



Get the Facts...

Starting Out 2016

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 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 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 Gerald Cooney
Executive Member

Learning and Achievement

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 2016 and 31 August 2017. All these children should start school in September 2016.

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** 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 over subscription criteria. Partner primary schools and their associated high schools are listed in the tables from page 20. High school over subscription criteria can be viewed in full on individual schools' websites and also on the Tameside Council website at: **www.tameside.gov.uk/schools/admissions/1617**

Online Applications

All applications should be completed online. The process is explained on Page 15. The online application facility is open from early November 2015, until the closing date of 15 January 2016.

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.**

You can log back into your online application on 18 April 2016 to view your allocated school. A short video to help you complete your online application can be found at www.tameside.gov.uk/schools/admissions It has sound in five languages.

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 12 February 2016, even where there are exceptional circumstances, because the allocations process has started.

Timetable for admissions to Tameside schools

Early November 2015	Web page made available for applications online
15 January 2016	Closing date for submitting application forms
12 February 2016	Final date by which changes to applications (due to exceptional circumstances) can be accepted. Proof must be provided.
18 April 2016	Offer Day On this date, all offer letters will be POSTED to parents
19 April 2016	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 2016	Closing date for returning appeals forms
From June 2016	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 2016.
- An application should be completed even if you want your child to attend an independent school

- **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.**

- 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

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.

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

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
- 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.

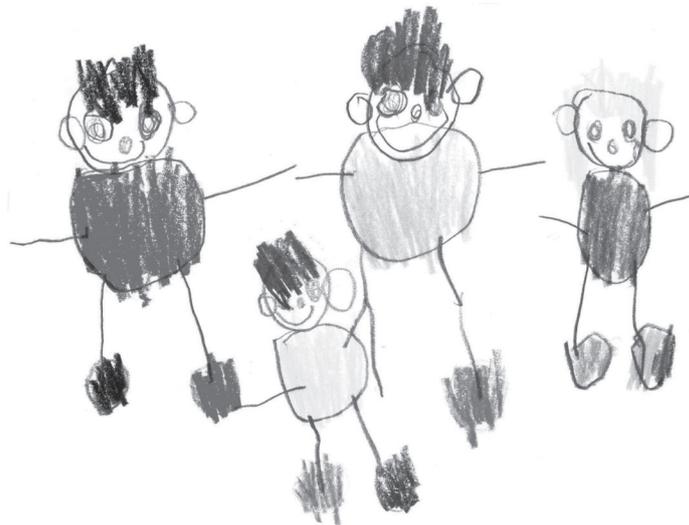
Further help and advice: Should you have any questions or concerns about your child which may result from a special educational need, contact the Assessment Review and Monitoring Team on 0161 342 4433

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

Website: 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 7 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 is due to open in September 2016.

Allocation statistics September 2015

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 2015	Number of Requests 2015	Furthest distance at initial allocation (miles) 2015
ASHTON-UNDER-LYNE					
Broadoak Primary Norman Road, OL6 8QG	Mr D Howlett 330 3105 (N)	60	329	93	N/A
Holden Clough Community Primary, Off St Alban's Avenue, OL6 8XN	Ms J Kynaston 330 5248 (N)	60	239	89	N/A
Hurst Knoll, St James CE Primary, Ladbrooke Road, OL6 8JS	Mr P Anderson 330 4049 (N)(VC)	30	204	91	0.295
Parochial CE Primary Keppel Street, OL6 6NN	Ms M Wright 343 6070 (N) (VC)	30	205	77	0.362
Rosehill Methodist Community Primary, Rosehill Road, OL6 8YG	Mrs G Simm 343 8485 (N) (VC)	60	457	108	0.526
St James CE Primary Romney Street, OL6 9HU	Mrs V Marsh 330 2008 (N) (VC)	30	206	57	0.583
The Heys Primary Whiteacre Road, OL6 9NS	Mr A Card 330 1847 (N)	30	235	113	0.223
Waterloo Primary Worthington Street, OL7 9NA	Ms A Clark 330 1280 (N)	60	404	105	1.141

School Name	Headteacher	Published Admission Number	Number on roll in Jan 2015	Number of Requests 2015	Furthest distance at initial allocation (miles) 2015
AUDENSHAW					
Aldwyn Primary and Motor Impaired Resource Base, Lumb Lane, M34 5SF	Mrs C Charnock (Associate Head) 370 3626 (N)	60	308	108	N/A
Audenshaw Primary Ash Street, M34 5NG	Mr P Williams 370 2504	30	216	116	0.316
Poplar Street Primary Ravenswood Drive, M34 5EF	Mr I Linsdell 336 4134 320 8006 (N)	60	360	81	N/A
DENTON					
Corrie Primary Cemetery Road, M34 6FG	Mrs N Cartledge 336 4265 (N)	60	315	53	N/A
Dane Bank Primary Thornley Lane South Reddish, SK5 6QG	Ms A Todhunter 336 5896 (N)	30	212	88	0.182
Greswell Primary Percy Road, M34 2DH	Mr J Cooper 370 2504	60	403	109	N/A
Manor Green Primary Mancunian Road, M34 7NS	Mrs J Lomas 336 5864 (N)	60	406	93	N/A
Russell Scott Primary Clare Street, M34 3LQ	Mr S Marsland 320 5186 (N)	60	387	139	N/A
St Anne's Primary St Anne's Road, M34 3DY	Ms S Hyman 336 2956	30	214	99	0.45
DROYLSDEN					
Fairfield Road Primary Fairfield Road, M43 6AF	Mr A Stephenson 370 3625 (N)	60	339	112	N/A
Greenside Primary And Early Years Centre Greenside Lane, M43 7RA	Mrs J Reynolds 371 8492 (N)	60	415	108	N/A
Moorside Primary Market Street, M43 7DA	Mr P Coiffait 370 3614 (N)	60	403	97	N/A
DUKINFIELD					
Broadbent Fold Primary Tennyson Avenue, SK16 5DP	Ms A Thornton Jones 303 9411 (N)	30	206	102	0.685
Lyndhurst Community Primary, Hill Street, SK16 4JS	Mrs J Woolfenden 330 7220 (N)	30	223	60	1.329
Ravensfield Primary Clarendon Street, SK16 4JG	Mrs B Allford 344 2905 (N)	60	400	115	0.426
St John's CE Primary Westmorland Avenue SK16 5JA	Ms V Hewitt-Lee 338 5821 (N) (VC)	45	234	144	0.541
Yew Tree Community Primary Yew Tree Lane, SK16 5BJ	Miss P Tankard 338 3452 (N)	75	446	87	N/A

School Name	Headteacher	Published Admission Number	Number on roll in Jan 2015	Number of Requests 2015	Furthest distance at initial allocation (miles) 2015
HATTERSLEY					
Arundale Primary Lowry Grove, Mottram, SK14 6PW	Mr S Clark 01457 762328 (N)	30	173	53	N/A
Pinfold Primary Hattersley Road East SK14 3NL	Mr S Clark 368 3732/4346 (N)	60	359	66	N/A
HYDE					
Bradley Green Primary Bradley Green Road SK14 4NA	Ms J Matthews 368 2166 (N)	30	200	66	0.623
Dowson Primary Marlborough Road SK14 5HU	Mrs J Rathburn 366 0177 (N)	60	421	148	0.294
Flowery Field Primary Main Street, off Old Road SK14 4SN	Mr A Fell 368 1466 (N)	90	458	117	N/A
Gee Cross Holy Trinity CE Primary, Higham Lane SK14 5LX	Ms S Lane 368 2911 (VC) (N)	30	213	103	0.655
Godley Primary St John's Drive, SK14 2QB	Ms S Clawley- Welton 368 3162 (N)	30	242	148	0.329
Greenfield Primary Queen Street, SK14 1QD	Mrs N Frost 368 1898 (N)	45	263	48	N/A
Leigh Primary Walker Lane, SK14 5PL	Mrs J Haseldine 368 3366 (N)	45	270	55	N/A
Oakfield Primary and Moderate Learning Difficulties Resource Base, St Mary's Road, SK14 4EZ	Mrs H Farrell 368 3365 (N)	30	215	39	N/A
LONGDENDALE					
Broadbottom CE Primary Mottram Road Broadbottom SK14 6BB	Ms E Bland 01457 762382 (VC)	20	107	32	N/A
Hollingworth Primary Market Street, Hollingworth SK14 8LP	Mrs S Tickle 01457 762136 (N)	30	194	41	N/A

School Name	Headteacher	Published Admission Number	Number on roll in Jan 2015	Number of Requests 2015	Furthest distance at initial allocation (miles) 2015
MOSSLEY					
Livingstone Primary Valeside, OL5 0AP	Ms R Willard 01457 832495 (N)	20	137	47	0.485
Micklehurst All Saints CE Primary The Rowans, OL5 9DR	Ms L Trelfa 01457 832499/832128 (N) (VC)	30	171	39	N/A
Milton St John's CE Primary Mill Lane, OL5 0BN	Ms L Gallaher 01457 832572 (N) (VC)	60	210	93	0.189
STALYBRIDGE					
Arlies Primary Broadhill Road, SK15 1HQ	Ms S Collins 338 4854 (N)	45	226	76	N/A
Buckton Vale Primary Swallow Lane, Carrbrook SK15 3NU	Mr S Hunter 01457 833102	45	264	62	N/A
Gorse Hall Primary Forrester Drive, SK15 2DP	Ms A Stringer 338 4262 (N)	60	408	170	1.476
Millbrook Primary Bank Road, Off Huddersfield Road, SK15 3JX	Ms E Turner 01457 834314 (N)	30	200	96	0.636
Stalyhill Infant School Stalyhill Drive, SK15 2TR * Linked to Stalyhill Junior School	Acting Head Mrs L Plant 338 4290	60	180	169	1.153
Stalyhill Junior School Hereford Way, Mottram Old Road, SK15 2TD *Linked to Stalyhill Infant School	Ms S Kitchen 338 4290	60	239	63	N/A
St Paul's CE Primary Huddersfield Road SK15 2PT	Mr S Wright 338 2060 (VC)	45	306	142	0.596
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 2015	Number of Requests 2015
ASHTON-UNDER-LYNE					
Canon Burrows CE Primary Oldham Road, OL7 9ND	Mrs E Horridge 330 4755 (N)	CE	60	428	168
Canon Johnson CE Primary Elgin Street, OL7 9DD	Mrs M Bidgood 330 3169 (N)	CE	30	217	114
Holy Trinity CE Primary Kenyon Street, OL6 7DU	Mr S Brereton 330 1065 (N)	CE	30	216	45
Our Lady of Mount Carmel RC Primary Holden Street, OL6 9JJ	Mrs H Hayes 330 9521 (N)	RC	30	217	85
St Christopher's RC Primary St Christopher's Road OL6 9DP	Mr I Noone 330 5880 (N)	RC	30	215	111
St Peter's CE Primary Oxford Street, OL7 0NB	Mr J Wilson 330 1691	CE	30	201	69
AUDENSHAW					
St Anne's RC Primary Clarendon Road, M34 5QA	Mrs E Gaffney 370 8698 (N)	RC	30	211	63
St Stephen's CE Primary Audenshaw Road, M34 5HD	Ms C Masztalerz 330 3818	CE	30	196	64
DENTON					
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	203	71
St Mary's RC Primary Kynder Street, M34 2AR	Ms D Reeves 336 3322 (N)	RC	30	211	110
DROYLSDEN					
St Mary's CE Primary Church Street, M43 7BR	Ms K Hampson 370 3948 (N)	CE	30	217	113
St Stephen's RC Primary Chappell Road, M43 7NA	Mr B Marley 370 2071 (N)	RC	60	408	102
DUKINFIELD					
St Mary's Catholic Primary Cheetham Hill Road SK16 5LD	Mr J Murray 368 4824	RC	30	211	103
HATTERSLEY					
St James' Catholic Primary Cheriton Close, SK14 3DQ	Mrs J Walker 368 3455 (N)	RC	30	150	37

School Name	Headteacher	Religious Affiliation	Published Admission Number	Number on roll in Jan 2015	Number of Requests 2015
HYDE					
St George's CE Primary School, Henry Street SK14 1JL	Mrs P Walker 368 2848 (N)	CE	30	199	73
St Paul's Catholic Primary Turner Lane SK14 4AG	Ms M Flynn 368 2934 (N)	RC	30	231	95
LONGDENDALE					
Mottram CE Primary War Hill, Mottram, SK14 6JL	Ms E Bland 01457 763368	CE	20	139	45
MOSSLEY					
St George's CE Primary Stamford Street, OL5 0HT	Ms C Divers 01457 832496 (N)	CE	25	150	84
St Joseph's RC Primary Market Street, OL5 0ES	Mrs S Partington 01457 832360 (N)	RC	30	153	60
STALYBRIDGE					
St Peter's Catholic Primary Hough Hill Road SK15 2EQ	Mrs E Summersgill 338 3303 (N)	RC	30	207	114
St Raphael's Catholic Primary Huddersfield Road SK15 3JL	Mr P Johnson 338 4095 (N)	RC	30	187	46

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 2015	Number of Requests 2015	Furthest distance at initial allocation (miles) 2015
Ashton West End Primary Williams Street, West End Ashton OL7 0BJ	Mr M Cummings 330 4234 (N)	60	316	75	N/A
Denton West End Primary Balmoral Drive, M34 2JX	Mrs S White 336 3409 (N) (VC)	60	423	107	0.381
Linden Road Primary And Hearing Impaired Resource Base, Linden Road, Denton M34 6EF	Ms A Ives 320 0002 (N)	30	232	45	N/A
Silver Springs Primary Academy, School Crescent, SK15 1EA	Ms D Mason 338 2475 (N)	60	310	70	N/A
Manchester Road Primary, Manchester Road, Droylsden, M43 6GD	Ms J Taylor 370 3079 (N)	60	390	82	N/A
Inspire Academy, Mossley Road, Ashton, OL6 9RU	Mrs K Burns 339 7822 (N)	60	N/A	23	N/A
Discovery Academy, land off Porlock Avenue, Hyde		30	N/A	N/A	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

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 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 2016) 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 2016, 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 2016. Further information about the admissions arrangements is available on the Tameside Council website at www.tameside.gov.uk/schools/admissions/1617

THE ONLINE APPLICATION PROCESS

What you need to do

1. Go to www.tameside.gov.uk/schools/admissions or search Tameside school admissions. Click on the highlighted online application system link.
2. Click **'Register'** and then enter your information and email address, along with a password. The email address will allow you to receive your child's school offer on 18 April 2016.
3. Log in to your personal email inbox and click the link provided via email to verify your registration. This will take you back to the Admissions home page.
4. Log in to the Admissions system using your email address and password previously provided. Then click **'Go'** to create a new application. Enter your child's date of birth and select the **'Primary 2016 transfer group'**. Click on **'No UID'**
5. After inputting your child's details, select your school preferences. For each one you'll be asked to provide supplementary information to support

your application. You can change the order of your preferences if you wish to by choosing the appropriate green arrow that will appear on the preference page after each school selection.

6. After making your six preferences, click **'Continue'** and submit your application by confirming you agree to the terms and conditions of the school admissions process. **YOU MUST CLICK 'SUBMIT' FOR US TO RECEIVE YOUR APPLICATION.** You will then get an email confirmation of your preferences.

Please keep your password and secret question safe. You will need them later to view your offered school. The Admissions Team does not have access to this information should you lose it.

It's important that you send any supplementary information forms directly to the school (if applicable).

For a step-by-step guide, watch the admissions video at www.tameside.gov.uk/schools/admissions

For any further information visit

www.tameside.gov.uk/schools/admissions



ALLOCATIONS, WAITING LISTS & APPEALS

National Offer Day - 18 April 2016

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 18 April 2016 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**
- 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 2016, 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 13 May 2016, 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**

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".

It 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.

It 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

Bus pass applications

It is the responsibility of the parents/carers of a pupil to make sure that he/she attends school. However, the council may provide assistance with transport to school for some pupils who live in Tameside.

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 here is more than:

- Two miles for children of school age but under eight.
- Three miles for youngsters aged eight to 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 eligible for free school meals.

The distance between home and school is measured by the nearest available walking route measured by the same system used to allocate places and as defined on Page 14.

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

IMPORTANT NOTE

The home to school transport policy is currently being reviewed and changes may be made to elements of the policy.

At present the Council provides passes to some groups of pupils when it is not required by law to do so and these are the main areas which will be considered.

The main areas which could be affected relate to zero fare bus passes for pupils in high schools. Any changes are likely to come into effect from September 2016.

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

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.

Reminder...

To apply for free school meals, you can complete an application form online on the council website at 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 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

CHECKLIST FOR APPLICANTS

Have you done all you need to do?

Please ensure that you have:

- Read the Starting Out information online.
- Watched the "How to Apply Online" video.
- 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 2016.
- 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 2016.

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

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

Alder Community High School	Hyde Community College	Longdendale High School
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	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
Astley Sports College and Community High School	Denton Community College	Mossley Hollins High School
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

New Charter	Copley	Droylsden
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