>
<tr>
<td>During March 2015</td>
<td>Oldham LA will match the ranked lists of all schools and</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>13 March 2015</td>
<td>Begin exchanging offers with other local authorities.</td>
</tr>
<tr>
<td>27 March 2015</td>
<td>Oldham LA will notify other local authorities of its determination with regard to children living in their area.</td>
</tr>
<tr>
<td>16 April 2015</td>
<td>Notification of offers sent to parents by email to those who applied online or by second class post to those who applied on a paper form.</td>
</tr>
<tr>
<td>16 April 2015</td>
<td>Notification to Oldham schools of which pupils have been allocated places at their school.</td>
</tr>
<tr>
<td>During April/May</td>
<td>Oldham LA to process late applications.</td>
</tr>
<tr>
<td>15 May 2015</td>
<td>Closing date for receipt of appeals.</td>
</tr>
<tr>
<td>17 July 2015</td>
<td>Last date for hearing appeals.</td>
</tr>
</tbody>
</table>

11 Admission to Secondary Schools

11.1 This part of the scheme (paragraphs 11 – 17) applies to arrangements in Oldham whereby children are to be admitted to secondary schools in the normal admissions round for the academic year 2015-16 (i.e. children who will be commencing secondary education in Year 7 September 2015).

11.2 The application must be used as a means of expressing three or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any secondary school, Academy or UTC, excluding independent schools.

11.3 The application will:-
- Invite the parent to express preferences for any school they wish to apply for
- Invite the parent to rank the schools applied for in order of preference
- Request information about any siblings who will be attending any of the requested schools in September 2015
- Invite the parent to include any additional information that they feel might be relevant
- Specify that the forms should be submitted to Oldham Council by 5.00 pm on Friday 31 October 2014, the closing date.
11.4 The Local Authority will make appropriate arrangements to ensure:
- That parents can apply online
- That there is a written explanation on the coordinated admissions scheme
- That parents are clearly informed that the online application should also be used to apply for schools outside the Local Authority area.

11.5 Oldham Local Authority (LA) will identify those Oldham residents who are the parents of children whose birth date falls between 1 September 2003 and 31 August 2004. Those parents will receive from their child’s primary school a leaflet that details how to apply for a secondary school place. Parents are able to complete the application online. All information about transferring to secondary school and the process that needs to be followed will be available to view on the Oldham Council website. Oldham LA will exchange information with other Local Authorities about children resident in their areas.

11.6 Parents applying for a place at a foundation, trust, voluntary aided, free schools, UTC and Academies may be required to provide additional information on a supplementary form and/or complete supplementary details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with the individual school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.

11.7 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application and the school is listed as a preference.

11.8 Parents of children resident in other authorities must submit an application to their home authority on the application provided by that authority.

11.9 The closing date by which parents must submit their application online is 5.00pm on Friday 31 October 2014.

12 Processing of Common Application Forms

12.1 Applications must be submitted to the Admissions Team at Oldham LA by the closing date and time. If any parent approaches a voluntary aided school direct about admissions, the governing body must advise the parent to complete and submit an application to their home local authority.

12.2 Oldham LA will forward details of the application, together with any additional information provided by the parent, to all foundation, trust and voluntary aided schools, Academies, Free School and UTCs where the school is a parental preference and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.

12.3 All admissions authorities will consider all applications for their school regardless of the
preference order, apply the school’s oversubscription criteria and provide Oldham LA with a list of applicants ranked according to the school’s oversubscription criteria according to their determined admission arrangements. For those schools for which the LA is the admissions authority, Oldham LA will apply the oversubscription criteria to produce a ranked list of applicants.

12.4 Oldham LA will inform other local authorities whether or not a place can be offered at an Oldham school to pupils resident in their area. Where Oldham LA has forwarded an application to another local authority, that authority will advise Oldham LA whether or not a place could be offered at a school within its area.

12.5 If a place can be allocated at only one of the schools named, that school will be offered. If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application form. This may not be the first preference school. Where schools are oversubscribed and the LA is not able to offer any of the parental preferences, the LA will allocate a place at the nearest appropriate secondary school to the child’s home with a place available.

12.6 Oldham LA will notify all Oldham schools of the names of children allocated places in their school.

13  Change of Preference

13.1 Changes of preference, ranking order or pupil details cannot be changed after the closing date of 31 October 2014 except in exceptional circumstances for example, if the family has recently moved into the area. Evidence must be provided to support the request. No changes can be considered after 21 November 2014 even where there are exceptional circumstances, as information will be exchanged with other admission authorities and the allocation process has then commenced.

14  Notification of Decision to Parents/Carers

14.1 Oldham LA will inform all parents of pupils resident in Oldham of the school place allocated, including the offer of places on behalf of Oldham schools that are their own admissions authority and schools in other local authority areas, by email for those who opted for a notification by email or by second class post on 02 March 2015 to those who opted for notification by letter.

14.2 Where parents are not offered their highest ranking school, they will be informed of the reasons for this decision in the offer letter, which will also inform them of their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.

14.3 Parents resident in other local authority areas who are allocated a place at an Oldham school will be informed of the offer by their home authority.

14.4 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.
15 Late Applications

15.1 The closing date for application is 5.00pm on 31 October 2014. Applications submitted or received after this time will be considered after all applications received on time have been processed.

15.2 Where a supplementary form is received by a voluntary aided school, the school must inform Oldham LA immediately so that it can verify whether an application has been received from the parent. If no application has been received, the LA will contact the parent and ask them to complete one. Oldham LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranking school with a place available or, if this is not possible, at the nearest appropriate school with a place available.

16 Waiting Lists

16.1 Oldham LA will maintain waiting lists for all Oldham schools that are oversubscribed. Oldham LA will pass the waiting lists after one term in the academic year of admission to Oldham schools that are their own admissions authority.

16.2 Parents who have expressed a particular school as a preference and have not been offered a place at that school, or at a higher preference school, will automatically be placed on the waiting list. All children on the waiting list will be ranked according to the oversubscription criteria for that school.

16.3 If new or late applications have a higher priority under the oversubscription criteria than those already on the list, they will be ranked higher than those who have been on the list for some time. If the circumstances of the children on the waiting list change, for example, they move house, they should inform the admission authority immediately and provide supporting evidence.

17 Timetable of Coordinated Secondary Admissions Scheme 2015-16

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2014</td>
<td>Oldham LA will prepare leaflets for schools. Schools will issue the leaflet to the children in Year 5 resident in Oldham and letters to the non Oldham children to refer them to their home authority.</td>
</tr>
<tr>
<td>1 August 2014</td>
<td>On line application available</td>
</tr>
<tr>
<td>31 October 2014</td>
<td>Closing date for applications to be submitted to the LA and supplementary forms to be submitted as required by the school.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>14 November 2014</td>
<td>Details of applications and any relevant supplementary forms to be sent to other local authorities if a preference for one of their schools has been expressed.</td>
</tr>
<tr>
<td>21 November 2014</td>
<td>Oldham LA provides schools that are their own admissions authority with details of all those who have named the schools as a preference to rank applications.</td>
</tr>
<tr>
<td>21 November 2014</td>
<td>Last date by which, exceptionally, changes to preferences or pupil details can be made.</td>
</tr>
<tr>
<td>12 December 2014</td>
<td>Schools that are their own admissions authority submit in the School Admissions Module (SAM) the ranked lists of applicants to Oldham LA.</td>
</tr>
<tr>
<td>During December/January</td>
<td>Oldham LA will match the ranked lists of all schools and allocate places.</td>
</tr>
<tr>
<td>16 January 2015</td>
<td>Begin exchanging offers with other local authorities.</td>
</tr>
<tr>
<td>02 March 2015</td>
<td>Notification of offers sent to parents, by email to those who opted for notification by email or by second class post to those who opted for notification by letter.</td>
</tr>
<tr>
<td>02 March 2015</td>
<td>Notification to Oldham schools of which pupils have been allocated places at their school.</td>
</tr>
<tr>
<td>During March</td>
<td>Oldham LA to process late applications.</td>
</tr>
<tr>
<td>27 March 2015</td>
<td>Closing date for receipt of appeals.</td>
</tr>
<tr>
<td>17 July 2015</td>
<td>Last date for hearing appeals.</td>
</tr>
</tbody>
</table>

18 **Applying for a Place Outside of Normal Transfer Times**

18.1 This part of the scheme (paragraphs 18 - 27) applies to in-year transfers outside of the normal admissions round, throughout the academic year 2015/16.

18.2 Parents with children of statutory school age who move into or within Oldham, and require a school place outside the normal transfer times, should apply for a school place using the In Year Transfer Application Form. The In Year Transfer Application Form can be obtained from the Headteacher of the school the child currently attends, if in Oldham.
or it can be downloaded from the Oldham Council website. The In Year Transfer Application Form should be returned to the School Admissions Team for community and voluntary controlled schools and admissions authorities that have bought in to the LA’s Charging Policy or direct to schools and academies that are their own admission authority. Parents must ensure that the form is completed in full and submitted with any supplementary documentation.

18.3 The admissions team, on request will provide information to parents about the places still available in all schools within its area.

18.4 Oldham LA will not consider an application more than 30 school days in advance of the intended start date. Children must be in the UK before an application can be considered.

19 Application Forms

19.1 Parents must make an application using the In Year Transfer Application Form regardless of the school(s) they are applying for, including schools in other authorities. The In Year Transfer Application Form allows parents to apply for any school (excluding independent schools), and to give reasons for their preferences.

19.2 The In Year Transfer Application Form will ask the parent for the following information:

- To express up to three preferences
- List their preferences in rank order
- Give details of siblings who currently attend the preferred school
- Give details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- Indicate if the child has a statement of special educational needs
- Give any reasons for their preferences
- Name the child’s current school
- Give details about the person completing the application (name, address, relationship to the child, contact details)

19.3 If additional information is required by the governing body of a Foundation, Trust, Voluntary Aided, Free School, UTC or Academy in order to apply its oversubscription criteria, parents will need to complete a supplementary form. Supplementary forms must be submitted with the application form: Applications cannot be considered until these forms have been received. Where any school requires parents to complete a supplementary information form, this is set out in the school’s admission arrangements, and the form can be obtained from the school.

19.4 Parents are required to return the completed application form to the LA or the School, whichever is the admission authority.
20 Applications for Community or Voluntary Controlled Schools

20.1 Applications for a Community or Voluntary Controlled school will be processed by the School Admissions Team within 10 school days of receipt of a fully and accurately completed application form.

20.2 A place will be allocated if there is a place available.

20.3 If there are more applications than places available, the Admissions Team will apply the oversubscription criteria to determine which children will be allocated a place.

20.4 If the local authority is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child’s home address that has a place available unless the child already has a school place within close proximity to their home address. In this case no alternative offer will be made unless requested by the parent.

Oldham Local Authority will inform parents in writing of the outcome of their application.

21 Applications for Foundation, Trust, Voluntary Aided Schools and Academies, Free Schools and UTCs

21.1 Foundation, trust, voluntary aided schools and academies, Free Schools and UTCs should consider all applications without unnecessary delay. The school should admit the child if there is a place available. If there are more applications than places available the school are required to apply their oversubscription criteria.

21.2 Foundation, trust, voluntary aided schools and academies, Free Schools and UTCs must, on receipt of an in-year application, notify the Oldham Local Authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

22.3 If the school is oversubscribed they should place the pupil on the waiting list, if the school holds one (over and above the statutory time limit of December for children in the academic year of admission).

22.4 To maintain public confidence and to ensure transparency, the Oldham Local Authority will periodically in agreement with schools, review school waiting lists. The admission authority must also inform the parents of their right to appeal against a refusal of a place.
23 **Waiting Lists**

23.1 Parents’ who have expressed a particular school as a preference and have not been offered a place at that school, or at a higher preference school, will automatically be placed on the waiting list. All children on the waiting list will be ranked according to the oversubscription criteria for that school.

23.2 Places from the waiting lists will be offered, should any become available, to the highest ranked application received by the date the place becomes available. 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 list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the Oldham LA’s Fair Access protocol (see below) or who are the subject of a direction by Oldham LA to admit must be given priority over any other children on the waiting list.

24 **Right to Appeal**

24.1 Any parent who is refused a place at one of their preferred schools has the right to appeal to an independent appeal panel.

25 **Fair Access Protocol**

25.1 Oldham LA has a Fair Access protocol for in-year transfers which ensures the speedy admission and fair distribution throughout the borough of pupils with agreed vulnerability or additional needs. With specific short term exceptions, all schools in Oldham participate in the protocol, which may in some cases result in schools admitting pupils over their Published Admission Number. All applications will be scrutinised to determine whether or not they meet the criteria for consideration under the protocol.

26 **Children with Statements of Special Education Needs**

26.1 Children with a current Statement of Special Educational Needs will be referred to their local Special Educational Needs (SEN) team. The SEN team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

27 **Providing Information on Pupil Numbers**

27.1 All Oldham schools should update the pupil numbers on roll by year group in the School Admissions Module (SAM) as and when pupils are admitted to or withdrawn from the school roll.
Appendix B

School Admission Policy
1 March 2014
Community and Voluntary Controlled Primary Schools

1. Statutory Framework

1.1 Oldham Council is the admission authority for all community and voluntary controlled schools in Oldham

1.2 The statutory requirements of the school admission legislation and related regulations are published in the School Admission Code 2012. The code details the mandatory requirements and refers to the statutory requirements (i.e. those imposed by primary or secondary legislation) with which all admission authorities must comply

1.3 The acts relevant to school admissions and appeals are:

   a) Equality Act 2010
   b) Human Rights Act 1998
   c) School Standards and Framework Act 1998
   d) Education Act 1996

1.4 The Regulations relevant to school admissions and appeals are:

   b) The School Admissions (Infant Class Sizes) (England) Regulations 2012
   c) The School Admissions (Appeals) (England) Regulations 2012
2. Infant Class Size Legislation

2.1 Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher (as defined in Section 4 of the SSFA 1998). Additional children may be admitted under limited exceptional circumstances. These children will remain an ‘excepted pupil’ for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

2.2 Subsequent guidance has made it clear that local authorities are expected to ensure that older children who have experienced the benefit of restricted class numbers should continue to benefit from a similar limit on the size of junior classes.

3. Duty To Comply With Parental Requests

3.1 Section 86 of the School Standards & Framework Act 1998 states the following:

“Subsection 1) A local education authority shall make arrangements for enabling the parent of a child in the area of the authority;

to express a preference as to the school at which he wishes education to be provided for his child in the exercise of the authority’s functions; and to give reasons for his preference.

subsection 2) Subject to subsection (3), a local education authority and the governing body of a maintained school shall comply with any preference expressed in accordance with arrangements made under subsection (1).

subsection 3) The duty imposed by subsection (2) does not apply if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.”

4. Planned Admission Numbers

4.2 The PAN is set for each ‘relevant age group’.

4.5 The planned admission numbers for all community and voluntary controlled primary schools covered by this policy are listed at appendix A.

5. Application Procedures

5.1 Oldham residents will apply for a reception school place by using the on-line
facility. The application period will run from 01 September 2014 to 15 January 2015.

5.2 Applications received after the appropriate closing date will be regarded as late unless, in Oldham Council’s judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

5.3 Late applications are not considered until all on-time applicants have been allocated places.

5.4 A child’s name will be automatically placed on the waiting list for any Oldham community or voluntary controlled school where they have been refused a place in the school’s normal year of entry.

5.5 Oldham residents, who wish to apply for a place in the first year at school after the first school day in September 2015, or to any other age group at any time, will apply on the Common Transfer Application Form.

6. Oversubscription criteria for community and voluntary controlled primary schools.

6.1 The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the school for everyone who applies.

6.2 If the number of applications exceeds the admission number it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

6.3 All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational need that names the school. This is not an oversubscription criterion and all children with statements naming a school will be admitted before other children are offered a place.

6.4 For all other applications the following criteria will be applied to prioritise children for admission to community and voluntary controlled primary schools:-

Criterion 1.
Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

Criterion 2
Those children who are considered to have exceptional medical or social
reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

Criterion 3
Those children who already have a sibling at the school and who will still be attending when their brother/sister starts in reception. (see note (b) below).

Criterion 4
Geographical proximity to school, with those families living next nearest to the school having higher priority. Distance is measured in a straight line between the home postcode (see note (c) below) and the schools postcode, measured electronically by GIS software within the admission database using Post Office data and Ordnance Survey data.

Notes
(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

(b) Siblings - The LA accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child’s home address to the school property measured between the two central data points of the home postcode and school postcode. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

7. Permanent Address

7.1 The only address the council can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

7.2 If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the council cannot consider this address for the purpose of its admission process to schools.
7.3 The council will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

8. Intention To Move House

8.1 An intention to change address cannot be considered by the council until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school places on 16 April 2015.

9. Twins or Triplets

9.1 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.

10. Flats

10.1 In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

11. Unsuccessful Applications

11.1 On completion of the allocation of places at the 16 April 2015 there may be applications where none of the parent’s preferences have resulted in the offer of a school place. If it has not been possible to comply with any of the parent’s preferences the council will identify all the schools with vacant places and allow parents to submit a further preference.

11.2 The council has a responsibility to ensure that there is a school place available for all children resident within the borough. Should parents fail to secure a school place for their child the council will offer a place at a school that has vacant places. If more than one school is identified the LA will determine the school to be offered by selecting the school closest to home.

12. Appeals

12.1 All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal
they can do so by completing a School Admission Appeal Form and returning it to Constitutional Services. A decision by an Admission Appeal Panel is binding on the council, school governors and parents.
<table>
<thead>
<tr>
<th>Estab. Number</th>
<th>School</th>
<th>PAN SEPT 2015</th>
</tr>
</thead>
<tbody>
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<tr>
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</table>
1. **Statutory Framework**

1.1 Oldham Council is the admission authority for all community and voluntary controlled schools in Oldham.

1.2 The statutory requirements of the school admission legislation and related regulations are published in the School Admissions Code 2012. The Code details the mandatory requirements and refers to the statutory requirements (i.e. those imposed by primary or secondary legislation) with which all admission authorities must comply.

1.3 The acts relevant to school admissions are:

   a) Equality Act 2010
   b) Human Rights Act 1998
   c) School Standards and Framework Act 1998
   d) Education Act 1996

1.4 The Regulations relevant to school admissions are:

   b) The School Admissions (Infant Class Sizes) (England) Regulations 2012
   c) The School Admissions (Appeals) (England) Regulations 2012

2. **Duty To Comply With Parental Requests**

Section 86 of the School Standards & Framework Act 1998 states the following:
“Subsection 1) A local education authority shall make arrangements for
enabling the parent of a child in the area of the authority;

a) to express a preference as to the school at which he wishes
education to be provided for his child in the exercise of the
authority’s functions; and
b) to give reasons for his preference.

subsection 2) Subject to subsection (3), a local education authority and the
governing body of a maintained school shall comply with any preference
expressed in accordance with arrangements made under subsection (1).

subsection 3) The duty imposed by subsection (2) does not apply if
compliance with the preference would prejudice the provision of efficient
education or the efficient use of resources.”

3. Planned Admission Numbers

3.1 In order to comply with the statutory timetable, the LA must consult the
governing body of each community and voluntary controlled school where
it proposes to increase or keep the same PAN (and other admission
arrangements) 18 months before it comes into effect. PANs for September
2015 must have been consulted on by March 2014. An increase to PAN, or
a change to the admission arrangements to comply with the mandatory
provisions of the Code or the School Admissions Regulations 2012, is not
a change requiring consultation.

3.2 The PAN is set for each ‘relevant age group’.

3.5 The planned admission numbers for all community secondary schools
covered by this policy are listed at appendix A.

5. Application Process

5.1 Oldham residents will apply for a secondary school place by using the on-
line facility. The application period will run from 1 August 2014 to 31
October 2014.

5.2 Applications received after the closing date will be regarded as late unless,
in Oldham Council’s judgment, there are significant and exceptional
reasons for the lateness. Proof of exceptional circumstances will be
required.

5.3 Late applications are not considered until all on-time applicants have been
allocated places.

5.4 A child’s name will be automatically placed on the waiting list for any
Oldham community or voluntary controlled school where they have been
refused a place in the school’s normal year of entry.
5.5 Oldham residents, who wish to apply for a place in the first year at school after the first school day in September 2015, or to any other age group at any time, will apply on the In Year Transfer Application Form.

4. Oversubscription criteria for community secondary schools.

4.1 The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the school for everyone who applies.

4.2 If the number of applications exceeds the admission number it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

4.3 All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational need that names the school. This is not an oversubscription criterion and all children with statements naming a school will be admitted before other children are offered places.

4.4 For all other applications the following criteria will be applied to prioritise children for admission to community and voluntary controlled secondary schools:

Criterion 1
Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

Criterion 2
Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

Criterion 3
Those children living within the geographical priority area of the school who will have a sibling (see note (b) below) attending the school when the younger child is admitted.

Criterion 4
Those children living within the geographical priority area of the school who will not have a sibling at the school, as defined at 3 above. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c) below).
Criterion 5
Those children living outside the geographical priority area of the school who will have a sibling (see note (b) below) attending the school when the younger child is admitted. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c) below.

Criterion 6
Those children living outside the geographical priority area of the school who will not have a sibling at the school as defined at 5 above. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c) below.

Notes
(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

(b) Siblings - The Local Authority (LA) accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child’s home address to the school property measured between the two central data points of the home postcode and school postcode. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

6. Permanent Address

6.1 The only address the LA can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

6.2 If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the LA cannot consider this address for the purpose of its admission process to schools.

6.3 The LA will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.
7. **Intention To Move House**

7.1 An intention to change address cannot be considered by the LA until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school places on 2 March 2015.

8. **Twins or Triplets**

8.1 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.

9. **Flats**

9.1 In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

10. **Unsuccessful Applications**

10.1 On completion of the allocation of places at the 2 March 2015 there may be applications where none of the parent’s preferences have resulted in the offer of a school place. If it has not been possible to comply with any of the parent’s preferences the LA will identify all the schools with vacant places and invite parents to submit a further preference.

10.2 The LA has a responsibility to ensure that there is a school place available for all children resident within the borough. Should parents fail to secure a school place for their child the LA will offer a place at a school that still has vacant places. If more than one school is identified the LA will determine the school to be offered by selecting the school with vacancies closest to the home.

11. **Appeals**

All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal they can do so by completing a School Admission Appeal Form and returning it to Constitutional Services. A decision by an Admission Appeal Panel is binding on the LA, school governors and parents.
<table>
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<tr>
<th>Estab. Number</th>
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