

ROCHDALE METROPOLITAN BOROUGH COUNCIL

ADMISSION POLICIES FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS and CO-ORDINATED ADMISSION ARRANGEMENTS FOR THE 2014-2015 ADMISSION ROUND

This Document comprises the following:

ADMISSION POLICY FOR COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS SEPTEMBER 2014	APPENDIX ONE
CO-ORDINATED ADMISSION SCHEME for ROCHDALE LOCAL AUTHORITY MAINTAINED SECONDARY SCHOOLS 2014-15	APPENDIX TWO
CO-ORDINATED ADMISSION SCHEME for ROCHDALE LOCAL AUTHORITY MAINTAINED PRIMARY SCHOOLS 2014-15	APPENDIX THREE
WITHIN-YEAR TRANSFER POLICY- ADMISSION ARRANGEMENTS IN-YEAR AND OUTSIDE THE NORMAL ADMISSIONS ROUND SEPTEMBER 2014	APPENDIX FOUR
PLANNED ADMISSION NUMBERS 2014	APPENDIX FIVE
SCHOOL ADMISSIONS POLICY 2014-EQUALITY IMPACT ASSESSMENT	APPENDIX SIX

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INTRODUCTON

1. The Local Authority is required to determine the 'relevant area' for admissions. As with previous years, it is proposed that the relevant area will simply be the area covered by the Borough itself.
2. Schools are reminded that in all cases, places will be allocated in line with this policy. For casual admissions, where a year group is not up to the Planned Admission Number (PAN), pupils will be admitted. Every attempt will be made to meet parents' first preferences. Where that is not possible, a place will be allocated at the highest ranked school possible.

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

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

CRITERIA FOR THE ALLOCATION OF PLACES

(Note: Proposed changes are in italics in this section)

4. The policy of Rochdale LA is to admit pupils, on demand, up to a school's Published Admission Number. Where there are more applications for a school than there are places available, places will be allocated giving priority to pupils in the following order:

(i) Children in care to a Local Authority (Looked After Children):

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

(ii) Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned:

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

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

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

(iii) Children with an older sibling attending the school at the time of admission.

A sibling is defined as a brother or sister, step-brother or step-sister, and half- brother or half sister. A sibling must be living at the same address and not be a cousin or other relative. You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2013.

(iv) For Voluntary Controlled schools only- evidence of Church affiliation for children who have strong Church connections:

In the case of Voluntary Controlled C of E Primary schools, priority can be claimed on religious grounds if evidence is provided to show that the family and the child are active worshipping members at the church to which the school is affiliated. Active worshipping members of the church will be those who worship at least once a month over a period of a year prior to the closing date for applications. This should be in the form of a supporting letter from the Minister of the parent's church submitted at the time of the application.

Note: Should the number of children falling into the first three categories above exceed the Published Admission Number, Category (v) will be used as a tie-breaker.

(v) Proximity and ease of Access - where you live.

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

Distance will be determined by measuring the shortest, suitable walking distance to the preferred school and deducting the shortest suitable walking distance to the nearest or next nearest alternative school. This figure will give the difference in distance that one child would have to travel compared to another, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. The nearest/next nearest school will include all community, voluntary controlled, foundation and academy schools whether in the Borough or not.

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

It should be noted that in looking at ease of access bus routes are not used. Nationally, the suitable walking distance for primary age children up to 8 is up to 2 miles and for children over 8 it is up to 3 miles, with the assumption that the journey can be undertaken on foot, accompanied as necessary. Walking routes are deemed to be along recognised lit, paved routes which, in general, are overlooked by houses and as such are likely to be relatively safe to walk. Unlit, unmade-up shortcuts are not taken into account in calculating walking distances, even if they are public rights of way.

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

5. Allocation of places to Twins

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

6. Children of UK Service Personnel

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

.....Appendix One ends

Proposed Co-ordinated Scheme for SECONDARY SCHOOLS

1. Rochdale Local Authority continues to operate a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community high schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Foundation, Voluntary Aided schools and Academies, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before September 2014, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

Application Process

5. The parents/carers of all Year 6 pupils resident in the Borough will be requested to apply for a maintained high school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply on-line as soon as possible from 1st September.** Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to four preferences on a standard Common Application Form. Most Voluntary Aided Schools require supplementary information to that contained on the Common Application Form. In such cases the Governing Body will request this information. Parents will be able to state reasons for their preferences.
7. A copy of the information booklet and Common Application Form will be made available on Rochdale Council's web site by **1st September 2013**. An admission pack, including a "Transferring to High School" information booklet and the common application form, will be available from the Local Authority on request.
8. Rochdale residents should **complete the on-line form** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **31st October 2013**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the LA receives a completed Common Application Form.

9. All preferences for Rochdale Local Authority maintained community secondary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school maintained by another authority, will be advised in the Transfer to Secondary School booklet to check the ranking policy with the appropriate school or local authority.

Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by **15th November 2013**. The relevant admission authority will be responsible for determining who is offered a place.
11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **22nd November 2013**. The governing bodies of those schools are responsible for determining who is offered a place.
12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **13th December 2013**.
13. Rochdale Local Authority will inform other local education authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale Borough residents by **17th January 2014**.

Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.
15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest community or voluntary controlled school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

Notifying Parents/Carers of Decisions

16. Rochdale Local Authority will notify Rochdale residents of places that can be offered at all maintained Rochdale schools on **3rd March 2014**.
17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than **17th March 2014**.
18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of

Version Number:		Page:	5 of 20
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places that can be made to schools maintained by them on their behalf on **3rd March 2014**:-
Bury, Manchester, Oldham, Calderdale and Lancashire

Late Applications

- 19. Applications received after the closing date of **31st October 2013** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale Borough after **31st October 2013** and before offers of places are made.
- 20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **3rd March 2014**. Parents/carers who apply late may, therefore, miss out on their preferred school.
- 21. Applications for Voluntary Aided, Foundation and Academy schools in Rochdale and for schools maintained by other Local Authorities received after the closing date of **31st October 2013** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

Waiting Lists

- 22. Rochdale Local Authority will operate a waiting list for Rochdale Community schools which are oversubscribed in accordance with the Local Authority's admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority's admission policy. The waiting list will be maintained for the Autumn Term only.
- 23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

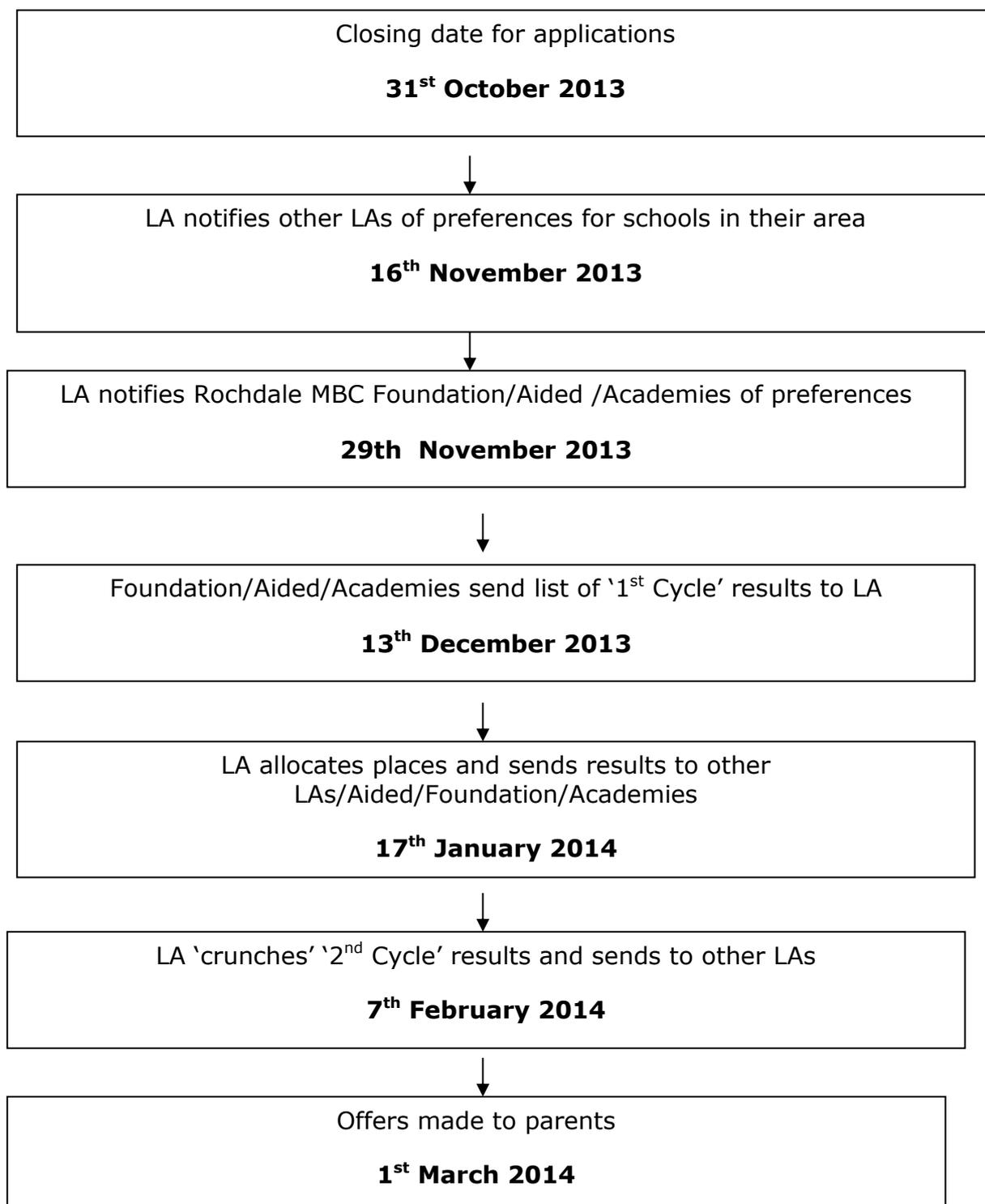
Changing secondary schools (In year admissions)

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

..... Proposed Timetable follows.....

Version Number:		Page:	6 of 20
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TIMETABLE OF CO-ORDINATED SCHEME FOR SECONDARY SCHOOLS



(LA= Local Authority)

..... Appendix Two ends

Proposed Co-ordinated Scheme for PRIMARY SCHOOLS

Introduction

1. Rochdale Local Authority continues to operate a co-ordinated admissions scheme. The scheme requires that all parents living in the Borough apply for a place at a maintained school either inside or outside the Borough on a common application form to Rochdale Local Authority. Independent Schools are not included in the co-ordinated scheme.
2. Rochdale Local Authority, as the admissions authority for community and voluntary controlled primary schools in Rochdale, will be responsible for determining who is allocated a place at these schools in accordance with the Local Authority's published admissions policy.
3. For Academies, Foundation and Voluntary Aided schools, the Governing Body of the school is the admissions authority and as such will be responsible for determining the allocation of places at the school in accordance with its published admission policy. Where a school converts to academy status before **September 2014**, the existing published admission criteria for such schools will continue to apply.
4. For schools maintained by neighbouring Local Authorities, (Bury, Calderdale, Lancashire, Manchester and Oldham), the relevant admissions authority i.e. the Local Authority or the school's Governing Body will be responsible for determining who is allocated a place.

Application Process

5. The parents/carers of all pupils resident in the Borough will be requested to apply for a maintained primary school place to Rochdale Local Authority, their home authority. **Parents are recommended to apply on-line as soon as possible from 1st September.** Applications can also be made by paper application form, obtainable from the Local Authority.
6. All parents/carers will be requested to state up to three preferences on a standard Common Application Form. Most Voluntary Aided Schools require supplementary information to that contained on the Common Application Form. In such cases the Governing Body will request this information. Parents will be able to state reasons for their preferences.
7. Rochdale residents should **complete the on-line form** or return the completed Common Application Form to Rochdale Local Authority or their current Rochdale Local Authority primary school no later than **15th January 2014**. If schools receive forms by mistake they should inform the maintaining Local Authority in order to ensure that the Local Authority receives a completed Common Application Form.
8. A copy of the information booklet and Common Application Form will be made available on Rochdale's web site by **1st September 2013**. An admission pack,

including a "Starting School" information booklet and the common application form, will be available from the Local Authority on request.

9. All preferences for Rochdale Local Authority maintained community and voluntary controlled primary schools will be treated equally and where possible parents/carers will be offered their highest ranked preference. Parents/Carers who want to express a preference for a Voluntary Aided, Foundation school or Academy, or a school maintained by another authority, will be advised on the council website and in the Starting School booklet to check the ranking policy with the appropriate school or local authority.

Processing Applications

10. Rochdale Local Authority will notify other LAs of preferences for their schools by Friday **7th February 2014**. The relevant admission authority will be responsible for determining who is offered a place.
11. Rochdale Local Authority will notify Voluntary Aided, Foundation schools and Academies within the Rochdale Local Authority area by **14th February 2014**. The governing bodies of those schools are responsible for determining who is offered a place.
12. The governing bodies of Voluntary Aided, Foundation schools and Academies within the borough will rank all applications in priority order, including those who cannot be offered a place initially, on their decisions list which will be returned to the LA by **3rd March 2014**.
13. Rochdale Local Authority will be responsible for determining who is offered a place at community and voluntary controlled schools in accordance with the published criteria. The LA will inform other local authorities of offers to be made to pupils resident within their boundaries and request offers they will be making to Rochdale residents by **14th March 2014**.

Determining Offers

14. If more than one school place can be offered by any admission authority, a single offer will be made for the school that the parent/carer has ranked the highest. If a parent/carer has ranked a preference for a school in another Local Authority higher than a school in Rochdale and Rochdale is informed by that Local Authority that it is in a position to offer a place, Rochdale Local Authority will not offer a place at a school in Rochdale.
15. If Rochdale Local Authority is unable to offer a place to any Rochdale resident a preference stated on the form and is informed that no other admission authority is able to offer a place at the parent's/carer's preferred school, Rochdale Local Authority will inform the parent/carer in writing. In this letter the parent/carer will be offered a place at the closest community or voluntary controlled school to their home address that has places available. The parent/carer will also be notified of their right of appeal for schools that are oversubscribed.

Notifying Parents/Carers of Decisions

- 16. Rochdale Local Authority will notify Rochdale residents by second class post of places that can be offered at all maintained Rochdale schools on **16th April 2014**. **Online applicants will be sent an email on the same day.**
- 17. Parents/carers are requested to accept or decline the place offered on the reply slip provided no later than **30th April 2014**.
- 18. Rochdale Local Authority has also agreed with the following local authorities that it will send to the parents/carers of pupils who reside in Rochdale notification of offers of places that can be made to schools maintained by them on their behalf on **16th April 2014**:- **Bury, Manchester, Oldham, Calderdale and Lancashire.**

Late Applications

- 19. Applications received after the closing date of **15th January 2014** will be treated as late applications. The Local Authority will only accept applications received after the deadline if there is a genuine and good reason for doing so. This would include situations where pupils move into Rochdale after **15th January 2014** and before offers of places are made.
- 20. Late applications made without a genuine and good reason (for example parent/carer forgetting to send it in time) may be considered after the notification date of **16th April 2014**. Parents/carers who apply late may, therefore, miss out on their preferred school.
- 21. Applications for Voluntary Aided, Foundation schools and Academies in Rochdale and for schools maintained by other Local Authorities received after the closing date of **15th January 2014** will be passed to the appropriate admission authority with a note indicating that they are late applications. It will be for that admission authority to decide how it wishes to process the application.

Waiting Lists

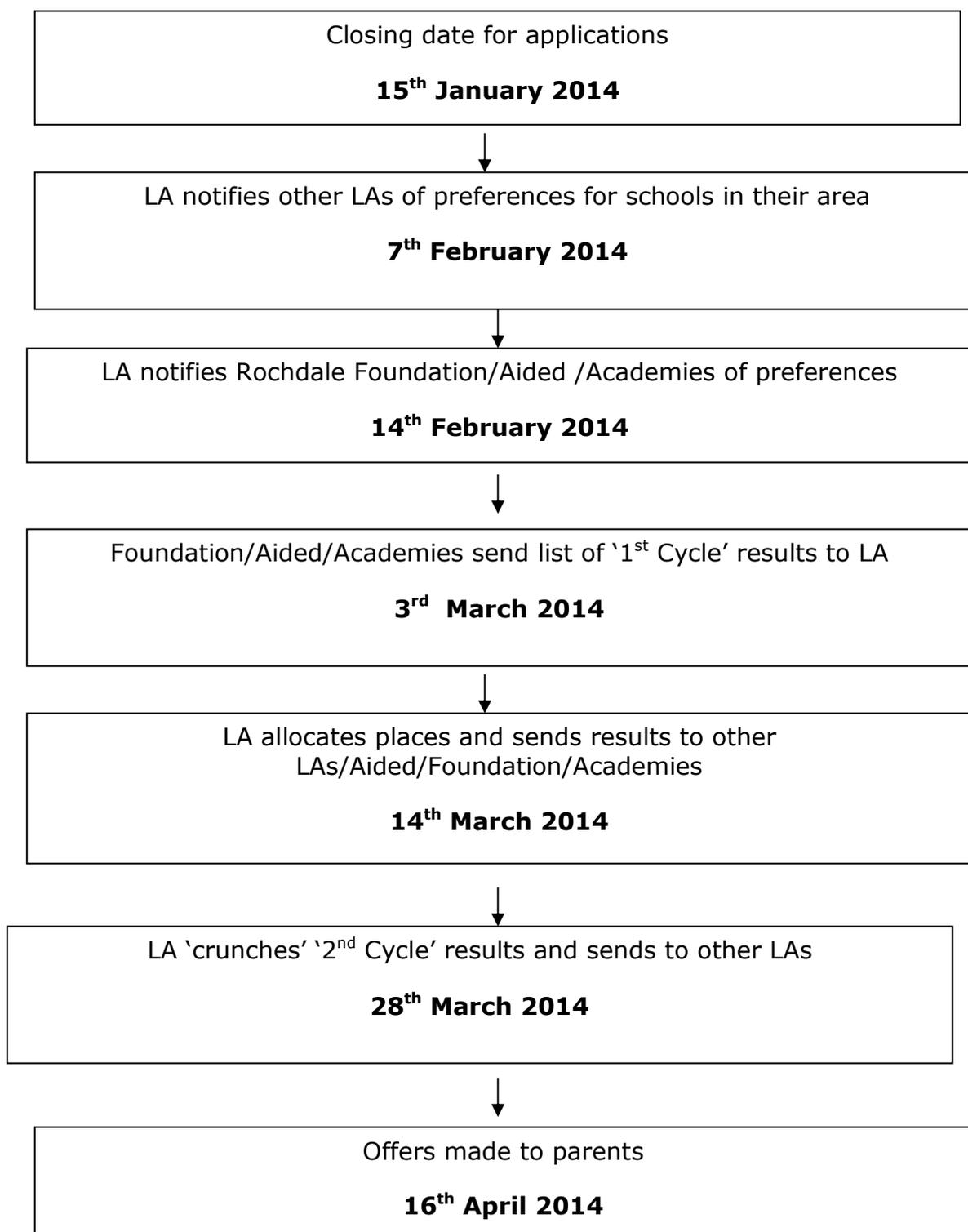
- 22. Rochdale Local Authority will operate a waiting list for Rochdale Community and Voluntary Controlled schools, which are oversubscribed in accordance with the Local Authority’s admission policy. The Local Authority will only offer places, should any become available, in accordance with the authority’s admission policy.
- 23. Parents/carers should check the admission policies for Voluntary Aided, Foundation schools and Academies and schools in other Local Authorities in order to determine whether or not they operate waiting lists.

Changing primary schools (In year admissions)

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

.....**Draft Timetable follows**

TIMETABLE OF CO-ORDINATED SCHEME FOR PRIMARY SCHOOLS



(LA= Local Authority)

..... Appendix Three ends.....

**WITHIN-YEAR TRANSFER POLICY-
ADMISSION ARRANGEMENTS IN-YEAR AND
OUTSIDE THE NORMAL ADMISSIONS
ROUND SEPTEMBER 2014**

INTRODUCTION

1. In accordance with the School Admissions Code 2012, where a pupil applies for a place outside the normal admissions round, whether in-year or at the start of a school year which isn't the normal point of entry to the school (i.e. Reception or Year 7), admission authorities **must** comply with the parental preference unless one of the statutory reasons for refusing admission applies (i.e. the Year Group is full or the child has been permanently excluded from two or more schools). All applications **must** be considered without delay and a formal decision either to offer or to refuse a place **must** be made and notified to the applicant. Applicants **must not** be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application.

TRANSFER/APPLICATION FORM

2. Applications for a school place outside of the normal transfer time must be made on Rochdale's standard Within-Year Transfer Form. This form can be obtained from the Local Authority or the current school (if in Borough). Parents must ensure that the form is completed in full and submitted with any supplementary information. If in doubt parents should contact the Local Authority.

FAIR ACCESS

3. A Fair Access Protocol is in place to consider children who are without a school/academy place who meet the criteria. This is in accordance with the School Admissions Code 2012. This applies to both primary and secondary schools.
4. If, in the Admission Authority's opinion, there is a **statutory reason** to refuse entry or a child meets the criteria in the **Fair Access Protocol (Hard to Place)**, the application will be dealt with in accordance with the Fair Access Protocol. The operation of the Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a place under in-year transfer procedures.
5. Admission authorities (see School Admissions Code paragraph 2.9) **must not** refuse to admit a child solely because:
 - a) they have applied later than other applicants;
 - b) they are not of the faith of the school in the case of faith schools;
 - c) they followed a different curriculum at their previous school; and
 - d) information has not been received from their previous school.

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

INTERVIEWS

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

CHILDREN WITH CHALLENGING BEHAVIOUR

8. Admission authorities (and schools) **must not** refuse to admit children on the basis of their behaviour elsewhere, unless they have been permanently excluded from two or more schools within the past two years. They also **must not** refuse to admit a child thought to be potentially disruptive, or to exhibit challenging behaviour.
9. Where a governing body does not wish to admit a child with challenging behaviour outside the normal admission round, even though places area available, it **must** refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children, subject to the provisions of the Fair Access Protocol.

APPLYING FOR SCHOOL PLACES

10. **All** applications for school places must be made on Rochdale's Within-Year Transfer Application Form, regardless of which school they are applying for.
11. Application forms will be available from all Customer Contact Centres, schools, the Admissions Team in the School Organisation and Development Team and on Rochdale MBC's web site www.rochdale.gov.uk and parents can make up to three school preferences either for a school in the Rochdale Metropolitan Borough (not including independent schools).
12. A pupil does not become resident in Rochdale until they actually live in Rochdale. Rochdale will however accept within-year applications from parents who are intending to move into the area when they can provide evidence of an exchange of contracts on a property or have a signed rental/lease agreement provided this is no more than 30 days before the intended start date. Children must be in the UK before an application can be considered. **The exception** to this is in relation to the children of armed forces personnel or crown servants, whereby a school place can be allocated in advance of a confirmed posting, even if there is uncertainty about the exact future address.
13. If additional information is required by the governing body of a Foundation, Voluntary Aided school or academy in order to apply its oversubscription criteria, parents may need to provide additional information usually on a supplementary

Version Number:		Page:	13 of 20
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form. Such information must be provided at the time of application because applications cannot be considered until such information has been received.

14. Parents are required to return the completed form to the Local Authority or the school, whichever is the admission authority as follows:

Community and Voluntary Controlled Primary schools return to the Local Authority:

<p>Heywood Township: All Souls CE Harwood Park Heap Bridge Village School Hopwood St.Luke's CE Woodland</p>	<p>Rochdale Township: Ashfield Valley Belfield Brimrod Broadfield Caldershaw Castleton Deeplish Greenbank Hamer Heybrook Kentmere Lowerplace Marland Hill Meanwood Norden Sandbrook Shawclough Spotland St.Edward's CE St.Mary's CE St.Peter's CE Whittaker Moss</p>
<p>Middleton Township: Alkrington Boarshaw Bowlee Park Elm Wood- Hollin Little Heaton CE Parkfield St.Gabriel's CE</p>	
<p>Pennines Township: Littleborough Moorhouse Newhey St.Andrew's CE Stansfield Hall CE/Free Church</p>	

Voluntary Aided, Foundation and Academy Primary schools direct to the school:

<p>Heywood Township: St.Joseph's RC Our Lady & St Paul's RC St.Margaret's CE St.Michael's CE Bamford</p>	<p>Rochdale Township: Alice Ingham RC All Saint's CE Bamford Academy Healey (Foundation) Holy Family RC Sacred Heart RC St.Gabriel's RC St.John's RC St.John's CE Thornham St.Patrick's RC St.Vincent de Paul RC</p>
<p>Middleton Township: Middleton Parish CE St.John Fisher RC St.Mary's RC St.Michael's CE (Alkrington) St.Peter's RC St.Thomas More RC</p>	
<p>Pennines Township: Crossgates (Foundation) Holy Trinity CE Milnrow Parish CE St. James' CE (Foundation) St.Mary's RC St.Thomas' CE Smithy Bridge</p>	

Applications for **all Secondary Schools in the borough** should be sent to the Local Authority:

<i>Hollingworth (Foundation)</i> <i>Wardle (Foundation)</i> <i>Middleton Technology School (Community)</i> <i>Cardinal Langley RC</i> <i>St. Anne's Academy (CE)</i> <i>Siddal Moor (Community)</i> <i>Holy Family RC& CE College</i>	<i>St. Cuthbert's RC</i> <i>Kingsway Park (Foundation)</i> <i>Matthew Moss (Community)</i> <i>Oulder Hill (Community)</i> <i>Falinge Park (Community)</i>
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PROCESSING APPLICATIONS- COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS

15. The Local Authority will aim to process applications within 10 school days of receipt (subject to relevant background information being available and address verification being available).
16. All preferences will be considered equally and the Local Authority will aim to offer a place at the highest ranked preference where possible.
17. Where there are more preferences received than places available at a school then the relevant admission authority will use its published oversubscription criteria to allocate the place(s) available (details of the oversubscription criteria for each admission authority in Rochdale can be found in the admission booklet published by the LA each year).
18. 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.
19. The local authority will inform parents in writing of the outcome of their application, and of their right to appeal to an independent appeals panel if any of their preferences are not met.

PROCESSING APPLICATIONS- VOLUNTARY AIDED, FOUNDATION SCHOOLS & ACADEMIES

20. Schools who are their own admission authority must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority must also inform the parent of their right to appeal against the refusal of a place.
21. Schools who are their own admission authorities should consider all applications without unnecessary delay. The school should admit the child if there is a vacancy within the admission number for the year group. If there are more applications than places available, the governing body must apply their oversubscription criteria.
22. Decisions to refuse admission cannot be made by an individual on behalf of an Admission authority i.e. Headteacher of a Foundation school, voluntary aided school or an Academy. The decision must be taken by a committee of the Governing Body comprising 3 governors.

..... Appendix Four ends

COMMUNITY PRIMARY SCHOOLS

SCHOOL	Net Capacity 2012	Indicated Admission Number	Published Admission Number 2013	Published Admission Number 2104	Notes/Comments
Alkington	420	60	60	60	
Ashfield Valley	208	29	30	30	
Belfield	415	45	45	45	
Boarshaw	210	30	30	30	
Bowlee Park	567	81	90	90	*school has sufficient space for additional numbers
Brimrod	180	25	30	30	
Broadfield	420	60	60	60	
Caldershaw	210	30	30	30	
Castleton	210	30	30	30	
Deeplish	404	57	60	60	
Elm Wood	406	58	58	60	Increase in PAN of 2 places
Greenbank	420	60	60	60	
Hamer	315	45	45	45	
Harwood Park	315	45	45	45	
Heap Bridge	172	24	25	25	
Heybrook	566	80	90	90	
Hollin	210	30	30	30	
Hopwood	315	44	45	45	
Kentmere	315	45	45	45	
Littleborough	419	59	60	60	
Lowerplace	510	72	90	60	* Net Capacity reflects current space- but long term capacity is 60 places per year group
Marland Hill	418	59	60	60	
Meanwood	419	59	60	60	
Moorhouse	210	30	30	30	
Newhey	210	30	30	30	
Norden	420	60	60	60	
Parkfield	210	30	30	30	
Sandbrook	420	60	90	60	
Shawclough	420	60	60	60	
Spotland	420	60	60	60	
Whittaker Moss	247	35	35	45	* additional accommodation provided in adjacent building to enable higher PAN
Woodland	420	60	60	60	

Voluntary Controlled Primary Schools

SCHOOL	Net Capacity 2012	Indicated Admission Number	Published Admission Number 2103	Proposed Admission Number 2104	Notes/Comments
All Souls' CE	204	29	30	30	
Little Heaton CE	207	29	30	30	
St.Andrew's CE	210	30	30	30	
St.Edward's CE	362	51	50	52	Increase in PAN of 2 places
St.Gabriel's CE	210	30	30	30	
St.Luke's CE	210	30	30	30	
St.Mary's CE	204	29	30	30	
St.Peter's CE	420	60	60	60	
Stansfield Hall CE/Free Church	140	20	20	20	

COMMUNITY SECONDARY SCHOOLS

SCHOOL	Published Admission Number 2103	Proposed Admission Number 2104	Notes/Comments
Falinge Park	240	240	Net Capacity Assessments for all community secondary schools are to be undertaken following completion of building works under BSF. The higher PAN for Middleton technology School follows publication of statutory proposals.
Matthew Moss	180	180	
Middleton Technology School	210	270	
Oulder Hill	300	300	
Siddal Moor	210	210	

BSF= Building Schools for the Future

..... Appendix Five ends

SCHOOL ADMISSIONS POLICY 2014	APPENDIX SIX
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EQUALITY IMPACT ASSESSMENT

Equality Impact Proforma

1. State which function you are assessing and identify who should be involved in the equality impact analysis

Policy/Service Area Selected
<i>Primary and Secondary School Admission arrangements 2014/15</i>
What function, policy, procedure or practice is being assessed?
<i>To revise the admission arrangements for Community and Voluntary Controlled schools.</i>
Who is responsible for it? Council or Other Organisation/Partnership?
<i>The Local Authority</i>
What are the aims and objectives of the function, policy, procedure or practice?
<i>To ensure that the admission arrangements for Community and Voluntary Controlled schools comply with the requirements of the School Admissions Code 2012</i>
Who are the key stakeholders?
<i>The Parents and carers and children in the borough, and governing bodies of all Community and Voluntary Controlled schools in the Borough.</i>
Lead Officer for this analysis (i.e. service manager who will co-ordinate the EIA)
<i>Chris Swift</i>
Others consulted and involved in the analysis (i.e. colleagues/peers/key internal and external stakeholders)
<i>In Autumn Term 2012 all governing bodies were consulted on proposed changes to the current admissions policy for schools. The Proposed Admission Arrangements were published on the Council website for public consultation.</i>

2. Identify the scope of the equality impact assessment

Please provide a summary of:

- What is to be included in this impact assessment/what issues will you consider? i.e. are all aspects of the policy/service to be covered or is it confined to a limited area? Please explain. This is likely to reflect the relevance to equality of different aspects.
- Does this service/policy have link to other service areas, or other Equality Impact Assessments?

- The Admission arrangements for Community and Voluntary Controlled schools must comply with the requirements of the School Admissions Code. The current policy will continue subject three proposed modifications:
 - A clear statement on the definition of Looked After Children (consistent with the School Admissions Code);*
 - A revised medical/psychological criteria to include exceptional welfare considerations (e.g. children at risk); and*
 - The inclusion of a further tie breaker should distance not be sufficient to determine an allocation.**
- This policy has links with the Fair Access Protocol.*

3. State the data that you have considered for this assessment and any gaps in data identified. What action will be taken to close any data gaps?

- The purpose of the proposed changes are to ensure consistency with the requirements of the Code- in respect of the definition of Looked after Children in line with the Children Act 1989, and the requirement to have an effective tie-breaker. In the last academic year the current tie breaker based on distance was not adequate in prioritising two children living at the same address, but from different families, and not in a house in multiple occupation. The introduction of drawing lots in those circumstance resolves the matter.*
- The most significant change is a re-wording of the existing criteria on "medical/psychological" grounds to clarify the process for considering exceptional medical needs, and to introduce a priority for children where there are exceptional welfare considerations.*
- The introduction of the "exceptional welfare considerations" enables the authority to give a*

priority for admission to children where there are concerns for the welfare of the child that are not covered by other priority criteria (eg looked after or SEN).

4. *Whilst the existing Admissions Policy addresses the needs of relevant protected groups, the changes proposed represent further improvements for the groups identified below.*

4. **Assess the impact the policy/service has on equality will reference to different groups or communities. To do this, consider the questions on page 5 of the guidance, which relate to unequal outcomes or disadvantage; access barriers; unmet needs; encouraging participation; fostering good relations. The Equality Impact Assessment Checklist may also be helpful at this stage.**

Race Equality
<i>The proposed changes do not have an adverse impact on race equality considerations. Potentially the introduction of the additional tie-breaker will make the allocation process fairer where children from different families share a house.</i>
Disabled People
<i>The proposed changes do not have an adverse impact on disabled people- the clarification proposed on exceptional medical need still allows the Authority to consider the needs of disabled parents/carers as well as children in allocating school places, and clarifies the process for doing this.</i>
Carers
<i>The proposed changes do not have an adverse impact on carers- the clarification proposed on exceptional medical need allows the Authority to consider the needs of disabled parents/carers as well as children in allocating school places and clarifies the process for doing this.</i>
Gender
<i>The proposed changes do not have an adverse impact based on gender considerations.</i>
Older and Younger People
<i>The proposed changes affect applications for school places for statutory aged children (5-16 years of age). They are intended to secure continued compliance with the School Admissions Code and fair access to school places, as well as improving access for children where there are welfare concerns. The changes are in these areas:</i>
<ul style="list-style-type: none"> • <i>A clear statement on the definition of Looked After Children (consistent with the School Admissions Code);</i> • <i>A revised medical/psychological criteria to include exceptional welfare considerations (e.g. children at risk); and</i> • <i>The inclusion of a further tie breaker should distance not be sufficient to determine an allocation.</i>
People who are Socio-Economically Disadvantaged
<i>The proposed changes do not have an adverse impact on children who are socio-economically disadvantaged. Potentially the introduction of the additional tie-breaker will make the allocation process fairer where children from different families share a house.</i>
Religion or Belief
<i>The proposed changes do not have an adverse impact on religion or belief considerations as the changes only apply to the schools for which the Local Authority is the Admission Authority</i>
Sexual Orientation
<i>The proposed changes do not have an adverse impact on sexual orientation considerations.</i>
Gender Reassignment
<i>The proposed changes do not have an adverse impact on gender reassignment considerations.</i>
Pregnant Women or Those on Maternity Leave
<i>The proposed changes do not have an adverse impact on pregnant women or those on maternity leave.</i>
Marriage or Civil Partnership
<i>The proposed changes do not have an adverse impact on marriage or civil partnership considerations</i>

5. Conclusions and Recommendations

What are the main conclusions from this analysis?
<i>The introduction of the proposed changes will enable continued compliance with the School Admissions Code and continued fair access to school places for all children. The change to include "Exceptional Welfare considerations" allows the local authority to give priority for admission to vulnerable children.</i>
What are your recommendations?
Equality objectives and targets to address the unequal impact/unmet needs/barriers/low participation:
<i>The proposals do not have adverse equality impacts.</i>
Suggested actions to meet those targets
<i>No specific actions are required. The Admissions arrangements are subject to the provisions of the School Admissions Code which enables challenge should any person or Governing Body object.</i>

6. Consult your stakeholders on the main findings and conclusions of the equality impact analysis and ask for their comments. State your consultation and inclusion methodology.

The Consultation and Inclusion Methodology Used
<i>The draft Admission Arrangements for 2014 were subject to public consultation between November and January. This included consultation with school governing bodies. There were no responses to the public consultation.</i>

7. Produce an impact analysis action plan for 2013/14. Details of this should be included in your service delivery plan.

8. Equality impact analysis sign off

Name	Position	Date
Chris Swift	School Organisation & Development Manager	18-03-13

Equality Impact Assessment Action Plan 2013/14

Action	Outcome	Target Date for Completion	Resource Implications	Lead Officer
<i>Consultation proposed changes</i>	<i>Views of the public and governing bodies on the changes</i>	<i>25th January 2013</i>	<i>Preparing consultation documents; Distribution of documents to schools;</i>	<i>CHSwift</i>
<i>Cabinet Member consideration of Admission Arrangements</i>	<i>Approval of Admission Arrangements</i>	<i>Cabinet Member decision by end March 2013</i>		
<i>Publication of Admission Arrangements on Local Authority Website</i>	<i>Admission Arrangements published</i>	<i>1st May (statutory deadline)</i>		

.....ends.....