



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

SCHOOL ADMISSIONS

POLICY

and

PROCEDURES

2018-19

SERVICES TO PEOPLE

CORPORATE DIRECTOR: Andrew Webb

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INTRODUCTION

The following is in compliance with the Department for Education's School Admissions Codes of Practice 2014 and Appeals Code of Practice 2012.

This document refers to admissions policies:

- A** for Reception and Year 7 intakes for **September 2018**
- B** which will operate in Stockport maintained schools for **all** in-year admissions for the **academic year 2017/18**

There are different types of maintained schools in Stockport, these are detailed in Appendix 1

In terms of admission arrangements there are two distinct types:

- those where the Local Authority are responsible for admissions policy (Community Primary and Secondary schools, Voluntary Controlled Church of England Primary Schools)
- those where the Governing Body are responsible for admissions policy (All Catholic Primary and Secondary Schools, Voluntary Aided Church of England Primary Schools, Gatley Primary School (Academy), Hursthead Junior Primary School (Academy), Mellor Primary School (Academy), St Matthews CE Primary School (Academy), Cheadle Hulme High School (Academy), Hazel Grove High School (Academy), Reddish Vale High School (Academy), The Kingsway School (Academy) and Stockport Academy (Academy).

A glossary of the terms used and how they are applied during the admissions process, is contained in this document in Appendix 2, they are also referred to in the Local Authority's information for parents.

- **Items in this document marked with an asterisk *** are explained in Appendix 2 – Glossary of terms used and how they are applied during the admissions process
- Reception and Year 7 intake items should be read in conjunction with the Local Authority's information for parents available to view on Stockport Council's website www.stockport.gov.uk/schooladmissions
- All policies and admission numbers have been determined through the statutory consultation process with schools, Governing Bodies, parents, other Local Authorities and Diocesan Bodies and approved by Stockport Admissions Forum

Admissions during the normal admissions round (entry to Reception and Year 7) and **all** in-year admissions to primary and secondary schools are administered by Stockport Council's Admissions Support & Advice Team based at: Upper Ground Floor Stopford House, Piccadilly, Stockport, SK1 3XE.

The frontline team at Stockport Council's Contact Centre should be contacted in the first instance by: telephone 0161 217 6022, more complex enquiries may be referred to the

Admissions Support & Advice Team. Admissions information can also be accessed via Stockport Council's website: www.stockport.gov.uk/schooladmissions

A	<u>ADMISSIONS TO RECEPTION AND YEAR 7 (The Normal Admission Rounds *) SEPTEMBER 2018</u>
1	Applicable to all maintained schools
•	Regulations require that places are provided for pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school
	Regulations also determine that Looked after children and previously looked after children (see definition in our Glossary of terms) must be given the highest priority in Admissions Policy criteria
	Following this, places will then be allocated in accordance with the published admission criteria for the school (refer to points 2 & 3 on pages 7 & 8 and Appendix 4)
•	Places cannot be guaranteed at any school , with the exception of pupils who have a Statement of Special Educational Needs * which names the school as referred to above
•	Admission to all Stockport maintained schools is based on the child's principal parental home address*
•	All applications must be made on the common application form via Stockport Council's online service at www.stockport.gov.uk/schooladmissions
•	Up to six preferences can be expressed on the application form, in ranked order, which must be received by the published closing date: Closing date for applications Primary 15th January 2018 Secondary 31st October 2017
•	To maximise their chances of a place at one of their preferred schools, parents are recommended: <ul style="list-style-type: none"> • to include the name of older siblings* still in attendance at the school when the younger child starts to consider the inclusion of their catchment area* school <u>if</u> they want to be considered for a place • to list 6 different schools • to include at least one school where the applicant thinks they have a good chance of gaining a place • to include any particular special circumstances you would wish to be considered ie medical or exceptional needs* of the child or circumstances of the family. Please note that child care

	<p>arrangements do not fall into this category</p> <p>Stockport Council will seek to meet parental preference to the greatest extent possible, subject to the oversubscription criteria, policy and procedures outlined in this document.</p>
<ul style="list-style-type: none"> • 	<p>By law, parents have the right to give their reasons for a particular preference. However, no places can be guaranteed at any school and parents should not make assumptions about entitlement to a place even if the child has been to the attached nursery. In very limited circumstances some applications may be considered as having highly exceptional medical/social reasons* and as such would be placed in a higher admissions category of the oversubscription criteria for a particular school than they would normally be entitled, this is covered in more detail in Appendix 2.</p> <p>Applications where reasons for a particular preference have not been deemed to meet the criteria for highly exceptional medical/social Reasons* will be considered according to the published oversubscription criteria* and Published Admission Number* for the particular school concerned.</p> <p>The Admissions Support & Advice Team will not (a) respond to applicants who have included reasons for a particular preference (b) seek further clarification of stated circumstances or (c) contact any party which the applicant may suggest.</p>
<ul style="list-style-type: none"> • 	<p>All preferences for maintained schools in Stockport will be treated equally and considered in accordance with the admissions oversubscription criteria* for each school named</p>
<ul style="list-style-type: none"> • 	<p>Where the Governing Body are the Admission Authority* of the school, they will not be informed of the order the school has been ranked before their admissions oversubscriptions criteria* is applied. This is in accordance with the national School Admissions Code 2014</p>
<ul style="list-style-type: none"> • 	<p>Places will be allocated up to the Published Admission Number* (PAN) of the school</p>
<ul style="list-style-type: none"> • 	<p>Where there are more applications than places available in any category of the admissions oversubscription criteria*, applicants will be ordered by straightline distance between home and the school starting with those who live nearest to the school. Distance* is measured using Stockport Council's GIS mapping system</p>
<ul style="list-style-type: none"> • 	<p>The ranking a parent has given a school becomes important only where an applicant qualifies for a place at more than one school. This being the case the school the parent has ranked the highest will be offered if places are available</p>
<ul style="list-style-type: none"> • 	<p>One school place only will be offered from the local authority</p>

•	Once a school place is allocated, lower ranked preferences will be disregarded
•	Where it has not been possible to allocate an applicant any of the preferred schools indicated, the nearest available school with a place will be allocated. In the case of Catholic pupils who have applied for a Catholic school, a place at the nearest Catholic school with a place available will be allocated. If there are no places in a Catholic school available, a place at the nearest available non-Catholic maintained school will be allocated. Non-Catholic pupils will be allocated a place at the nearest available non-Catholic maintained school with a place. These schools will not necessarily be the nearest schools. Nearer schools may already be full to the PAN* with applicants who expressed a preference for that school
•	Where there are applications for twins, triplets or other multiple births and there is not enough places for all of the children together within the Published Admission Number* (PAN) of the school, the Admission Authority* will exceed the PAN to provide a place for all the children of the multiple birth
•	The names of applicants whose preferences have not been met when the PAN* of the school is reached will be placed on a waiting list* based on the admissions oversubscription criteria* and distance*. If there are two or more applications with distances which are exactly the same competing for a final place random allocation will be used to determine which applicant will be allocated the final place. See also 'Applications received after the closing date' below
•	<p>Waiting lists* If a parent is not offered a place at their preferred school, their child's name will be included in the school's waiting list. The list will be ordered by the published oversubscription criteria of the school. Waiting lists will be maintained for the duration of the academic year for which the application was made.</p> <p>Should a vacancy occur in that school before the end of that academic year, then it will be offered to the parent whose child is at the top of the waiting list. If that parent does not accept the vacancy it will be offered to the next child on the waiting list. This procedure will be followed until the vacancy is accepted or the waiting list is exhausted.</p> <p>A child granted a place at a school by the Independent Appeal Panel or other permitted exception under the School Admissions Code will count as an allocated place above the PAN of the school. This will influence the availability of places accordingly i.e. places will not be offered from the waiting list of a particular school until the number of children allocated falls below the PAN.</p> <p>At the end of the academic year waiting lists will cease to be maintained.</p> <p>Parents wishing to have their child's name included in the waiting list the following academic year must put their request in writing to</p>

	<p>the Admissions Support & Advice team <u>before</u> the 31st August of the original application year.</p>
•	<p>Applications received after the closing date* will be considered after all those received by the closing date (see also Appendix 2). The Admission Authority* reserves the right to accept an application as if it were received on time if there are exceptional circumstances i.e. the family have moved into Stockport and could not have applied for a place earlier or there are specific reasons for the application being submitted after the closing date. If this takes place after the offer date and a place is not available at the preferred school(s), applicants will be placed on the schools' waiting list* at the appropriate point</p>
•	<p>Change of preference – If a parent wants to change a preference any time up to the closing date they can do so as follows:</p> <ul style="list-style-type: none"> • Log into the online system using their existing password, make the changes and re-submit the application. It is essential to re-submit otherwise the changes will not be made <p>If a parent decides they want to change their preferences after the closing date, these cannot be accepted unless there are exceptional reasons for doing so, see' Change of circumstances'* in Appendix 2</p>
•	<p>Preferences for Stockport maintained schools from applicants who accept a place at an independent school* will be disregarded unless the parent requests otherwise</p>
•	<p>If the circumstances submitted on an application change at any time after the application is submitted the parents must inform the Admissions Support & Advice Team immediately. In all cases the application will be re-assessed in the light of the change of circumstances* according to the oversubscription criteria* for each school the parent has named. If the changes occur after places have been offered, the re-assessment of the application using the new details can have a significant effect on the place offered e.g. the offer may become invalid and be withdrawn if the child is no longer entitled to the place - refer to Appendix 2 for further details.</p> <p>Stockport Council reserves the right to seek further information regarding the circumstances/details of the applicant in order to determine the outcome of the application.</p>
2	<p>Admissions Criteria (schools with a catchment area) – Community, Church of England and Academy Primary Schools, Community and Academy Secondary Schools</p>
•	<p>Catchment areas</p> <p>Each of the above schools has a geographical area around it called the 'catchment area'*. The catchment areas of secondary schools are made up of the joined catchment areas of the associated primary schools. The</p>

	<p>catchment area in which the parent lives will determine which the catchment area school is. Residence in the catchment area does not guarantee a place at the school.</p>
<ul style="list-style-type: none"> • 	<p>The Schools Adjudicator</p> <p>The Office of the Schools Adjudicator works independently from the Department for Education but is appointed by the Secretary of State for Education. They are appointed on their experience and ability to act impartially, independently and objectively. In the context of this document, they are legally responsible for ruling on objections relating to admissions arrangements determined by an admissions authority.</p>
<ul style="list-style-type: none"> • 	<p>Admission Arrangements for St Paul’s CE and Westmorland Primary School / Reddish Vale High School and Werneth School.</p> <p>Following public consultation and agreement from the Council’s Executive the catchment boundaries for the above schools have been changed in order to maintain fair admission arrangements.</p> <p>The new boundary maps can be found on the Council’s Determination webpage, found on the School Admissions website: www.stockport.gov.uk/schooladmissions</p>
<ul style="list-style-type: none"> • 	<p>Admissions Policy for 2018/19 admissions to Community and Church of England Primary Schools (Excluding Tithe Barn, Norris Bank and Westmorland Primary), Gatley Primary School (Academy) Mellor Primary School (Academy), St Matthews CE Primary School (Academy) and Hursthead Junior Primary School (Academy):</p> <p>After placement of pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number* (PAN) of the school:</p> <p>NB: Categories A – F refer to applications received by the closing date: 15th January 2018 (primary)</p> <ul style="list-style-type: none"> A. Looked after children and previously looked after children (See definition in our Glossary of terms) B. Children considered to have ‘highly exceptional medical/social reasons’ C. Children who live in the catchment area of the school and will have a sibling at the school at the time of admission D. Children who live in the catchment area of the school** E. Children who live outside the catchment area of the school and will have a sibling at the school at the time of admission F. Any other applicants, in order of straight line distance measured between home and the school G. Applications received after the closing date ordered by the criteria

	<p>detailed at A-F above</p> <p>Some Church of England Schools may have an additional category based on denomination. Applications meeting this criteria would be considered after those in category E above. There may also be additional supplementary information required by some of these schools.</p>
<ul style="list-style-type: none"> • 	<p>Admissions Policy for 2018/19 admissions to Norris Bank Primary School and Tithe Barn Primary School</p> <p>After placement of pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number* (PAN) of the school:</p> <p>NB: Categories A – H refer to applications received by the closing date: 15th January 2018 (primary)</p> <ul style="list-style-type: none"> A. Looked after children and previously looked after children (See definition in our Glossary of terms) B. Children considered to have ‘highly exceptional medical/social reasons’ C. Children who live in the catchment area of the school and will have a sibling at the school at the time of admission D. Children who live in the catchment area of the school** E. Children who now live outside of the catchment area due to the changes to catchment from 2016/17 academic year, with a sibling on roll at the time of admission and fulfils one of following two criteria: <ul style="list-style-type: none"> 1. Sibling originally admitted to the school as a child resident within catchment area 2. Sibling originally admitted to the school as a sibling resident within catchment area <p>AND</p> <p>The family’s address has not changed since the sibling on roll was admitted to the school.</p> <ul style="list-style-type: none"> F. Children who live outside the catchment area of the school and will have a sibling at the school at the time of admission G. Any other applicants, in order of straight line distance measured between home and the school H. Applications received after the closing date ordered by the criteria detailed at A-G above <p>Some Church of England Schools may have an additional category based on denomination. Applications meeting this criteria would be considered after those in category E above. There may also be additional supplementary information required by some of these schools.</p> <p>N.B Category E is an additional oversubscription criterion implemented following public consultation and agreement from Council Executive.</p>

<ul style="list-style-type: none"> • 	<p>Admissions Policy for 2018/19 admissions to Westmorland Primary School</p> <p>After placement of pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number* (PAN) of the school:</p> <p>NB: Categories A – H refer to applications received by the closing date: 15th January 2018 (primary)</p> <ul style="list-style-type: none"> A. Looked after children and previously looked after children (See definition in our Glossary of terms) B. Children considered to have ‘highly exceptional medical/social reasons’ C. Children who live in the catchment area of the school and will have a sibling at the school at the time of admission D. Children who live in the catchment area of the school** E. Children who now live outside of the catchment area due to the changes to catchment from 2018/19 academic year, with a sibling on roll at the time of admission and fulfils one of following two criteria: <ul style="list-style-type: none"> 3. Sibling originally admitted to the school as a child resident within catchment area 4. Sibling originally admitted to the school as a sibling resident within catchment area <p>AND</p> <p>The family’s address has not changed since the sibling on roll was admitted to the school.</p> <ul style="list-style-type: none"> F. Children who live outside the catchment area of the school and will have a sibling at the school at the time of admission G. Any other applicants, in order of straight line distance measured between home and the school H. Applications received after the closing date ordered by the criteria detailed at A-G above <p>Some Church of England Schools may have an additional category based on denomination. Applications meeting this criteria would be considered after those in category E above. There may also be additional supplementary information required by some of these schools.</p> <p>N.B Category E is an additional oversubscription criterion implemented following public consultation and agreement from Council Executive.</p>
<ul style="list-style-type: none"> • 	<p>Admissions to Cheadle Hulme Primary School (Free School)</p> <p>The funding agreement for Cheadle Hulme Primary School is yet to be signed and sealed. Until such point, the Laurus Trust is not an admissions authority for this school and cannot offer or refuse final places.</p>

	<p>After placement of pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number* (PAN) of the school:</p> <ul style="list-style-type: none"> A. Looked after children* and previously looked after children* B. Children considered to have 'highly exceptional medical/social reasons'* C. Children with a sibling at Cheadle Hulme Primary School at the time of admission D. Children with a sibling at Cheadle Hulme High School at the time of admission E. Children of staff* employed to work at Cheadle Hulme Primary School who are in a shortage subject. F. Other children G. Applications received after the closing date ordered by categories A - F <p>*definitions of terms can be found at the end of this document</p>
<ul style="list-style-type: none"> • 	<p>Admissions to Community and Academy Secondary Schools with a Catchment Area (excluding Reddish Vale High School),(excluding Stockport Academy who do not have a catchment area)</p> <p>After placement of pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number* (PAN) of the school:</p> <p>NB: Categories A – F refer to applications received by the closing date: 31st October 2017</p> <ul style="list-style-type: none"> A Looked after children and previously looked after children (See definition in our Glossary of terms) B Children considered to have 'highly exceptional medical/social reasons' C Children who live in the catchment area of the school and will have a sibling at the school at the time of admission D Children who live in the catchment area of the school E Children of staff who have been employed at the school for a minimum of two years or are offering a shortage subject/area (See definition in our Glossary of terms) F Children who live outside the catchment area of the school and will have a sibling at the school at the time of admission G Any other applicants, in order of straight line distance measured between home and the school H Applications received after the closing date ordered by the criteria detailed at A-G above
	<p>Admissions Policy for 2018/19 admissions to Reddish Vale High School</p>

After placement of pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number* (PAN) of the school:

NB: Categories A – H refer to applications received by the closing date: 31st October 2017 (secondary)

- A.** Looked after children and previously looked after children (See definition in our **Glossary of terms**)
- B.** Children considered to have 'highly exceptional medical/social reasons'
- C.** Children who live in the catchment area of the school and will have a sibling at the school at the time of admission
- D.** Children who live in the catchment area of the school**
- E.** Children who now live outside of the catchment area due to the changes to catchment from 2018/19 academic year, with a sibling on roll at the time of admission and fulfils one of following two criteria:
 - 5. Sibling originally admitted to the school as a child resident within catchment area
 - 6. Sibling originally admitted to the school as a sibling resident within catchment area

AND

The family's address has not changed since the sibling on roll was admitted to the school.

- F.** Children of staff who have been employed at the school for a minimum of two years or are offering a shortage subject/area (See definition in our Glossary of terms)
- G.** Children who live outside the catchment area of the school and will have a sibling at the school at the time of admission
- H.** Any other applicants, in order of straight line distance measured between home and the school
- I.** Applications received after the closing date ordered by the criteria detailed at A-G above

Some Church of England Schools may have an additional category based on denomination. Applications meeting this criteria would be considered after those in category E above. There may also be additional supplementary information required by some of these schools.

N.B Category E is an additional oversubscription criterion implemented following public consultation and agreement from Council Executive.

Admissions to Laurus Cheadle Hulme

The funding agreement for Laurus Cheadle Hulme is yet to be signed and sealed. Until such point, the Laurus Trust is not an admissions authority for this school and cannot offer or refuse final places.

	<p>After placement of pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan which names the school, places will be allocated in the following order up to the Published Admission Number* (PAN) of the school:</p> <p>A. Looked after children* and children who were previously looked after*</p> <p>B. Children considered to have exceptional medical or social needs*</p> <p>C. Siblings of pupils attending Laurus Cheadle Hulme and Cheadle Hulme Primary School at the time the application is received.</p> <p>D. Children of staff* employed by Laurus Cheadle Hulme who have been recruited to fill a skill-shortage area.</p> <p>E. Other children</p> <p>F. Applications received after the closing date ordered by categories A - E</p> <p>*definitions of terms can be found at the end of this document</p>
3	Admissions Criteria – Voluntary Aided Catholic Primary and Secondary Schools, North Cheshire Jewish Primary School and Stockport Academy
	<ul style="list-style-type: none"> The Admissions policy for each of the above schools is detailed in Appendix 4
	<ul style="list-style-type: none"> The Governing Body of Catholic Primary Schools will require sight of the child's Baptismal Certificate if the parent has declared the child is baptised Catholic on the application.
	<ul style="list-style-type: none"> The Admissions Support & Advice Team on behalf of the Governing Body will apply the published admissions oversubscription criteria* (see also Appendix 4) to all applications and advise the Governing Body of the category given to applicants to be considered for places up to the PAN* and in accordance with the equal preference system
	<ul style="list-style-type: none"> Stockport Council, through the Co-ordinated Admissions Scheme* (Appendix 5), administers the application process on behalf of the relevant Governing Body.
4	Right of Appeal
	<p>Parents refused a place at any of their preferred schools have the right to appeal against the decision to an Independent Appeal Panel. A parent cannot appeal more than once for the same school place in the same academic year, unless significant and material changes in the case have taken place which the previous Independent Appeal Panel could not have been aware of at the time of the hearing. Appendix 3 explains the appeal process further.</p>
5	Deferred Entry to Primary Education and Admission outside of Chronological Age Group

Deferred Entry

- Deferring entry **cannot** be done without first applying and being allocated the school place within the normal timescale appropriate to the child's date of birth
- A child's entry to primary education as described above may be deferred if the child is under compulsory school age, without loss of the allocated place
- A place can be deferred up to the term following the child's fifth birthday, **however, not** beyond the academic year for which the original application was accepted

Application to defer entry should be made in writing at the time of application and in conjunction with the Headteacher.

Admission outside of chronological age group

Process:

- Requests should be submitted in writing to the Admissions Authority responsible for the school preferred by the parent.
- Requests should be supported by documentary evidence where necessary
- The Admissions Authority will consider the request based on the information provided, the Admissions Authority reserves the right to request further information or request that the child is assessed by the school's Headteacher.
- Decisions are communicated in writing and are final

Please also consider the points below before submitting a request:

- It is advised that all parents wishing submit a request, still make an application for a school place at the normal time.
- Requests should be made in writing to the relevant admissions authority for the school the request relates to
- Parents may provide any supplementary documentary evidence to support their request
- Decisions are made by the admissions authority on an individual case basis and will consider:
 - The views and wishes of the parent
 - The views of the prospective Headteacher/Governing Body
 - Evidence indicating academic, social and emotional development to date
 - Where relevant, the child's medical history
 - Whether the child has previously been educated out of age group
 - If the child would have fallen into another age group if it were not for the child being born prematurely
- Decisions will be communicated in writing
- Should a request be granted, it does not indicate a formal offer of a school place instead it is an agreement to consider the child's

	<p>application for a school place outside of the normal admissions round.</p> <ul style="list-style-type: none"> • Should the request be granted and your child is unsuccessful at obtaining a place at the school requested. The agreement to consider other schools outside of the normal admissions round may not be extended, particularly if the school is under the control of a different admissions authority. This could result in your child being considered for school places in the expected chronological age group.
6	Request to Enter Secondary Education Early
	<p>A request for a child to enter secondary education will only be granted if, in the opinion of the pupil's primary school Headteacher <u>and</u> the relevant secondary Headteacher, early admission to secondary education would be in the interest of the child both educationally and developmentally.</p> <p>In some circumstances the opinion of an Educational Psychologist may be required.</p> <p>Requests should be made in writing to the Admissions Support & Advice Team. If a request is approved after the closing date for applications for secondary school, the parents opportunity to obtain a place at their preferred school may be limited.</p>

B	IN-YEAR ADMISSIONS (i.e. outside the normal admission rounds) 2017/18
1	All maintained schools
	<ul style="list-style-type: none"> The Local Authority administers all applications for school places. Where the Governing Body of a school is responsible for admission arrangements this is done in conjunction with the Headteacher
	<ul style="list-style-type: none"> Application must be made via Stockport Councils' on-line system at www.stockport.gov.uk/schooladmissions .
	<ul style="list-style-type: none"> All applications are considered in relation to the normal year group for the child's chronological age.
	<p>An application can only be refused on the following grounds:</p> <ul style="list-style-type: none"> • Infant Class Size limitations • The school is full to its Published Admission Number* (PAN) for the year group and further admissions would cause prejudice to the provision of efficient education and use of resources • The pupil has been permanently excluded from two schools <p>In the case of multiple applications for a particular year group places will be allocated or names placed on the waiting list in accordance with the published admissions policy* for the school as determined for 2017/18 admissions .</p> <p>Where an application is refused the parent must be notified, in writing, advising them of the reason for the refusal and their right of appeal to the Independent Appeal Panel (see Appendix 3). A parent cannot appeal more than once for the same school place in the same academic year, unless significant and material changes in the case have taken place which the previous Independent Appeal Panel could not have been aware of at the time of the hearing.</p>
2	Primary Schools only
	<p>Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. The excepted children are:</p> <ul style="list-style-type: none"> • children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school; • looked after children and previously looked after children admitted outside the normal admissions round; • children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process; • children admitted after an independent appeals panel upholds an

	<p>appeal;</p> <ul style="list-style-type: none"> • children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance; • children of UK service personnel admitted outside the normal admissions round; • children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil; • children with special educational needs who are normally taught in a special educational needs unit⁴⁷ attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
	<p>In the case of an infant aged child who moves into Stockport and all their preferred schools are full, after the normal admissions round, Stockport Council will identify a school place within a 2 mile walking distance from home, subject to availability, Infant Class Regulations 2012 and an assessment of any prejudice (to the provision of efficient education and the efficient use of resources) that might be caused by the admission of an additional child.</p>
<p>3</p>	<p>Transfer Between Secondary Schools in Stockport</p> <p>Application should be made on the official form available from the school attended.</p> <p>Parents and pupils should be aware that a request to transfer secondary school will be subject to Stockport Council's Transfer Process and Fair Access Protocol. This can be viewed at www.stockport.gov.uk/schooladmissions</p> <p>If you are unhappy with your child's school you should initially make contact with the school and make an appointment to discuss the problems with the Headteacher. Moving schools can cause a great deal of disruption to a young person and it is important to ensure that all avenues have been explored before taking this step. As a last resort, if the parent still wishes to go ahead with the transfer, the school will issue a transfer form to complete having considered all the options. Stockport operates a fair access protocol to ensure that all young people have the best possible opportunity to succeed.</p>

Definitions of different types of schools

ACADEMIES

Academies are publicly funded schools and are independent of the Local Authority. These schools are their own admissions authority and employ their own staff. However, all of Stockport's Academies currently use the LA admissions process; therefore applications should still be submitted to the Admissions Support & Advice team using the online application system. Stockport Academy is a state maintained independent school that is sponsored by the United Learning Trust and although it is not maintained by the LA, the two closely collaborate. Cheadle Hulme High School, Hazel Grove High School and Stockport Academy have on site Sixth Form Provision.

FREE SCHOOLS - Free Schools are all-ability state-funded schools set up in response to parental demand. They can be set up by a wide range of proposers, including charities, universities, businesses, educational groups, teachers and groups of parents. There is one Free School in Stockport, SK1 - Stockport Technical School which provides education from Year 10 through Sixth Form.

LOCAL AUTHORITY (LA) MAINTAINED SCHOOLS

These are maintained by the LA and can be Community Schools or Voluntary Schools (these two types of school are often referred to as mainstream or ordinary schools). Community Schools are wholly maintained by the LA who are responsible for admissions. In the case of Voluntary Schools, these may be:

- (1) Controlled (VC) schools where the LA provides for all maintenance and running costs, including building improvements and repairs. There are no VC secondary schools in Stockport.
- (2) Aided (VA) schools are maintained by the LA but the voluntary body is responsible for building improvements and repairs to the external fabric of the buildings. The Governors are responsible for admissions to those schools.

The premises of VC and VA schools are owned by the voluntary body.

OTHER LOCAL AUTHORITY (LA) SCHOOLS

These are schools situated outside the Stockport area and are maintained by a LA other than Stockport. Stockport LA has no responsibility for these schools or their admission arrangements.

ELECTIVE HOME EDUCATION

Elective Home Education is a term used by the Department for Education to describe parents' decisions to provide education for their children at home instead of sending them to school. It is different to home tuition provided by a local authority, or education provided by a local authority other than at school. Further information can be found on Stockport Council's website at the following address:

www.stockport.gov.uk/services/education/educationtrainingandemployment/homeeducation

INDEPENDENT SCHOOLS

Independent schools are ones which are not state run and may run for profit. Parents are usually charged tuition fees, although bursary schemes may be operated. The LA has no responsibility for these schools or their admission arrangements.

**GLOSSARY OF TERMS USED IN THIS DOCUMENT AND HOW THEY ARE APPLIED
DURING THE ADMISSIONS PROCESS**

TERM	DEFINITION
Additional / supplementary forms	All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. Catholic schools will require sight of the child's certificate of Baptism if the parent has declared the child is baptised Catholic. An additional or supplementary form may also have to be completed for applications considered under faith criteria of faith schools, for boarding schools and for selective schools.
Address – Principal Parental Home See also item 'Change of address/ circumstances' below	For the purpose of allocating school places in Stockport, the address to be used should be the principal parental home address. Parents cannot , for example: <ul style="list-style-type: none"> • a child minder's address, the address of a grandparent or anyone else who may provide childcare • a property they own but do not live in as the principal parental home, this would include business properties with living accommodation • a temporary, possibly rented property, while owning and normally living in another <p>The above list of circumstances is not exhaustive and Stockport Council reserves the right to investigate further before accepting the address for the purpose of allocating a school place.</p>
Admissions Authority	An Admissions Authority is the body responsible for formulating, publishing and applying the Admissions policy in accordance with the School Admissions and Appeals Codes of Practice.
Admissions Policy	See Oversubscription criteria below.
Appeal	Parents refused a place at any of their preferred schools will have the right to appeal against the decision to an Independent Appeal Panel (see also Appendix 3). The panel is independent of the Admissions Service. The decision of the panel is binding on all parties.
Application	When a pupil enters primary education (reception class) or transfers from primary to secondary education, the parent will be required to complete an official 'common application form'. Application must be made online via Stockport Council's website www.stockport.gov.uk/schooladmissions Parents of children attending non-Stockport maintained primary schools should be aware that the Local Authority does not take responsibility for applications received after the closing date arising because a child was not identified. However, the Authority will contact popular neighbouring Local Authority maintained primary schools outside Stockport and independent primary schools for a list of children resident in Stockport known to them as well as issuing a press release inviting Stockport parents to make an application. Other Local Authorities may contact Stockport for similar information. Online applications are receipted automatically when they are submitted. Parents should save a copy of this receipt.

<p>Application received after the closing date</p>	<p>Submitting an application after the closing date is likely to severely affect a parents chance of being offered a place at one of their preferred schools, as places will already have been allocated to those parents who applied by the closing date. This applies even if the application would have met the requirements of a higher category had it been received on time.</p> <p>All applications received after the closing date will be considered after all those applications received by the closing date. These applications will, therefore, be in the last category of the oversubscription criteria and placed on waiting lists for each school, regardless of whether you live in the catchment area of the school and have siblings* at the school. The application will then be processed along with any others received after the closing date using the oversubscription criteria and not using the date the application was received. Where it is not possible to allocate a preferred school place a place at the nearest school with spaces will be allocated (see also page 5 - 6)</p> <p>Stockport Council reserves the right to treat an application as though it were not received after the closing date only where there are exceptional reasons for the late return. In all other cases Stockport Council will only accept an application having been received by the closing date with an automated online service receipt.</p> <p>The online system will close on the appropriate closing date:</p> <ul style="list-style-type: none"> • 31st October 2017 Secondary • 15th January 2018 Primary • 31st March 2018 Nursery <p>The system will reopen 2 weeks after the closing dates to enable parents to submit an application which will be considered as detailed above.</p> <p>During the normal admissions rounds</p> <p>Application must be made to the Local Authority where you reside regardless of whether the school you want is in that Authority. They must be made in ranked order on the form provided by that Authority.</p> <p>Application for places in maintained schools in Stockport from outside the catchment area are treated in exactly the same way, regardless of whether the address is in Stockport or not.</p> <p>Applicants resident outside Stockport are advised to apply for a place in a school in their own Local Authority area in case their application for a place in a school in Stockport is unsuccessful.</p> <p>Application at other times Should be made to the Local Authority where the parent is resident.</p>
<p>Applying for a school outside Stockport</p>	<p>Applications for schools outside Stockport should be included, in ranked order, via the online application system from Stockport Metropolitan Borough Council. In accordance with Stockport Council's Scheme for Co-</p>

	<p>ordinated Admission Arrangements, information will be exchanged with neighbouring Authorities regarding;</p> <ul style="list-style-type: none"> • The success of applications naming other Local Authority Schools; • The offer of a school place (depending on the ranking of the school on the application form); • Waiting lists and subsequent offers of a school place.
Associated Parishes and schools	<p>Admissions to Catholic High Schools in Stockport are based on criteria which include attendance at associated primary schools and current residency within associated parishes (see also the item 'address' above). Details of primary schools and parishes that are associated with each of the 3 Catholic High Schools can be found on page 45.</p>
Catchment or Associated Area of the school	<p>Currently every Community Secondary and Primary School, along with C of E Primary Schools, Gatley Primary School (Academy), Hursthead Junior Primary School (Academy), Mellor Primary (Academy), St Matthews CE primary (Academy), Reddish Vale High School, Hazel Grove High School and Cheadle Hulme High School (Academies) has a geographical area around them known as the 'catchment area'. These can be viewed on the Stockport Council website www.stockport.gov.uk/schooladmissions In Catholic secondary schools areas based on parish boundaries are known as 'associated areas</p> <p>Every address in Stockport falls within the catchment area of only 1 secondary school. Maps of these areas can be found at www.stockport.gov.uk/schooladmissions</p> <p>The catchment area school may not always be the nearest school (although it will be in your locality).</p> <p>Residency inside or outside these areas will determine the order in which school places will be allocated along with other criteria as outlined on page 8 & appendix 2 & 4.</p> <p>National Legislation stipulates that parents are not guaranteed a place at the catchment school or any other school. Being resident within the catchment area of a school would place an applicant within one of the higher categories of the oversubscription criteria of the school.</p>
Change of address / change of circumstances	<p>Parents / carers must notify the Admissions Support & Advice Team immediately of a change of address or other circumstances including changes to custody arrangements which occur at any time during the process of a child entering primary education or transferring from primary to secondary education. All changes will be applied to the oversubscription criteria for each school where application has been made. If the change of address or circumstances occur after the allocation of places has been made it may result in one of the following:</p> <ul style="list-style-type: none"> • The offer is confirmed because the child is still entitled to the place using the oversubscription criteria • The child's name is placed higher or lower on the waiting lists for the preferred schools based on the new circumstances • The original offer made based on the old circumstances is

withdrawn because the child no longer qualifies for the place offered using the new circumstances and the oversubscription criteria for the school. In which case the offer of a new place will be made. The child's name will be placed on waiting lists at the appropriate point

If the change of circumstances mean that the schools applied for are no longer appropriate it is the responsibility of the parent to bring this to the attention of the Admissions Support & Advice Team. This being the case, the parent will be given the opportunity to revise their preferences and the implications of this will be discussed individually by the Admissions Support & Advice Team. Preferences will be applied to the oversubscription criteria for each school as referred to in part A of this document. **N.B.** The number of available places is likely to be limited once offers have been made on the published offer date.

Before offering a place to a child in a school in Stockport, the Admissions Support & Advice Team may require verification of the principal parental home address based on the following circumstances:

1 Change of address / Removal into Stockport

Parents will be required to complete a Declaration of Residency form and provide the documentary evidence detailed below. The Authority reserves the right to investigate further in complex circumstances or where it believes a parent has given a false address:

- a) Solicitor's letter confirming that contracts have been signed and exchanged on the property specifying the completion date – (a school place may not be offered until residency in the property has taken place)
- or**
- b) A copy of the tenancy agreement (for not less than 6 months)
plus
- c) **Documentary evidence of disposal of the previous property**
- d) Copy of the Council Tax registration
may be required
- e) Other documentary evidence to confirm residency at the relevant address;

2 Change of custody arrangements

Parents will be required to complete a Declaration of Residency form and provide the following documentary evidence, where applicable:

- a) Court Order
- or**
- b) Residence Order or other documentary evidence of parental responsibility (see Parent and Parental Responsibility on page 21)
may be required
- c) Copy of the Child Benefit notification indicating the name and address of the parent receiving benefit and the name of the child(ren) for whom the benefit is made

	<p>Where parents are separated and/or have shared responsibility for a child only 1 address will be used. Stockport Council reserves the right to request further information to assist with determining the principal parental home address. This may include seeking receipts for child related benefits and utilising the address to which benefit payments are directed and proof of parental responsibility (see Parent and Parental Responsibility on page 21).</p> <p>If the child goes to live with a friend or relative for reasons other than legal guardianship, it is still the parent's principal home address that will be used to determine eligibility for the purpose of allocating a school place.</p> <p>3 Information has come to light regarding details declared on an application that Stockport Council wishes to verify Occasionally the Authority may receive information which could affect how an application has been considered. Stockport Council reserves the right to contact the applicant to verify relevant details which may include items listed under 1 & 2 above. The source of information will be considered confidential between Stockport Council and the informant.</p> <p>The above is not an exhaustive list and Stockport Council reserves the right to investigate further in complex circumstances or where it believes a parent has given false information resulting in the use of an address other than the Principal Parental Home address. This may require the Admissions Support & Advice Team to seek additional documentary evidence, may include a home visit and/or contact with other services of Stockport Metropolitan Borough Council before offering a school place.</p> <p>A Declaration of Residency form is available from the Admissions Support & Advice Team at the Town Hall (Tel: 0161 217 6022) or can be downloaded from our website at the following address: www.stockport.gov.uk/schooladmissions The document will include a declaration for parents/guardians to sign to indicate that the information given is correct and that any place offered is based upon the information given and may be withdrawn if circumstances are subsequently found to be other than those declared and the child is no longer entitled to the place offered. In order to detect and prevent fraud of public funds parents are also required to sign a declaration that they agree to the information given on the form being shared with other organisations involved with public funds. In certain circumstances it may be considered a criminal offence to give false information. Any school place allocated on the basis of false information or undisclosed changes to information already declared, may be withdrawn by the Authority and legal action may be taken against the parents.</p>
Change of preference	If parents change their minds about their preference before the closing date , they can log into the online system using their password and amend their preferences. NB the application must be for the changes to be received. The new preference(s) will be treated in the same way as the

	original so long as it is received by the close of business on the relevant closing date . Changes in preference after the closing date will not be accepted , unless there are exceptional reasons for doing so.
Children of Staff	<p>Children of staff at the school are defined by either or both of the following circumstances:</p> <p>a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or</p> <p>b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p>At the point of application, the Headteacher of the relevant school will be asked to verify the circumstances of the child/member of staff.</p>
Children with Special Educational Needs	<p>Schools may not refuse to admit a child because they feel unable to cater for their special educational needs. Schools cannot refuse to admit a child on the grounds that they do have a Statement of Special Educational Need (or an Education Health & Care (EHC) Plan) or are currently being assessed.</p> <p>There is a clear expectation under the Education Act 1996 that pupils with special educational needs will be included in mainstream schools. A parent's wishes to have their child with a statement educated in a mainstream school should only be refused in the small minority of cases where the child's inclusion would be incompatible with the efficient education of other children. It is Stockport Council's policy to educate children in mainstream schools, if this is the parent's wish, wherever possible.</p> <p>If a pupil has a disability, the school must not treat him/her less favourably than other pupils because of the disability and must take reasonable steps to avoid putting the pupil at a substantial disadvantage compared to pupils without disability. This requirement applies to the full range of school activities in and outside the classroom. Where a pupil needs auxiliary aids and services, these will usually be provided through the pupil's statement of special educational needs. However the requirement to take reasonable steps does not include adaptations to school buildings. There is an expectation that, over time, schools and the LA will increase physical access for disabled pupils. However, to make all schools physically accessible will take a long time and therefore the Authority has adopted a policy of making a number of schools accessible, with at least one school in each area, adapted to meet the needs of physically disabled pupils. The authority is developing a new strategy and plan to gradually increase physical and curricula access of schools. These schools are accessible to pupils in wheelchairs with specialist facilities and staff experienced in working with disabled pupils.</p> <p>If a pupil requires or is likely to require in the future, wheelchair access or specialist facilities such as a disabled toilet or changing facilities, a place will usually be provided in one of the designated schools.</p>

	<p>A parent of a pupil due to transfer to secondary school and who has a Statement of Special Education Needs (or an EHC Plan) will be able to express a preference for a secondary school during the review process taking place in the Summer of Year 5 or Autumn term of Year 6. Parents should be aware that if their child is not allocated a place at their preferred school, they have a right to appeal to the Special Educational Needs and Disability Tribunal.</p> <p>The Authority maintains a range of special schools for children whose needs cannot be met in mainstream schools or whose parents prefer specialist provision.</p> <p>Under the Children's and Families Bill 2014, from September 2014 the statementing process (used to assess, describe and plan for a child's special educational needs) will be replaced by an Education, Health and Care (EHC) Plan. Existing Statements of SEN will still be treated in the same way however over the next 2 years, all current Statements will be aligned with the EHC assessment/planning process.</p>
Co-ordinated Admissions Scheme	<p>There is a statutory single Co-ordinated Admissions Scheme which covers primary and secondary school admissions both during the normal admissions round (reception and Year 7). The scheme requires all admission authorities to work together so that parents living in the area of a Local Authority can apply for any school (in or outside that area) to their home authority and receive the offer of a single school place. The scheme can be viewed at www.stockport.gov.uk/schooladmissions</p>
Declaration of Residency Form (see also Address above)	<p>Form used to accompany applications to assist with determining principle parental home address, see also address / change of circumstances above.</p>
Distance	<p>For the purpose of allocating school places, distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.</p> <p>Applicants will be ordered starting with those living closer to the school within each of the appropriate published criteria categories.</p> <p>If there are two or more applications with distances which are exactly the same competing for a final place random allocation will be used to determine which applicant will be allocated the final place.</p> <p>For the purpose of determining eligibility for free school travel the shortest available walking route is used to measure distance. The Free School Travel policy can be viewed at www.stockport.gov.uk/schooladmissions</p>
Elective Home Education	<p>The responsibility for a child's education rests with their parents. In England, whilst education is compulsory, school is not.</p> <p>The Education Act 1996 states that 'parents have a duty to secure an efficient full time education for their child, suitable to his/her age, ability and aptitude, and to any special educational needs he/she may have, either by regular attendance at school or otherwise.' Children whose</p>

	<p>parents elect to educate them at home are not registered at mainstream schools, special schools, independent schools, academies, Pupil Referral Units, colleges, children's homes with education facilities or education facilities provided by independent fostering agencies.</p> <p>Parents who choose to educate their children at home assume financial responsibilities for their children's education, including bearing the cost of any public examination and assessment of work by an accredited person.</p> <p>For further information please see 'Related Documents' on Stockport Council's webpage:</p> <p>www.stockport.gov.uk/services/education/educationtrainingandemployment/homeeducation</p>
<p>Highly exceptional medical and/or social reasons</p>	<p>By law, parents have the right to give their reasons for a particular preference. However, no places can be guaranteed at any school and parents should not make assumptions about entitlement to a place. The School Admissions Code does not require the oversubscription criteria for a school to include a category for highly exceptional reasons, it is at the discretion of the Admissions Authority to decide. If an Admission Authority includes this category in their oversubscription criteria it should be made clear how applications will be considered. Stockport Local Authority has included a category for highly exceptional medical/reasons in the oversubscription criteria for its schools and in very limited circumstances some applications may be considered as having highly exceptional medical/social reasons. In such instances applications in this category would be placed higher in the admissions oversubscription criteria for a particular school.</p> <p>Where applicants feel this may be the case they must indicate this by ticking the boxes provided on the application and state the nature of the condition and/or circumstances. The applicant must subsequently provide written evidence from a recognised professional such as a consultant, doctor or social worker in support of their application. The supporting evidence must relate specifically to the child or family and the school for which the application is being made and must clearly demonstrate why it is the only school that could cater for the child's specific requirements/needs. It should also explain any difficulties that would arise if the child had to attend an alternative school. This evidence must be submitted along with the application to the Admissions Support & Advice Team by the closing date for applications <u>at the latest</u>.</p> <p>If the required evidence is not provided, the Local Authority will not give further consideration to any un-submitted circumstances.</p> <p>This category is not intended to replace or supplement the well-established system in Stockport for identifying, supporting and providing for families with children who have varying degrees of Special Educational Needs. As such, very few applications are considered under this category in any one year, those that have been, have for</p>

	<p>example, been situations related to the sudden death or terminal illness of a parent or similar life changing/traumatic event.</p> <p>Applications will initially be considered by the Service Manager (Admissions) within the Services to People Directorate at the Town Hall. Decision or consideration of particularly complex cases will be scrutinised by the lead officer in charge of Admissions or Service Director, Services to People Directorate as appropriate.</p> <p>Applications where reasons for a particular preference have not been deemed to meet the criteria for highly exceptional medical/social reasons will be considered according to the published oversubscription criteria for the particular school concerned.</p> <p>The Admissions Support & Advice Team will not (a) respond to applicants who have included reasons for a particular preference (b) seek further clarification of stated circumstances or (c) contact any party which the applicant may suggest.</p>
Independent/boarding education	Stockport Council does not administer applications for these schools nor will it provide assistance towards the cost of education for pupils gaining places at independent/boarding schools.
IAN	<p>Indicated Admission Number for the year group – see also Net Capacity Assessment (NCA) below. The IAN is found by taking the NCA figure and dividing it by the number of year groups at the school:</p> <p>NCA divided by 5 for secondary schools (year groups 7 – 11) 7 for primary schools (year groups reception – 6) 3 for infant schools (year groups reception – 2) 4 for junior schools (year groups 3 – 6)</p>
Infant Class Size Regulations	By law, children cannot be taught in an infant class of more than 30 pupils to one teacher. There are a few, very limited exceptions to this, mainly relating to circumstances where a child has a statement of Special Educational Needs which names the school, these are detailed on page 10 of this document.
Looked after child (ren)	<p>Regulations require that Looked after children are given the highest priority in admissions criteria (after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan which names the school). The definition of children in this category is contained in the Department for Education's School Admissions Code as follows:</p> <p>Looked after children - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption*, residence**, or special guardianship order***.</p> <p>**An adoption order is an order under the Adoption Act 1976 (see section</p>

12 adoption orders) or under the Adoption and Children's Act 2002 (see section 46 adoption orders).

**A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

***Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Admissions policy criteria are outlined on page 8 & appendix 2

The Admissions Support and Advice Team require verification of a child's legal status. This can be evidenced as follows:

Looked after child

The application for a school place should be made by the social worker responsible for the child.

In the absence of an application made by the responsible social worker; A letter from the responsible Local Authority confirming the legal status of the child. The letter should include a date when the legal status came into effect and the date of the next hearing when the legal status may be changed.

Previously Looked after children

Documentary evidence fulfilling the following:

At least one of the following:

- Copy of full care order issued by the relevant local authority which confirms legal status up to the point at which the adoption/residence/special guardianship order was made

AND/OR

- Copy of placement order issued by the relevant local authority

AND/OR

- Court document indicating disposal of previous parents PR

AND/OR

- Letter from relevant local authority on letter headed paper indicating the legal status of the child up to the point at which the adoption/residence/special guardianship order was made

	<p>AND the following document (whichever is relevant)</p> <ul style="list-style-type: none"> • Adoption order under the Adoption Act 1976 (see section 12 adoption orders) or under the Adoption and Children’s Act 2002 (see section 46 adoption orders). • Residence Order made under S.8 Children Act 1989 • Special Guardianship order made under S.14A Children Act 1989
NCA	Net Capacity Assessment – The Government have introduced a formula for ensuring consistency when assessing the amount of teaching space available within a school. Under this formula the Net Capacity of the school is determined, from which an Indicated Admission Number is derived. This is then used to inform the Published Admission Number.
Normal Admissions Round	Pupils entering primary education in reception classes at age 4+ and when they transfer at the age of 11+ from primary to secondary education in September. The process of allocating school places commences the September prior to the year of admission.
Oversubscription criteria	<p>All schools have to have a method of allocating school places in case there are more applications for the school than there are places available, up to the Published Admission Number (PAN) see also PAN below. Regulations require that places are provided for pupils who have a Statement of Special Educational Needs* which names the school and has also determined that looked after children and previously looked after children (See Glossary of Terms for definition) must be given the highest priority in Admissions Policy criteria.</p> <p>Following this the Admission Authority can determine the order in which pupils are taken into the school this is known as the ‘Oversubscription criteria’ or ‘Admissions Policy’. Items 2 & 3 (pages 7 & 8) and appendix 4 refer to the oversubscription criteria for schools in Stockport.</p>
Parent and Parental Responsibility	<p>For the purpose of allocating school places Parental Responsibility is taken into account.</p> <p>In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and non-resident parent.</p> <p>This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if:</p> <ul style="list-style-type: none"> • he is or was married to the mother when the child was born • from 1 December 2003 by jointly registering the birth of the child with the mother • Has acquired <u>legal responsibility</u> for his child

	<p>More detail is available at www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility</p> <p>A “parent” is not only anyone who has “parental responsibility” for a pupil, whether the pupil lives with them, or not, but also anyone who has care of the child. In addition to the above, the following people will be considered to have parental responsibility:</p> <ul style="list-style-type: none"> • A Legal Guardian of the child • A Local Authority which has a care order or Emergency Protection Order • Person(s) who hold a Residence Order. • Any Person(s) who has adopted the child (birth parents will only lose “parental responsibility” if the child is adopted). <p>In addition, any person who has care of a child, i.e., the person with whom the child lives and who looks after the child, irrespective of the relationship, can also be treated as parents for education purposes, for example:</p> <ul style="list-style-type: none"> • Unmarried fathers who do not have one of the orders outlined in above. • Step-parents • Foster-parents • Grandparents <p>If there are others, apart from the parents, who fit the above categories in relation to the child, the school should be advised of their name and address. It is important for the school to obtain this information, as they are required by law to treat all those who come within the definition of “parent” equally. All parents are entitled to receive copies of school reports, attend parents meetings and vote to elections for parent governors or ballots concerning school status.</p>
<p>Parental Preference</p>	<p>The law gives parents the right to express a preference for a school for their child. However, it does not entitle the child to a place at the school. The Admission Authority of the school must make every attempt to meet parental preference within the criteria that has been agreed and published up to the Published Admission Number. In Stockport parents can express up to six preferences.</p>
<p>Previously looked after children</p>	<p>See Looked after child</p>
<p>Published admission Number (PAN)</p>	<p>Published Admission Number – The School Admissions Code of Practice requires that local authorities and admission authorities must consult as part of the process for formulating and determining admission arrangements, including admission numbers, and work together to ensure that schools’ arrangements meet the needs of all parents and children. If there are changes to admission arrangements policy/criteria then consultation must take place in every year where changes are made. If no changes are made consultation need only take place once every 7 years.</p>

	<p>All schools must have an admission number for each relevant year group. Once an admission number has been set and published by the admission authority, children should not be admitted above that published number unless exceptional circumstances apply. * See Strategic Commissioner of School Places below. Every school is required to set the number of pupils who will be admitted to the school in reception for primary and Year 7 for secondary. The number set will follow that year group as it progresses through the school and will be the number used to assess applications for places throughout the year.</p>
Random Allocation	<p>In the event of two applications being identical in terms of discriminating features that apply to oversubscription, a random allocation will take place.</p> <p>A random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.</p>
Siblings (Brother and Sisters)	<p>A sibling for the purpose of allocating a school place means one who is still in attendance at the school at the time the younger child starts.</p> <p>The sibling must be of statutory school age (Reception to Year 11 - <u>this does not extend to children in attendance at sixth form provision if at the same school</u>)</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister or the child of the parent/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p> <p>This means that step or half brothers and sisters will be treated as siblings if they are living together, but full brothers and sisters living apart will not qualify.</p>
Strategic Commissioner of School Places	<p>In the case of maintained schools, the local authority, as the strategic commissioner of school places, has the final decision as to whether a school can admit above its Published Admission Number... Admitting above the admission number does not amount to an increase in the school's admission number which can only be changed via the determination of admission arrangements or once determined, for a maintained school, via a referral to the Schools Adjudicator.</p>
Under aged pupils	<p>In exceptional cases a child can transfer from primary to secondary education a year earlier than would normally be the case. Reports will be required from the child's primary school Headteacher, the Headteacher of the community/Catholic High school or Academy and Stockport Council's Educational Psychology Service before a request for an early transfer will be considered. Requests received after the closing date for applications will not normally be considered.</p>
Waiting Lists	<p>If a parent is not offered a place at their preferred school, their child's name will be included in the school's waiting list. The list will be ordered by the published oversubscription criteria of the school. Waiting lists will be maintained for the duration of the academic year for which the application was made.</p> <p>Should a vacancy occur in that school before the end of that academic</p>

year, then it will be offered to the parent whose child is at the top of the waiting list. If that parent does not accept the vacancy it will be offered to the next child on the waiting list. This procedure will be followed until the vacancy is accepted or the waiting list is exhausted.

A child granted a place at a school by the Independent Appeal Panel or other permitted exception under the School Admissions Code will count as an allocated place above the PAN of the school. This will influence the availability of places accordingly i.e. places **will not** be offered from the waiting list of a particular school until the number of children allocated falls below the PAN.

At the end of the academic year waiting lists will cease to be maintained.

Parents wishing to have their child's name included in the waiting list the following academic year must put their request in writing to the Admissions Support & Advice team before the 31st August of the original application year.

Appeals

If a parent is not allocated their preferred school they have a statutory right of appeal to an Independent Appeal Panel. The Appeal Panel is independent of the Local Authority and is usually made up of 3 persons. An appeal can be lodged on-line at www.stockport.gov.uk or paper forms are available from the Secretary to the Independent Appeal Panel (Tel: 0161 474 3216) or e-mail to admission.appeals@stockport.gov.uk

When an appeal has been lodged the Secretary to the Independent Appeal Panel will send a formal invitation 14 days before the date of the Independent Appeal Panel Hearing. 7 school days before the appeal, the Corporate Director for Services to People will provide the parent with a statement of the reasons why a place has not been offered.

Appeal forms during the normal admissions round must be returned to the Secretary to the Independent Appeal Panel by the published date or within 21 days of receipt of the refusal.

An appeal form received after the due date will only be accepted in exceptional circumstances.

The following is a summary of the current procedure:

- **Parents who wish to appeal must be in receipt of a written refusal to admit their child to a school of their preference.** They are advised to contact the secretary to the Independent Appeal Panel (Tel: 0161 474 3216) for an appeal request form and advice about the appeal process. They are also offered the opportunity to contact a Children's Services Officer to discuss the issue.
- The Appeal must be submitted on the appeal request form setting out the grounds on which it is made.
- An Appeal Panel must give a parent the opportunity of appearing and making oral representation. The parent can be accompanied by a friend or be represented.
- At the Appeal, both the Local Authority and the parent will be offered the chance to speak about the case which will be decided on the basis of the information provided by the Panel.
- The Secretary of the Independent Appeal Panel will notify the parent of the Appeal Panel's decision, in writing, which is binding on both the Local Authority and the parent.
- A request for a re-appeal will not be granted unless there have been significant and material changes in the circumstances already considered by the Panel. Any such requests should be made, in writing, to the secretary to the Independent Appeal Panel, Democratic Services, Town Hall, Stockport SK1 3XE.

VOLUNTARY AIDED CATHOLIC, C of E PRIMARY SCHOOLS AND ACADEMY SCHOOLS ADMISSIONS POLICIES

Any parent wishing to clarify any points relating to the following information is advised to contact the school direct.

Unless otherwise stated the following arrangements will be administered on behalf of and in conjunction with the Headteacher/Principal by Stockport Council's Services to People, Admissions Support & Advice Team:

- All applications **must** be made using Stockport Local Authority online system via www.stockport.gov.uk/schooladmissions
- Regulations require that children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan naming the school, must be allocated a place. Following the allocation of places to these children the schools admissions oversubscription criteria will be used to allocate places up to the Published Admission Number of the school
- Looked After Children and previously looked after children - All schools must give looked after children and previously looked after children (See definition in our **Glossary of terms**) the highest priority in their oversubscription criteria. In the case of faith schools, the Governors may give priority to looked after children and previously looked after children of the appropriate faith ahead of other looked after children and previously looked after children.
- The Governing Bodies of the above schools have adopted Stockport Local Authority's definitions and admissions processes/procedures outlined in this document unless otherwise stated
- All processes and procedures are compliant with the School Admissions Code
- Parents **must** indicate on the online application if their child is baptised Catholic or not
- All Catholic children will be required to produce a baptismal certificate
- The Admissions Support & Advice Team **will not** (a) respond to applicants who have included reasons for a particular preference (b) seek further clarification of stated circumstances or (c) contact any party which the applicant may suggest Appendix 2 refers – Highly exceptional medical/social reasons
- The address to be used for the purpose of allocating school places is the child's principal parental home address (see Appendix 2)
- If there is competition for places within any category, applicants will be measured by straightline distance between home and school using Stockport Local Authority's mapping system (Appendix 2 refers)
- Any parent refused a place at their preferred school has the right to appeal to an Independent Appeal Panel. Arrangements for appeals are mainly administered on behalf of the Governing Body by Stockport Local Authority (see Appendix 3)
- Parents can request that their child attends part time until the child reaches compulsory school age. A child begins to be of compulsory school age at the beginning of the term following his/her fifth birthday
- Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home Authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the Published Admission Number to schools that are already full.

PRIMARY SCHOOLS

Cheadle Catholic Infant School

Where there are more applications than the school's Published Admission Number, places will be allocated to pupils in the following published admissions oversubscription criteria order:

A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms); and Non- Catholic Looked After Children and previously Looked after Children (See definition in Glossary of terms)
B	Baptised Roman Catholic children from the Parishes of Christ Church, St Ann's, St. Chad's and that part of St Vincent's formerly in St Ann's and that part of St John's Parish that lies within Stockport boundary and who have a brother or sister at the school at the time of admission
C	Baptised Roman Catholic children from the Parishes of Christ Church, St Ann's, St. Chad's and that part of St Vincent's formerly in St Ann's and that part of St John's Parish that lies within Stockport boundary
D	Baptised Roman Catholic children from other Parishes who have a brother or sister at the school at the time of admission
E	Baptised Catholic children from other Parishes
F	Non-Catholic children who have a brother or sister at the school at the time of admission
G	Non-Catholic children whose parents wish them to have a Catholic education
H	Applications received after the closing date ordered by the criteria detailed at A – G above.

NB If there is competition for places within any category, applicants will be measured by straightline distance between home and school using Stockport Local Authority's mapping system.

Cheadle Catholic Junior School

Where there are more applications than the school's Published Admission Number, places will be allocated to pupils in the following published admissions criteria order:

A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms) followed by Non- Catholic Looked After Children and previously Looked after Children (See definition in Glossary of terms)
B	Registered pupils currently in attendance at Cheadle Catholic Infant School
C	Baptised Roman Catholic children from the Parishes of Christ Church, St Ann's, St. Chad's and that part of St Vincent's formerly in St Ann's and that part of St John's Parish that lies within Stockport boundary and who have a brother or sister at the school at the time of admission
D	Baptised Roman Catholic children from the Parishes of Christ Church, St Ann's, St. Chad's and that part of St Vincent's formerly in St Ann's and that part of St John's Parish that lies within Stockport boundary
E	Baptised Roman Catholic children from other Parishes who have a brother or sister at the school at the time of admission
F	Baptised Catholic children from other Parishes
G	Non-Catholic children who have a brother or sister at the school at the time of admission

H	Non-Catholic children whose parents wish them to have a Catholic education
The Governing Body reserves the right to admit children with proven exceptional medical and social reasons.	

Our Lady's Catholic Primary School	
A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms); and Non- Catholic Looked After Children and previously Looked after Children (See definition in Glossary of terms)
B	Baptised Catholic children from the Parish of Our Lady and the Apostles, Edgeley, Stockport
C	Baptised Catholic children who have a brother or sister at the school at the time of admission
D	Baptised Catholic children from other parishes
E	Non-Catholic children who have a brother or sister at the school at the time of admission.
F	Non-Catholic children whose parents wish them to have a Catholic education
G	Applications received after the closing date ordered by the criteria detailed at A – F above.

St Ambrose Catholic Primary School	
St Ambrose is a Catholic Primary school under the trusteeship of the Diocese of Shrewsbury. As a voluntary Aided school, the Governing body is the Admissions Authority and is responsible for taking decisions on applications. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing body has set its admissions number at 30.	
The Governors retain the right to admit children on the grounds of special circumstances or need.	
Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Application form will be considered on equal basis with the following set of Admissions Criteria forming a priority order where there are more applications for admissions than the school has places available.	
The children enter the Reception Class in the September after their fourth birthday. In each year group the target is to have 30 children. This is the school's standard number and Published Admission Number In applying this policy, once this figure is reached, the Governors are not obliged to consider further applications (see notes below).	
Regulations require that places are provided for pupils who have a Statement of Special Educational Needs* which names the school	
A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in our Glossary of terms); and Non- Catholic Looked After Children and previously Looked after Children (See definition in Glossary of terms)
B	Baptised Catholic children in St. Ambrose Parish and those parts of St. Vincent's Parish Bramhall and Our Lady's Parish Edgeley that traditionally formed St Ambrose Catholic Primary School's Associated area with a sibling in school at the

	time of admission
C	Baptised Catholic children in St. Ambrose Parish and those parts of St. Vincent's Parish Bramhall and Our Lady's Parish Edgeley that traditionally formed St Ambrose Catholic Primary School's Associated area
D	Other Baptised Catholic children who live outside St Ambrose Catholic Primary School's Associated area and have a sibling in school at the time of admission
E	Other Baptised Catholic children who live outside the St Ambrose Catholic Primary School's Associated area
F	Non-Catholic children whose parents wish their child to receive distinctive Catholic education
G	Other children
H	Applications received after the closing date ordered by the criteria detailed at A – G above.

In deciding the order of priority in category **F**, the following criteria shall apply:

- i. A letter of recommendation from the local minister
- ii. A letter of application expressing a desire for a Catholic education
- d. Distance from school

Notes

1. All Baptised Catholic children will be required to produce a baptismal certificate
2. It is the duty of the governors to comply with class size limits at Key Stage 1
3. For in year applications children will be admitted if there is a place and they satisfy the above categories
4. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal will be conducted by the Council Secretariat on behalf of the Governing Body and the decision of the Appeals Panel is binding on the Governors.
5. The Governing body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence
6. Details of St Ambrose Catholic Primary School's Associated area can be obtained from the school or from the Council's Admissions Support & Advice team.

This policy was agreed by the Governing Body in April 2012. The policy will be reviewed as necessary.

St Bernadette's Catholic Primary School

Where there are more applications than the school's Published Admission Number, places will be allocated in the following order:

A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms); and Non- Catholic Looked After Children and previously Looked after Children (See definition in Glossary of terms)
B	Baptised Catholic children resident in the Parish of St Bernadette's
C	Children who have a brother or sister at the school at the time of admission
D	Baptised Catholic children from other Parishes
E	Non-Catholic children whose parents wish them to attend and have sympathy with the ethos of the school
F	Applications received after the closing date ordered by the criteria detailed at A – E above.

St Christopher's Catholic Primary School

St Christopher's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Stockport Local Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms)
B	Baptised Catholic children who have a sibling in the school at the time of admission
C	Baptised Catholic children from the parish of Our Lady and St Christopher's, Romiley
D	Baptised Catholic children of staff who have been employed at the school for two or more years at the time at which the application for admission is made (See notes)
E	Baptised Catholic children from other parishes
F	Non- Catholic Looked After Children and previously Looked after Children (See definition in Glossary of terms)
G	Non-Catholic children who have a sibling in the school at the time of admission
H	Non-Catholic children of staff who have been employed at the school for two or more years at the time at which the application for admission is made (See notes)
I	Other non-Catholic children whose parents wish them to have a Catholic education
J	Applications received after the closing date ordered by the criteria detailed at A – I above.

NOTES

- 1) All applicants will be considered at the same time and after the closing date for admissions which is 15th January for September 2018 admissions
- 2) All Catholic applicants will be required to produce baptismal certificates
- 3) It is the duty of the governors to comply with class size limits at Key Stage One
- 4) If category (D) is oversubscribed, children who have a sibling at the school at the time of admission will have priority over children. Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straightline using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants, a random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

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| 5) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as the sibling. |
| 6) A Waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will be operated for no longer than the end of the academic year. |
| 7) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority |
| 8) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties. |
| 9) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence |
| 10) Parents may choose to defer the admission of a child within the academic year and still retain their priority position. All deferrals must be discussed with the Headteacher prior to the deadline for applications. Not applying is not the same as deferring a starting time |
| 11) Definition of Residence - The Governors use the same definition as used by the Local Authority |
| 12) Looked after children - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption*, residence**, or special guardianship order***.
*An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) or under the Adoption and Children's Act 2002 (see section 46 adoption orders).
**A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.
***Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). |
| 13) The school and governing body share the same definition for Staff Child as the Local Authority – see Stockport Council's Glossary of Terms Document located on its website; www.stockport.gov.uk/schooladmissions |

St Joseph's Catholic Primary School (Reddish)

St Joseph's Catholic Primary School is a Catholic School under the trusteeship of the Diocese of Salford. It is maintained by Stockport Local Authority. As a Voluntary Aided School the Governing Body is the Admission Authority and is responsible for taking decisions on applications for admission. The co-ordination of admission arrangements is

undertaken by the Local Authority. For the school year commencing September 2018, the Governing Body has set its Published Admission Number at 70.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms)
B	Baptised Catholic children who have a sibling attending the school at the time of admission and reside within Stockport and in the contributory parish(es) St Joseph's, Reddish and the Holy Family
C	Baptised Catholic children who reside within Stockport and in the contributory parish(es) St Joseph's, Reddish and the Holy Family, Denton with exceptional medical and/or social needs where those needs can only be met at this school
D	Baptised Catholic children who reside within Stockport and in the contributory parish(es) St Joseph's, Reddish and the Holy Family
E	Baptised Catholic children from other parishes who will have a sibling attending the school at the time of admission
F	Other Baptised Catholic children who are resident in another parish
G	Non- Catholic Looked After Children and previously Looked after Children (See definition in Glossary of terms)
H	Non Catholic children who have a sibling in the school at the time of admission
I	Other children
J	Applications received after the closing date ordered by the criteria detailed at A – I above.

NOTES

1)	All applicants will be considered at the same time and after the closing date for admissions which is 15 th January 2018.
2)	<p>Looked after children - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption*, residence**, or special guardianship order***.</p> <p>*An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) or under the Adoption and Children's Act 2002 (see section 46 adoption orders).</p> <p>**A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.</p> <p>***Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p>
3)	For a child to be considered as a Catholic evidence of a Catholic Baptism will be required.
4)	It is the duty of governors to comply with regulations on class size limits at Key Stage One.
5)	If in any category there are more applications than places available, priority will be

	<p>given on the basis of distance from home to school. For the purpose of allocating school places, distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.</p> <p>Applicants will be ordered starting with those living closer to the school within each of the appropriate published criteria categories.</p> <p>In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.</p>
6)	Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
7)	Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
8)	A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
9)	For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
10)	If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
11)	Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
12)	The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.
13)	The Governing Body may exceed Key Stage One and Foundation Stage class limits for twins, multiple births and siblings in the same year where one of the children is the 30 th child admitted and the other(s) are beyond that limit

St Joseph's RC Primary School (Stockport)

The school was founded by the Catholic Church to provide education for children of catholic families. The school is conducted by its Governing Body as part of the catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

The school's Published Admission Number is 25. If the number of applications exceeds the admission number, governors will consider applications according to the following

order of priority (see note 1 below):	
A	Baptised Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms)
B	Baptised Catholic children living within the catchment area of St Joseph's R.C. Primary School who have a brother or sister in the school at the time of admission
C	Baptised Catholic children living within the catchment area of St Joseph's R.C. Primary School
D	Baptised Catholic children living outside the catchment area of St Joseph's R.C. Primary School who have a brother or sister in the school at the time of admission
E	Baptised Catholic children living outside the catchment area of St Joseph's R.C. Primary School.
F	Non-Catholic Looked After Children and previously Looked After Children Children in Care (See definition in Glossary of terms)
G	Non-Catholic children who have a brother or sister in the school at the time of admission
H	Other non-Catholic children
I	Applications received after the closing date ordered by the criteria detailed at A – H above.
<i>If any information given on the application form is found to be false, any place offered will be withdrawn.</i>	
OVER-SUBSCRIPTION	
If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by shortest straight line distance.	
Note 1	
Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of available places to applicants.	
Note 2	
Evidence of Catholic Baptism or Reception into the Church will be required. A definition of 'Baptised' can be obtained from the school. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.	
Note 3	
Entry to St Joseph's R.C. Primary is not automatic and at the age of transfer to the school parents will be asked to complete an application form.	
School entry	
Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school. Parents may discuss this with the Headteacher.	
Appeals	
Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school can appeal to an Independent Appeals Panel. This appeal will be conducted by the Council Secretariat on behalf of the Governing Body and the decision of the Appeals Panel is binding on the Governors and parents.	

St Mary's RC Primary School (Stockport)	
The maximum number of pupils admitted to each age group is 24. This is the school's Published Admission Number.	
Reception age children are admitted to the Foundation Stage Unit in the September after their fourth birthday.	
Admission to St. Mary's R.C. Primary School is the responsibility of the Governors who consider applications in the following order of priority:-	
A	Baptised Roman Catholic Looked After Children and previously Looked After Children (See definition in Glossary of terms)
B	Baptised Roman Catholic children who will have a brother or sister

	attending the school at the time of admission and resident in the parish of St. Mary's
C	Baptised Roman Catholic children resident in the parish of St. Mary's
D	Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish
E	Other baptised Roman Catholic children who are resident in another parish
F	Other Looked After Children and previously Looked After Children (See definition in Glossary of terms)
G	Other children
H	Applications received after the closing date ordered by the criteria detailed at A – G above.

St. Mary's Catholic Primary School (Marple Bridge)

This admission policy will apply to all applications for the school year 2018-18. St Mary's Catholic School is under the Trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan family of schools. The school is founded by and is part of the Catholic Church and seeks at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of the school to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our school is principally provided to serve the Catholic community of St Mary, Marple Bridge and Annunciation, New Mills (Nottingham Diocese) and Holy Spirit, Marple (Shrewsbury Diocese). The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The school's published admission number is 30.

The Governing Body is the admission authority and is responsible for determining the admissions policy and for all decisions relating to admissions. The admissions process is coordinated by Stockport Local Authority on behalf of the school governors.

Parents should consult the Local Authority website www.stockport.gov.uk which gives full details of the admissions process, including information on the admissions cycle.

How and when to apply

The Common Application Form

Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home local authority by the closing date set by your home Local Authority.

The Supplementary Form and Supporting Evidence

In addition all applicants wishing to apply for a place under faith criteria should complete the Supplementary Form. This form can be downloaded from the Local Authority website where the school is located and is also available from the school website. The completed form, together with any required evidence, (see below), should be returned to the school by the same closing date set by your home Local Authority for the return of the Common Application Form.

Parents / carers of Catholic children should also supply one of the following documents:

- A copy of the child's baptism certificate
- If the child has been received into the Catholic church, written verification, signed by a Catholic priest and stamped with the parish stamp.
- If the child is participating in a course of preparation leading to baptism or reception into the Catholic church, written verification signed by a Catholic priest and stamped with the parish stamp should be provided.

Parents/carers whose children are members of other Christian denominations should supply a baptism certificate or certificate of dedication.

If the Supplementary Form or any of the required documents are not provided, the child might be ranked in a lower admissions category.

Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age (a child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31st December, 31st March and 31st August). A place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside the normal age group

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

In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

Applications received after the closing date

Applications received after the closing date will be considered after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

Applications received during the school year

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place.

Decision letters will be issued in writing. Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused, you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of your decision letter.

Attendance at Nursery

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school.

Waiting Lists

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's waiting list. Waiting lists for admission will normally remain open until the end of the Autumn Term in the admission year but schools may maintain waiting lists after this date and for year groups other than the intake year. Please contact the school to request further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the waiting list may change. This means that a child's waiting list position during the year could go up or down.

Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Appeals

If a child is not allocated a place, parents/carers have a statutory right to appeal. The appeal will be arranged on behalf of the governors by Stockport Local Authority Democratic Services Department and will be heard by an independent panel. Appeals should be submitted via the LA's online form at www.stockport.gov.uk no later than twenty school days after the offer letter has been received. The decision of the appeal panel will be binding on the school.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Children without a school place will take precedence over children on a waiting list attending another school when considered by IYFAP. You can find out more information by contacting the Local Authority Inclusion Team Tel: 0161 474 3972 or 3971.

Infant Class Size Regulations

Infant classes of may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

Applications for twins/multiple births

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Oversubscription Criteria

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

A	Catholic looked after or previously looked after children. (See Notes 2 and 3).
B	Catholic (see Note 3) children living in the parish(es) served by the school
C	Catholic (see Note 3) children living outside the parish(es) served by the school

D	Other looked after or previously looked after children (see Note 2).
E	Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)
F	Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7)
G	Children of other faiths whose membership is evidenced by a religious leader (see note 8)
H	Any other children not within categories A-G.
First priority within each Oversubscription Criteria will be given to applications from children who will have siblings (see note 9) attending the school at the proposed time of admission.	

TIE BREAKERS

This distance 'tie breaker' will be used in any of the categories, if two or more applicants are equal in all other respects. For the purpose of allocating school places, distance will be measured in a straight line, using Stockport Council's computerised measuring system as follows:

- Property point – Eastings and northings of the centre of the property as defined within the Council's Local Land and Property Gazetteer
- School point - Eastings and northings of the centre of the school as defined within the Council's Local Land and Property Gazetteer

Applicants will be ordered starting with those living closer to the school.

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated the drawing of lots supervised by someone independent of the school.

Notes

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. 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 s.22(1) of the Children Act 1989) at the time of making an application to a school.

A "previously looked after child" is a child who:

(a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or

(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or

(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will

be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Candidate' means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter from the Parish Priest.

6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. 'Children of other Christian denominations' means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate or a Certificate of Dedication. In cases of doubt please check with the Catholic Diocese in which the school is located.

8. 'Children of other faiths' means children who are members of a religious community that does not fall within the definitions 3-7 above. This will normally be evidenced by a letter from the religious leader of the community.

9. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. [It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.]

10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.

12. Place of Residence: The governors of the school use the same definition as used by the Local Authority within which the school is located.

St Peter's Catholic Primary School - Admissions Policy

St Peter's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Stockport Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for, and be considered for, a place here.

The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

Where there are more applications than the school's Published Admission Number, places will be allocated to pupils in the following order:

A	Baptised Looked after children and previously looked after children (See definition in Glossary of terms)
B	Baptised Catholic children with a sibling in school at the time of admission,

	<i>whether or not they are resident in the priority area</i>
C	Baptised Catholic children living within the priority area
D	Other Baptised Catholic children
E	Other Looked after children and previously looked after children (See definition in Glossary of terms)
F	Other children with a sibling already in the school at the time of admission
G	Other children
H	Applications received after the closing date ordered by the criteria detailed at A – G above.

The priority area is that part of St. Peter's Parish to the south and west of a dividing line formed by the A6 from Woodsmoor to the "Rising Sun" Hazel Grove, Macclesfield/Buxton railway line, and that same railway line from Macclesfield Road to Middlewood, and that part of St Vincent's formerly in St Ann's.

All applicants will be considered at the same time and after the closing date for admissions.

Looked after children - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption*, residence**, or special guardianship order***.

*An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) under the Adoption and Children's Act 2002 (see section 46 adoption orders).

**A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

***Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

For a child to be considered as a Catholic, evidence of a Catholic Baptism will be required at the time of application.

It is the duty of governors to comply with regulations on class size limits at Key Stage One. The Governing body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.

If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

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

Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Academic year.

For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

If an application for admission has been turned down by the Governing Body, parents can appeal to an

Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.

Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

St Philip's Catholic Primary School

St Philip's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Stockport Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions; their aim is to provide a Catholic and Christian education for every pupil attending the school. The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available:

A	Where applications are received from looked after children and previously looked after children (see definition in Glossary of terms) those who are baptised Catholic will be given priority over all other Catholic based criteria and those who are non-Catholic priority over children falling into other admissions criteria.
B	Baptised Catholic children residing in the parish to be admitted subject to infant class size legislation (priority given to children with siblings see note (d) below)
C	Baptised Catholic children who will have a brother or sister attending the school at the time of admission
D	Baptised Catholic children residing in adjacent parishes
E	Other baptised Catholic children
F	Non-Catholic children who have a brother or sister attending the school at the time of admission and whose parents support the Catholic ethos of the school
G	Non-Catholic children whose parents want their children to receive a Christian education and support the Catholic ethos of the school
H	Other non-Catholic children
I	Applications received after the closing date ordered by the criteria detailed at A – H above.

NOTES

1. The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school.
2. All applicants will be considered at the same time and after the closing date for admissions as determined by Stockport Authority.
3. All Catholic applicants will be required to produce baptismal certificates.
4. If category (B) is oversubscribed, children who have a sibling at the school at the time of admission will be given priority over those without a sibling. Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school, those living nearer to the school having priority.

5. For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. 'In Year' and late applications will be treated as per the admissions arrangements published by the Local Authority.
6. Parents have the right to appeal to an independent panel against a decision not to grant admission to the school. Appeals should be lodged within 21 days of receipt of the refusal letter from school. Parents who wish to appeal should write to:
The Clerk to Catholic Appeals Panel
Stockport Metropolitan Borough Council
Town Hall, Stockport, SK1 3XE
7. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

St Simon's Catholic Primary School

St Simon's is a Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. It is maintained by Stockport Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Faith of this school to apply for, and be considered for, a place here.

The co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2018, the Governing Body has set its admissions number at 30.

ADMISSIONS TO THE SCHOOL will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

A	Baptised Catholic Looked after children and previously looked after children (See definition in Glossary of terms)
B	Baptised Catholic children who have a sibling in the school at the time of admission
C	Baptised Catholic children resident in the Parish of St Peter's, Hazel Grove
D	Baptised Catholic children from other parishes
E	Non-Catholic Looked after children and previously looked after children (See definition in Glossary of terms)
F	Non-Catholic children who have a sibling in the school at the time of admission
G	Other children
H	Applications received after the closing date ordered by the criteria detailed at A – G above.

NOTES

1. All applicants will be considered at the same time and after the closing date for admissions which is **15th January 2018**.
2. **Looked after children** - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption*, residence**, or special guardianship order***.
*An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) or under the Adoption and Children's Act 2002 (see section 46 adoption orders).
**A residence order is an order settling the arrangements to be made as to the person with whom the

child is to live under section 8 of the Children Act 1989.

***Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. For a child to be considered as a Catholic, evidence of a Catholic Baptism will be required.
4. It is the duty of governors to comply with regulations on class size limits at Key Stage One.
5. If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.
6. Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
7. Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
8. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
9. For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. '
10. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
11. Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
12. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

St Winifred's RC Primary School

St. Winifred's R.C. Primary School provided by the Diocese of Salford is maintained by Stockport Local Authority as a voluntary aided primary school. The school's Governing Body is the admission authority and is responsible for taking decisions on applications for admission. The Governing Body's Published Admission Number is 60.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives subject to the following set of admissions oversubscription criteria. These criteria form a priority order when there are more applications than the school has places available. It is a requirement that a child's Baptism be verified prior to admission.

Priority will be given to all Roman Catholic looked after children and previously looked after children (see definition in **Glossary of terms**) over all other Roman Catholic applicants. Then priority will be given to all looked after children and previously looked after children (see definition in **Glossary of terms**) who are not Roman Catholic over all other applications for children who are not Roman Catholic.

A	Baptised Roman Catholic Looked after children and previously looked after children (See definition in Glossary of terms)
B	Baptised Roman Catholic children with proven and exceptional medical or social needs where admission to the school might best help to satisfy those exceptional needs
C	Roman Catholic children resident in the parish who have a brother or sister at the school at the time of admission
D	Other baptised Roman Catholic children resident in the parish
E	Other Roman Catholic children who have a sibling(s) at the school at the time of admission and are resident in another parish

F	Other Roman Catholic children who are resident in another parish
G	Other Looked after children and previously looked after children (See definition in Glossary of terms)
H	Other children with proven and exceptional medical or social needs where admission to the school might best help to satisfy those exceptional needs
I	Other children with a sibling(s) attending school at the time of admission
J	Other children
K	Applications received after the closing date ordered by the criteria detailed at A – J above.

If any of the above categories are oversubscribed, a place will be allocated according to proximity, taking into account the availability of alternative Roman Catholic and maintained schools.

Mellor Primary School (Academy)

Where there are more applications than the school's Published Admission Number, places will be allocated to the published admissions criteria i.e. pupils will be allocated places in the following order:

A	Looked after children and previously looked after children (See definition in Glossary of terms)
B	Children considered to have highly exceptional medical/social reasons*
C	Children resident within the catchment area* of the school with a sibling* at the school at the time of admission
D	Children resident within the catchment area* of the school
E	Children resident outside the catchment area* with a sibling at the school at the time of admission
F	Other children
G	Applications received after the closing date ordered by the criteria detailed at A –F above

North Cheshire Jewish Primary School

Admission

- Admission to school does not depend on area you live (as this is the only Jewish school in South Manchester)
- Parents are made aware on application that North Cheshire teaches and supports an orthodox and traditional Jewish ethos. Hebrew prayers and Ivrit language are taught throughout the school. Religious Jewish studies and whole school ethos are used to promote a meaningful Jewish life and identity
- Priority will be given to children whose family have some synagogue affiliation. (This means family attendance/membership at synagogue for some of the services on offer which include Shacharit, Mincha, Maariv, Shabbat, festivals, shiurim, cheder and events)

Oversubscription

- All preferences expressed for the school and received by the closing date will be treated equally, whether the school has been named in first, second or third place
- Regulations require that places are provided for pupils who have a statement of Special Educational Needs or an Education, Health and Care (EHC, see Glossary of terms) naming the school
- Where there are more applications than the school's Planned Admission Number, places will be allocated to pupils in the following published admissions criteria order:

NB. Categories A – G refer to applications received by the closing date 15th January 2018

A	Looked after children and previously looked after children (See definition in Glossary of terms) with Jewish criteria (as referred
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	to above)
B	Siblings of children already in school at the time of admission (as defined in the Local Authority's admissions policy)
C	Children of families with synagogue affiliation (as referred to above)
D	Other looked after children and previously looked after children (See definition in Glossary of terms)
E	Children considered to have highly exceptional medical/social reasons (as defined in the Local Authority's admissions policy)
F	Other children
G	Applications received after the closing date ordered by the criteria detailed at A – F above
APPLICATIONS RECEIVED OUTSIDE THE NORMAL ADMISSIONS ROUND	
Children will be accepted into school on the normal procedures set out above taking into consideration the statutory oversubscription criteria.	

St George's CE Primary School

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Application for admission to the school must be made on- line by the closing date 15th January 2018. Visit the Council website www.stockport.gov.uk/schooladmission to apply and view the Local Authority's brochure. Children in Stockport begin school following their fourth birthday.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 18th April 2018. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2018 will be a maximum of 60. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

A	Looked after children and previously looked after children (See definition in Glossary of terms)
B	Children considered to have highly exceptional medical/social reasons
C	Children who live in the catchment area* of the school and will have a sibling* at the school at the time of admission
D	Children who live in the catchment area surrounding the school (designated by the Local Authority)
E	Children who live outside the catchment area* of the school and will have a sibling* at the school at the time of admission
F	Children who live outside the catchment area, but whose parents are faithful and regular worshippers in the Parish of St George's, Stockport
G	Children who live outside the catchment area, but whose parents are faithful and regular worshippers in a Christian Church that belongs to Churches together in Britain and Ireland

H	Other children based on distance between home and school, measured by straightline distance, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority
I	Applications received after the closing date ordered by the criteria detailed at A – H above.
Notes	
(1)	By "faithful and regular" we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. A letter from your incumbent or minister or other church officer will be required as proof of attendance
(2)	Highly exceptional medical/social reasons would be verified by at least two professionals employed by the LA
(3)	A map showing the boundaries is available from school
(4)	Siblings include step, half, foster and adopted brothers and sisters living at the same address, and full brothers and sisters living apart
(5)	All children with birthdays between 1st September 2011 and 31st August 2012 are admitted to school in September 2018. For children with a birthday after Christmas and Easter parents may defer entry until later in the year and the headteacher should be consulted if this option is being considered
(6)	A parent is any person who has parental responsibility or care of the child. Where admission refer to parent's attendance at church it is sufficient for just one parent to attend
(7)	In the case of twins or multiple births, if only one place can be offered 'a random allocation undertaken by an independent body will be used' in order to decide which child is offered a place with parents informed of their right of appeal for the other child/ren
(8)	In the event of a tie in the application of any of the above criteria, the LA measuring system will be used to indicate the child who lives closest to school

St Thomas' CE Primary School (Heaton Chapel)

Where there are more applications than the school's Planned Admission Number, places will be allocated in the following order:

A	Looked after children and previously looked after children (see definition in Glossary of terms)
B	Children considered to have highly exceptional medical/social reasons
C	Children resident within the catchment area of the school* and will have a sibling* at the school at the time of admission
D	Children resident within the catchment area of the school*
E	Children who live outside the catchment area* of the school and will have a sibling* at the school at the time of admission
F	Baptised children whose parent(s)/guardian(s) are in regular attendance at any of the Anglican churches within our parish
G	Baptised or dedicated children whose parent(s)/guardian(s) are in regular attendance at a church within the parish which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation
H	Any other applications
I	Applications received after the closing date ordered by the criteria detailed at A – H above.

If there are more applicants than places available within any of the above categories

Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of

regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer.

SECONDARY SCHOOLS

Harrytown, St Anne's and St James' Catholic High Schools

Priority of admission to Catholic High Schools in Stockport is based on the categories detailed below A – K (table a), associated primary schools (table b) and associated parishes and part-parishes (table c) (detailed on page 49).

Catholic looked after children and previously looked after children (See definition in **Glossary of terms**) will be admitted in advance of the outlined criteria of Category A. Non-Catholic looked after children and previously looked after children (See definition in **Glossary of terms**) will be admitted in advance of the outlined criteria of Category H.

- ❖ The term Christian will be interpreted as commitment to a belief in the Trinity and in the sacramental nature of baptism.

Table (a) CATEGORIES and QUALIFYING CRITERIA

A	<ul style="list-style-type: none"> • Your child is a Catholic • You live in a parish (or part parish) * which is associated with the secondary school • Your child attends an associated catholic primary school
B	<ul style="list-style-type: none"> • Your child is a Catholic • You live in a parish (or part parish)* which is associated with the secondary school • Your child goes to a Catholic primary school • Your child has a brother or sister attending the school
C	<ul style="list-style-type: none"> • Your child is a Catholic • You do not live in a parish (or part parish)* which is associated with the secondary school • Your child goes to a Catholic primary school • Your child has a brother or sister at the school
D	<ul style="list-style-type: none"> • Your child is a Catholic • You live in a parish (or part parish) * which is associated with any of the three Catholic High Schools • Your child goes to a Catholic primary school
E	<ul style="list-style-type: none"> • Your child is a Catholic • You live in a parish (or part parish)* which is associated with the secondary school • Your child goes to a non-Catholic primary school
F	<ul style="list-style-type: none"> • Your child is a Catholic • Your child goes to a Catholic primary school
G	<ul style="list-style-type: none"> • Your child is a Catholic • Your child goes to a non-Catholic primary school
H	<ul style="list-style-type: none"> • Your child is NOT a Catholic • Your child has a brother or sister at the school • You support the Catholic ethos of the school
I	<ul style="list-style-type: none"> • Your child is NOT a Catholic • Your child attends an associated catholic primary school • You support the Catholic ethos of the school

J	<ul style="list-style-type: none"> Your child is NOT a Catholic Yours is a practising Christian* family You support the Catholic ethos of the school
K	<ul style="list-style-type: none"> Your child is NOT a Catholic You want your child to receive a Christian * education You support the Catholic ethos of the school
L	<ul style="list-style-type: none"> Applications received after the closing date ordered by the criteria detailed at A – K above.

Applications submitted after the closing date:

Applications received after the Secondary closing date will be categorised below Category K of the above oversubscription criteria. Applications in this category will be ordered by the above oversubscription criteria.

Exceptions can apply, see Appendix 5: Section 10.1.

Table (b) Associated Primary Schools

Harrytown Catholic High School	St Anne's RC High School	St James' Catholic High School
St Bernadette's	Our Lady's	Cheadle Catholic
St Christopher's	St Ambrose	Our Lady's
St Joseph's (Stockport)	St Bernadette's	St Ambrose
St Mary's (Marple)	St Joseph's (Reddish)	St Peter's
St Peter's	St Joseph's (Stockport)	St Simon's
St Philip's	St Mary's (Stockport)	
St Simon's	St Winifred's	

Table (c) Associated Parishes and part - Parishes

Parishes	Associated Catholic High School
Christ Church	St James'
Holy Family (Denton part)	St Anne's
Holy Spirit	Harrytown
Our Lady and the Apostles (split parish) and Sacred Heart #	Sacred Heart and specified part of Our Lady's to St James' and other part of Our Lady's to St Anne's
St Ambrose	St James'
St Ann's	St James'
St Bernadette's # #	Harrytown or St Anne's
St Chad's	St James'
St Christopher's	Harrytown
St John's (Benchill part)	St James'
St Joseph's (Reddish)	St Anne's
St Joseph's (Stockport) # #	Harrytown or St Anne's
St Mary's (Levenshulme part)	St Anne's
St Mary's (Marple)	Harrytown
St Mary's (Stockport)	St Anne's
St Peter's (split parish) #	Specified part to Harrytown and other part to St James'
St Philip's	Harrytown

St Vincent's	St James'
St Winifred's	St Anne's

- # The parish is divided between 2 high schools, whereabouts in the parish you live will determine which high school you are associated with;
- ## The parish is associated with 2 high schools, regardless of whereabouts in the parish you live.

Further details about parish associations can be obtained from the Admissions Support and Advice Team

Oversubscription

The criteria to be used in the case of oversubscription, i.e. where there are more applications than places available (determined by the published admission limit for the school), is as follows:

Regulations require that places are provided:

- for pupils who have a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan naming the school;

Following this, places will then be allocated to Catholic Looked after children and previously looked after children (See definition in **Glossary of terms**) in advance of pupils in Category A and Non-Catholic Looked after children and previously looked after children (See definition in **Glossary of terms**) in advance of pupils in Category H.

- In the case of St. James' Catholic High School those Catholic pupils with designated physical difficulties will be guaranteed places.
- In the case of St. James' Catholic High School, should places be available within the Admission Limit, non-Catholic pupils with designated physical difficulties will be allocated places after pupils in Category G.
- Non-Catholic applicants requesting a place at a Catholic High School are required to attach a letter to their application form indicating why they want a place at the school and place a tick in the box provided on the form.

Hazel Grove High School and The Kingsway School (Academies)	
Where there are more applications than the school's Published Admission Number, places will be allocated to the published admissions criteria i.e. pupils will be allocated places in the following order:	
A	Looked after children and previously looked after children (see definition in Glossary of terms)
B	Children considered to have highly exceptional medical/social reasons*
C	Children resident within the catchment area* of the school with a sibling* at the school at the time of admission
D	Children resident within the catchment area* of the school
E	Children of staff (see definition in Glossary of terms)
F	Children resident outside the catchment area* with a sibling at the school at the time of admission
G	Other children

H	Applications received after the closing date ordered by the criteria detailed at A – G above
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Cheadle Hulme High School (Academy)

Where there are more applications than the school's Published Admission Number, places will be allocated to the published admissions criteria i.e. pupils will be allocated places in the following order:

A	Looked after children and previously looked after children (see definition in Glossary of terms)
B	Children considered to have highly exceptional medical/social reasons*
C	Children who are currently in attendance at 'Cheadle Hulme Primary School' (Part of the Laurus Trust) ordered by categories D-H
D	Children resident within the catchment area* of the school with a sibling* at the school at the time of admission
E	Children resident within the catchment area* of the school
F	Children of staff (see definition in Glossary of terms)
G	Children resident outside the catchment area* with a sibling at the school at the time of admission
H	Other children
I	Applications received after the closing date ordered by the criteria detailed at A – G above

Reddish Vale High School (Academy)

Where there are more applications than the school's Published Admission Number, places will be allocated to the published admissions criteria i.e. pupils will be allocated places in the following order:

A	Looked after children and previously looked after children (see definition in Glossary of terms)
B	Children considered to have highly exceptional medical/social reasons*
C	Children resident within the catchment area* of the school with a sibling* at the school at the time of admission
D	Children resident within the catchment area* of the school
E	Children who now live outside of the catchment area due to the changes to catchment from 2016/17) with a sibling on roll at the time of admission and fulfils one of two criteria: <ol style="list-style-type: none"> 1. Sibling originally admitted to the school as a child resident within catchment area 2. Sibling originally admitted to the school as a sibling resident within catchment area AND The family's address has not changed since the sibling on roll was admitted to the school.
E	Children of staff (see definition in Glossary of terms)
F	Children resident outside the catchment area* with a sibling at the school at the time of admission
G	Other children
H	Applications received after the closing date ordered by the criteria detailed at A – G above

Stockport Academy

Where there are more applications than the school's Published Admission Number, places will be allocated in the following order:

A	Looked After Children and previously looked after children (see definition in Glossary of terms) - 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).
B	Children who have specific medical needs, social needs and special needs where the application is supported by written professional advice. The Academy reserves the right to request a second opinion if appropriate. The significant specific need which parents may ask to be taken into account must relate directly to the student and be significant to the extent that it will or is likely to have an impact on the ability of the student to access an alternative provision of education.
C	Siblings of pupils who will be attending the Academy on the proposed start date. The term 'sibling' means a full, step, half, adopted brother or sister - cousins will not be taken into consideration. The Academy reserves the right to ask for proof of relationship.
D	Children whose permanent address is nearest to the Academy. The permanent address is that where the student normally sleeps and from where they would travel to and from school. The distance will be determined by the distance between the place of residence and the Academy building. Proof of residence may be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy the offer of a place may be withdrawn.

STOCKPORT METROPOLITAN BOROUGH COUNCIL
SERVICES TO PEOPLE DIRECTORATE

SCHEME FOR THE CO-ORDINATION OF ALL ADMISSION ARRANGEMENTS
FOR MAINTAINED SCHOOLS IN THE METROPOLITAN BOROUGH OF STOCKPORT
AREA 2017/18

1 Scope

1.1 This scheme fulfils the requirements of the School Admissions Code 2014 and the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2012 for the area of Stockport Metropolitan Borough Council.

1.2 The scheme applies to arrangements in Stockport whereby children are to be admitted to:

- a) Primary schools during the normal admissions round for the academic year 2018/19 (i.e. children who will be commencing primary education in Reception in September 2018)
- b) Secondary schools during the normal admissions round for the academic year 2018/19 (i.e. children who will be commencing secondary education in Year 7 in September 2018)
- c) Maintained schools in-year i.e. outside the normal admission rounds (Reception and Year 7) in the academic year 2016/17

Processes for (a) & (b) are detailed in points 2 – 10 below. Processes for (c) are detailed in points 11 – 15 below.

1.3 Parents of children in the relevant age groups in (a) & (b) above will be identified from the following sources:

Primary

- In-house pupil database and maintained nursery schools and classes within Stockport
- Registered independent and voluntary nursery providers within Stockport
- Information from neighbouring Local Authorities
- Responses to a press release and an advertisement in the local press

Secondary

- In-house pupil database and maintained primary schools within Stockport
- Maintained primary schools outside Stockport where children resident in Stockport are likely to attend
- Independent schools where children resident in Stockport are likely to attend
- Information from neighbouring Local Authorities
- Responses to a press release and an advertisement in the local press

1.4 The following Admission Authorities are covered by this scheme:

Admissions Authority	Number and Type of Schools
Stockport Borough Council	8 Voluntary Controlled Church of England Primary Schools 55 Community Infant, Junior and Primary Schools, 6 Community Secondary Schools
The Governing Body of	15 Voluntary Aided Catholic Infant, Junior and Primary Schools and 3 Voluntary Aided Catholic High Schools
The Governing Body of	2 Voluntary Aided Church of England Primary Schools
The Governing Body of	1 Voluntary Aided Jewish Primary School
The Governing Body of	4 Academy Secondary and 4 Primary Schools

2 Application – Normal Admission Rounds (Reception & Year 7 intakes)

2.1 All applications from parents resident in Stockport for a maintained school place must be made on the Common Application Form provided online at www.stockport.gov.uk/schooladmissions

If a parent cannot access the online system from home the facility is available from some of the many Information Centres across the Borough or at Fred Perry House

2.2 The on-line application system provides an opportunity for the parent to:

- State the name, address and date of birth of the child
- State parents' name and address
- Apply for up to 6 schools
- Give reasons for the application and the stated preferences
- Rank the schools applied for in order of preference

2.3 The on-line application service and the Stockport Local Authority's composite prospectus will be available to parents no later than Friday 12th August 2016 via Stockport Council's website. Parents resident in Stockport will be clearly informed that they must use the Common Application Form via the online system to apply for maintained schools outside Stockport.

2.4 Parents resident in the area of another Local Authority must use the Common Application Form supplied by their own home Local Authority to apply for schools inside or outside of their own home Local Authority area.

2.5 The above information will be available on the Stockport Council website www.stockport.gov.uk/schooladmissions no later than the week finishing Friday 4th September 2017, Stockport will raise awareness as follows:

Primary

- Flyers to all maintained schools in Stockport
- Flyers to all registered independent and voluntary nursery providers within Stockport
- Press release and local newspaper advertisement
- Stockport Council website and other Council outlets

Secondary

- for children attending maintained primary schools in Stockport – letters will be provided to parents by Stockport Local Authority's Admissions Support & Advice Team via the primary school at which their child is on roll before the end of the 2016/17 academic year
- for all other parents known to Stockport Council and resident in Stockport – letters will be sent by post by the same date

2.6 Parents applying for a school place in the area of another Local Authority may be required to complete supplementary application details.

2.7 In the case of an application for a school designated as having a religious character (faith school), parents/carers will be asked to **state the religious denomination of their child on the application form**. Parents/carers will be required to show evidence at the relevant school of appropriate baptism, this may be via a supplementary information form, available on the Stockport Council website or direct from the school.

2.8 In all cases, application must be made by the parent by the following closing dates:

- **Primary – 15 January 2018**
- **Secondary – 31 October 2017**

2.9 The online application system will automatically send an electronic receipt when an application is successfully submitted.

3 Change of Preference

3.1 If a parent / carer wishes to change their preferences before the closing dates for applications to be received (see 2.7 above), they can log into the system using their password and make their amendments **NB** the application **must** be resubmitted to ensure the changes are recorded.

3.2 Applications to change a preference after the published closing dates **will not** be accepted by the Local Authority unless it is determined by the Corporate Director for Services to People or other appropriate Admissions Authority that there are exceptional and genuine reasons for the lateness e.g. a house move.

Full details must be provided to the Local Authority for consideration. In the case of a recent house move confirmation of **disposal of previous property**, exchange of contracts/tenancy agreement and utility bills will be required.

4 Co-ordination of Applications – Parents Resident In Stockport’s Area

- 4.1 Applications for Voluntary Aided schools and Academies, will be made available to the Admission Authority for each school. In practice the Admissions Support & Advice Team, on behalf of the Governing Body, will apply the Governors’ determined admissions criteria for each application for the school. Preference ranking will not be shared with school Admission Authorities prior to consideration of applications as this cannot lawfully be used when applying oversubscription criteria.
- 4.2 The Admissions Support & Advice Team will rank, by application of Stockport Council’s determined admissions criteria, the order of priority for admission to Community schools and Voluntary Controlled schools.
- 4.3 Where the application includes a school maintained by another Local Authority (the maintaining authority) the full details of that application (including any necessary supplementary information and any supporting reasons relevant to the application for that school) will be exchanged with that Local Authority.
- 4.4 The maintaining Authority will determine (as provided for in the maintaining Authority’s scheme) whether a place can potentially be offered at that school.

5 Co-ordination of Applications – Parents Resident in the Area of Another Authority

- 5.1 Applications for places in Stockport maintained schools from parents resident outside Stockport will be forwarded by the home Authority to the Admissions Support & Advice Team
- 5.2 The Admissions Support & Advice Team will rank the order of priority for any application received, in accordance with the relevant admission criteria as outlined at 3.1 and 3.2 above.

6 Determination and Notification of Applications

- 6.1 Where the application concerns a child for whom a Statement of Special Educational Need has been issued which names the school, this will have priority over other applications.
- 6.2 Applications for all schools will be determined by application of the published admission criteria available to view at www.stockport.gov.uk/schooladmissions
- 6.3 **All** preferences for maintained schools in Stockport will be treated equally as if they were all 1st preferences.
- 6.4 Where a parent resident in Stockport has expressed a preference for a school in the area of another Local Authority, that Authority will advise Stockport’s Admissions Support & Advice Team of the outcome of that application.
- 6.5 Where Stockport has received a preference from a parent resident in another local authority, Stockport’s Admissions Support & Advice Team will inform the

local authority where the parent is resident of the outcome of that application

6.6 If, as a result of this process more than one school place can potentially be offered, the single offer will be for the school the parent has ranked the highest.

6.7 Where it is not possible to grant a place at any of the schools applied for, a parent resident in Stockport will be allocated a place at the nearest available maintained school in the Authority area with a place available, taking account of any reasons submitted for their preferences. In the case of baptised Catholic applicants requesting a Catholic school place, the nearest available Catholic school will be allocated. If one is not available the nearest available maintained school will be allocated.

6.8 The Admissions Support & Advice Team will notify each of the maintained schools in Stockport of the children to be offered places at that school

7 Offers to Parents

7.1 The on-line system will generate an e-mail notification of the school place offered to their child on:

- **Primary – 16 April 2018**
- **Secondary – 1 March 2018**

All parents resident in Stockport will also be informed by the Admissions Support & Advice Team of the school place allocated to their child by letter posted 2nd class on the above dates

7.2 The letter will inform the parent of:

- the school place allocated to their child
- if applicable, the reason their preferred school has not been offered
- their right to appeal against the refusal of a preferred school place to the Independent Appeal Panel and who to contact, if applicable

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

8 Acceptance of Offers

8.1 Parents / carers will be required to complete and return an acceptance slip to the Admissions Support & Advice Team, by the date determined in the letter (2 weeks). The Admissions Support & Advice Team will write to the parent / carer once to remind them of the need to respond should the slip not be returned by the date specified. Failure to respond may result in the place being withdrawn and offered to another child.

8.2 The acceptance slip provides the parent the opportunity to:

- Accept the place offered
- Accept the place offered **and** for their child's name to remain on the

waiting list for a higher ranked school

- Refuse the school place offered, however parents **must** state where alternative education will be provided

8.3 The Local Authority reserves the right to withdraw places not accepted by the date specified.

9 Waiting Lists

9.1 Waiting lists will be kept in respect of applications for all oversubscribed schools maintained by the Local Authority ordered by the published admissions criteria. Where a place becomes available at a school it will be offered to the parent of the child at the top of the waiting list for that school.

9.2 Waiting lists for oversubscribed schools will be maintained by the Admissions Support & Advice Team for the duration of the academic year 2018/19. Where appropriate, offers to parents will be made in conjunction with the relevant Admission Authority.

9.3 Waiting lists will cease to be maintained after the 2018/19 academic year. .

9.4 Parents wishing to have their child's name included in the waiting list the following academic year must put their request in writing to the Admissions Support & Advice team before the 31st August of the original application year.

10 Applications received after the closing date

10.1 Applications received after the published closing dates (see 2.7 above) will be dealt with:

- in accordance with published admission criteria and in most cases placed in the last category of the oversubscription criteria i.e. received after the closing date and ranked by the preceding oversubscription criteria.
- as if it were not late, where it is determined by the Corporate Director for Services to People or other appropriate Admissions Authority that there are genuine reasons for the lateness, i.e. exceptional medical or social reasons preventing an earlier application being made or a recent house move

10.2 Applicants moving into the Stockport area after the published closing date will be able to apply on-line 2 weeks after the closing date when the system will re-open.

11 Summaries of Timetables

11.1	Primary Intake Timetable	
	15 January 2018	Closing Date for applications to be received
	Community / Voluntary Aided / Controlled schools send applications to Admissions Support & Advice Team immediately following receipt	
	6 February 2018	<ul style="list-style-type: none"> • Stockport Local Authority sends applications for schools outside Stockport to the appropriate Local Authority • Other Local Authorities send applications for schools in Stockport to the Admissions Support & Advice Team
	17 March 2018	Exchange of offer status with other Local Authorities begins
	24 March 2018	Resolution of offer status exchanged with other local authorities
	11 April 2018	Stockport maintained schools informed by Admissions Team of the results, which may include offers to pupils living in other Local Authorities
	16 April 2018	Offers made by Stockport Local Authority to parents resident in the area. Offers made to parents in other Local Authority areas by their home authority
	Where a vacancy arises places continue to be offered from the waiting list	
	June - July 2018	Appeals heard
	3 September 2018	Academic Year commences

11.2	Secondary Intake Timetable	
	31 October 2017	Closing Date for Applications
	11 November 2017	<ul style="list-style-type: none"> • Stockport Local Authority sends applications for schools outside Stockport to the appropriate Local Authority
		<ul style="list-style-type: none"> • Other Local Authorities send applications for schools in Stockport to the Admissions Support & Advice Team
	13 January 2018	Exchange of offer status with other Local Authorities begins
	8 February 2018	<ul style="list-style-type: none"> • Resolution of offer status exchanged with other Local Authorities
		<ul style="list-style-type: none"> • Other Local Authorities reciprocate
	23 February 2018	Stockport maintained schools informed by Admissions Team of the results, which may include offers to pupils living in other Local Authority areas
	1 March 2018	Offers made by Stockport Local Authority to parents resident in the area. Offers made to parents in other

		Local Authority areas by their home Authority
		Where a vacancy arises places continue to be offered from the waiting list
	April – May 2018	Appeals heard
	3 September 2018	Academic Year commences

12 Application for maintained schools in-year i.e. outside the normal admission rounds (Reception and Year 7)

12.1	General Principles
12.1.1	Applications for school places will not be considered where the date the place is required from is more than 2 months from the date of the application (e.g. applying in January but not requiring the place until May; the application will only be considered if it were made in March). Children must be resident in the country before an application will be considered. Service and Crown Personnel are exempt from the above.
12.1.2	School places cannot be allocated on the basis of an intended change of address. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a rental agreement and disposal of previous property may be required. Stockport Council reserves the right to seek further documentary evidence to support a claim to residence. Further details are contained in the Authority's School Admissions Policy document available to view at www.stockport.gov.uk/schooladmissions
12.1.3	Parents / carers resident in Stockport must apply to Stockport Metropolitan Borough Council for a school place, even if they are requesting a place in a school outside Stockport. Stockport Council's Admissions Support & Advice Team will liaise with other Local Authorities to ascertain whether or not a place is available.
12.1.4	Determination of whether or not a place is available will be made by the Admissions Support & Advice Team in conjunction with the Headteacher of the particular school.
12.1.5	All maintained schools must provide information on pupil numbers to the Admissions Support & Advice Team as appropriate to determine the outcome of applications.
12.2	Application
12.2.1	Parents / carers must apply using on-line admissions system at www.stockport.gov.uk/schooladmissions
12.2.2	The online form provides an opportunity for the parent / carer to:
	<ul style="list-style-type: none"> • Give details of the child for whom the application is being made (name, address, date of birth, any relevant medical / social information) • State if the child has a Statement of Special Educational Needs

	<ul style="list-style-type: none"> • State if the child is Baptised Catholic (for use in faith school applications only) – sight of the Baptismal certificate will be required • Apply for up to 6 schools • Give reasons for the application • Rank the schools applied for in order of preference • Give details of siblings who already attend the preferred school • Name the child’s current school • Give details about the person completing the application (name, address, relationship to the child, contact details)
12.3	Determination of Applications
12.3.1	Where the application concerns a child who has a Statement of Special Educational Needs, it will be referred to Stockport Council’s Special Educational Needs (SEN) Team for consideration. The SEN Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.
	For all other applications the Admissions Support & Advice Team will ensure that all parents’ preferences are logged on to the admissions database within 5 school days of receipt of the fully completed application form. Applications will be processed by the Admissions Support & Advice Team within a further 10 school days for a child without a school place e.g. moving into the Stockport area where the previous school cannot be accessed, or the child has no current school. Where the application is for a school outside Stockport timescales may be extended, however, the Admissions Support & Advice Team will endeavour to keep in contact with parents / carers regarding the progress of their application. Where the application triggers the ‘Fair Access Protocol’ the application will be referred to the Inclusion Team for further consideration (see 11.3.2 below).
12.3.2	Fair Access Protocol – ensures that pupils, identified through the protocol as having additional needs, engage in that process for appropriate school placement. All maintained secondary schools in Stockport participate in the protocol, which may in some cases result in schools admitting pupils above the Published Admission Number. The Fair Access Protocol can be viewed at www.stockport.gov.uk/schooladmissions
12.3.3	All preferences for maintained schools will be treated equally as if they were all 1 st preferences.
12.3.4	All applications will be considered on the basis of the Published Admission Number of the school, the number of pupils on roll and the effect an unplanned admission would have on the provision of efficient education and use of resources at the school. Parental and pupil circumstances are taken in to account in line with the school’s oversubscription criteria as referred to in 4.4 below.
12.3.5	If there are multiple in-year applicants for the same school year and there are insufficient places to satisfy all requests, the oversubscription criteria contained in the Authority’s Admissions Policy document available to view at

	www.stockport.gov.uk/schooladmissions will be applied.
	In the case of a preference for a maintained school outside Stockport, the Admissions Support & Advice Team will contact the relevant Local Authority to determine the outcome of the application.
	If, as a result of this process, more than one school place can potentially be offered, the single offer will be for the school the parent has ranked the highest.
12.3.6	Where it is not possible to offer a preferred school place to a pupil resident in Stockport, a place at the nearest available school with a place will be offered. In the case of infant aged children moving into the Metropolitan Borough of Stockport area , this will be within a walking distance of 2 miles from the child's home.
12.3.7	If a place at the preferred school is refused, parents are advised of their right to appeal to the Independent Appeal Panel, unless an appeal has already been heard for the same child and school within the same academic year. In the case of Reception and Year 7 applications only , the name of the child will be kept on a waiting list for the duration of the academic year in which they enter Reception or Year 7.
	The above criteria apply equally to Stockport residents and to applicants from outside the borough (excluding 11.3.6 above).
12.4	Outcome of Applications
12.4.1	The Admissions Support & Advice Team will post out a letter to the child's home address to inform parents / carers of the outcome of their application and their right to appeal, if applicable (see also 11.3.7 above).
12.4.2	If they have been offered a school place, parents / carers will be required to complete and return an acceptance slip to the local authority, by the date determined in the letter. The Admissions Support & Advice Team will write to the parent / carer to remind them of the need to respond should the slip not be returned by the date specified. Failure to respond may result in the place being withdrawn and offered to another child.
12.4.3	If a parent / carer wish to reject the place offered, they must do so, in writing, to the Admissions Support & Advice Team within 5 school days of the date of the offer being made and stating where education will be provided.
12.5	Summary for the Co-ordination of In-Year Admissions 2017 / 18
	Parents / carers must apply on-line at: www.stockport.gov.uk/schooladmissions
	For transfers between Secondary Schools within Stockport, a paper application form must be obtained and completed at the school the child is currently attending.

	Within 5 school days - Completed application forms will be entered on the admissions database
	Within 10 school days (following the above) - The Admissions Support & Advice Team will co-ordinate with Headteachers, School Admissions Authorities and other Local Authorities as appropriate to determine if a school place is available. Letter posted to parents / carers with outcome of the application. Acceptance slip will accompany the offer of a school place
	Parents / carers required to return acceptance slip - to the Admissions Support & Advice Team by the date specified
	Parents will receive 1 reminder if the acceptance slip is not received by the date specified in the letter. Failure to respond may result in the place being withdrawn and offered to another child
	Parents refused a place at their preferred school will be advised of their right to appeal to the Independent Appeal Panel, if appropriate (see also 11.3.7 above)