



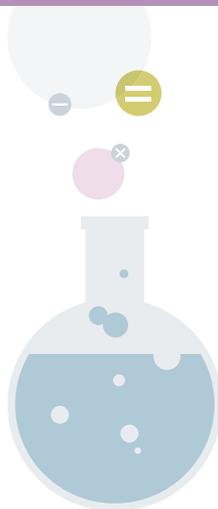
Applying for your child's secondary

SCHOOL PLACE



Secondary school applications
for term beginning September 2018

Apply online at www.manchester.gov.uk/admissions
by 5pm on Tuesday 31 October 2017



DIRECTOR'S INTRODUCTION

Dear Parent/Carer

Starting secondary school is a key milestone in every young person's life. Deciding which school you prefer is one of the most significant decisions you will have to make. To help you in making this decision, we would advise you to read the information provided in this brochure about how the process works and the schools available in Manchester. You may also wish to attend the open evenings for your local schools.

You are thinking about your preferences at a very exciting time. Over the last few years we have spent large amounts of money to create excellent secondary school buildings and facilities right across the city. The way children are taught and learn is constantly developing, with every child now benefiting from a much more personalised approach. This will help achieve the vision that our young people will leave school as confident, competent and responsible citizens who are able to realise their full potential and who are able to contribute to and benefit from the success of our exciting city.

This brochure gives you information about ensuring your child receives a place at a secondary school for September 2018. I hope it answers all your questions but, if not, please talk to the headteacher/principal of the school you are interested in. Alternatively, you may wish to speak to one of my colleagues in the admissions team. Their contact details are given later in this brochure.

Working together, I know that we can give Manchester young people the best of futures.

Thank you for reading this brochure.

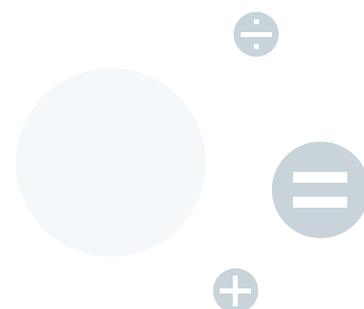
Best wishes

Amanda Corcoran

Interim Director of Education

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HOW WILL I GET A PLACE?

1

You can apply:

- online at www.manchester.gov.uk/admissions
- by post
- Apply in person at the Customer Service Centre

from **Monday 3 July 2017**.

2

If you apply online, make sure you click on 'Submit Form' on completion to receive a confirmation email. Whether you apply on paper or online **we must receive** your application by the closing date of **Tuesday 31 October 2017**.

3

Offers will be sent to parents/carers from their local authority on **Thursday 1 March 2018**





Admissions explained

Included within this brochure is the admissions policy for Manchester community high schools. Make sure you look at the admissions policy of your preferred school to see whether your child is likely to get a place. Admissions policies for all other Manchester schools can be found at www.manchester.gov.uk/admissions or by requesting a hard copy on 0161 245 7166.

There is no guarantee that we will be able to offer a place at one of your preferred schools. If we can't, we will make you an alternative offer for the closest school (excluding William Hulme's Grammar School Academy and King David High School) that has places left.

If you want to apply for a school in another local authority, check the admissions policy for that school with the appropriate local authority (LA). You'll find contact details for other authorities on the inside back cover of this brochure.

Equal preference

Manchester operates an equal-preference system. That means all preferences are looked at equally, regardless of whether you place them first, second or lower. Putting a school first does not improve your chances of obtaining a place.

If a school receives more applications than places available, they will be considered in line with the oversubscription criteria for the school. The oversubscription criteria are part of a school or academy's admission policy.

If it is possible to offer your child more than one school, we will offer the school that was your higher preference.

We will decide who is allocated places at the schools and academies in the list on pages 8 and 9 in accordance with the oversubscription criteria set out on page 10.

We will liaise with voluntary-aided schools, foundation schools, all Manchester academies and free schools and other local authority areas. They will inform us who is to be allocated places in their schools in accordance with their own oversubscription criteria. You will still need to apply to Manchester LA for these schools.



Waiting lists

Manchester operates a waiting list for each community school and academy that is oversubscribed. Waiting lists are kept in category order (see page 10), and should a place become available the next child on the list will be offered that place.

Voluntary-aided schools, some academies, some free schools and foundation schools apply their own oversubscription criteria to children on their waiting lists. Where there are vacancies, the LA will make an offer on behalf of the school.

A child's position on a waiting list can move up or down as children take up offers at other schools or move address. The waiting lists will be maintained to the end of the autumn term, when your child's details will be removed from the waiting list. If you still require a place at your preferred school, you will need to reapply.

Late applications

It is really important that you submit your application on time to avoid any unnecessary disappointment with your school preferences. There is no guarantee that a late applicant will receive an offer of a school place on the published offer day of 1 March 2018.

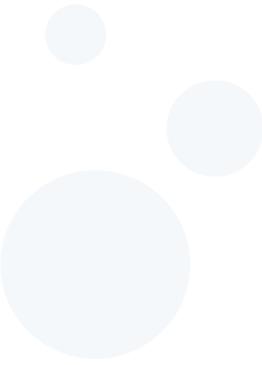
If your application is received after the published closing date of 31 October 2017, it will be recorded as 'late' and considered after all on-time applications. This could mean that your application is unsuccessful for your preferred school.

The exception to this will be where the local authority has received an explanation for the late submission from you along with supporting information and is satisfied that the reason given justifies the application being considered alongside on-time applications. Reasons that may be accepted include exceptional medical reasons preventing an earlier application or a late move into the area. Your reasons must be presented at the time of application and supporting documentation must be provided for the local authority by the deadline of 12 January 2018.

In the case of a recent house move, we will require supporting evidence to show that the place of residency has changed. This will include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. The rental agreement must include residency on 12 January 2018. Further information may be requested to confirm residency, eg. a council tax bill, or recent utility bills.

If you submit a late application that is received after 12 January 2018, this will be processed as a late application even if there is a good reason for the late submission.

Please note: Any late applications received after 12 January 2018 may not be dealt with until after the allocation process has been completed. This means that late applications received after this date may be put to one side and processed alongside waiting list applicants.

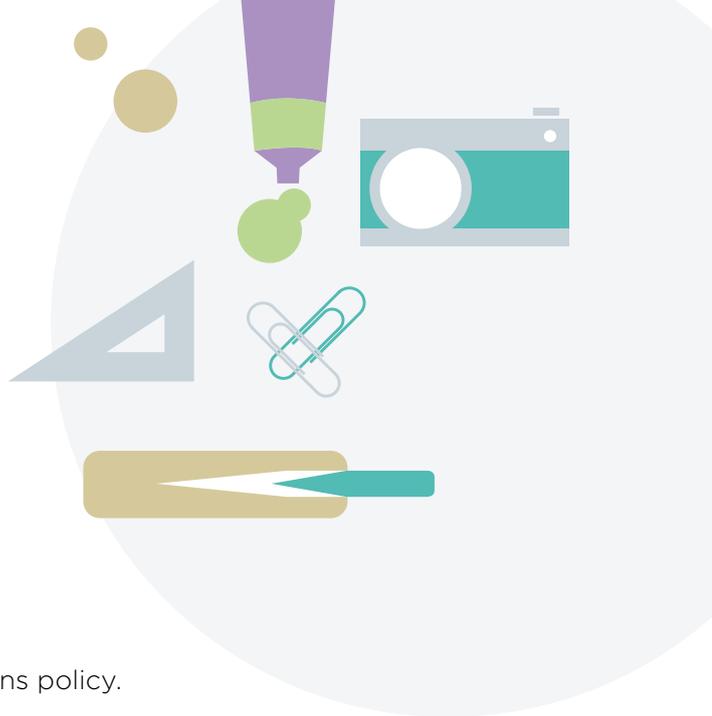


Types of schools in Manchester

Academies

Academies are responsible for setting their own admissions policy. The academies in Manchester are all-ability, state-funded schools. They have more control over the way they are run. Academies can decide their own admissions policy. The academies in Manchester have decided to follow the admissions policy set by the local authority, except for the nine academies marked with an asterisk (*).

Academy	Area
Burnage Academy for Boys*	Burnage
Cedar Mount Academy*	Gorton South
Chorlton High School	Chorlton Park
Dean Trust Ardwick*	Ardwick
King David High School*	Crumpsall
Levenshulme High School	Levenshulme
Manchester Academy*	Moss Side
Manchester Communication Academy	Harpurhey
Manchester Creative and Media Academy	Charlestown
Manchester Enterprise Academy	Woodhouse Park
Manchester Health Academy	Brooklands
Newall Green High School	Baguley
Parrs Wood High School	Didsbury East
St Paul's Catholic High School*	Baguley
The Co-operative Academy of Manchester	Higher Blackley
The East Manchester Academy*	Bradford
Trinity Church of England High School*	Hulme
Whalley Range High School	Fallowfield
William Hulme's Grammar School Academy*	Fallowfield



Community schools

The local authority is responsible for setting the admissions policy.

School	Area
Abraham Moss Community School	Crumpsall

Free Schools

Free schools are responsible for setting their own admissions policy. They're all ability schools funded by the government and have more control over the way they are run. The Free Schools in Manchester have decided to follow the admissions policy set by the local authority, except for the schools marked with an asterix (*).

School	Area
Eden Boys' Leadership Academy, Manchester *	Cheetham
Eden Girls' Leadership Academy, Manchester *	Cheetham
Manchester Enterprise Academy Central	Rusholme

Voluntary-aided and foundation schools

The governing body of each of these schools is responsible for setting its own admissions policy.

School	Area
Loreto High School	Chorlton Park
Our Lady's RC High School	Higher Blackley
St Matthew's RC High School	Charlestown
St Peter's RC High School	Gorton North
The Barlow RC High School and Specialist Science College	Didsbury East
Wright Robinson College (Foundation)	Gorton North

Manchester's community oversubscription criteria

Category 1

Children who are looked after by a local authority and children who were previously looked after by a local authority.

Previously looked-after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

Category 2

Children with exceptional medical/social needs.

- A panel of local authority officers will consider category 2 applications on behalf of the Director of Education and Skills.
 - If a parent has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence. The LA will then send a category 2 application form allowing the parent to state in full the exceptional social/medical reasons why the child should attend this school.
 - If supporting evidence is not supplied with a category 2 application, the application will be refused.
-

Category 3

Children who have an older brother or sister attending the preferred school when they take up their place (but not in a sixth form) and living at the same address.

This includes adopted siblings, stepsiblings and foster children.*

Category 4

All other children.



How we calculate distance when allocating school places

We use a computerised measuring system to measure distance in a straight line from the child's permanent home address to the centre point of the school, as defined by the Local Land and Property Gazetteer (LLPG). Those living closer to the school will receive higher priority.*

Some schools set their own policies for admission

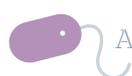
In community secondary schools the LA decides the policy for offering places. Some academies have agreed to operate the same policy as Manchester LA, but others, including voluntary-aided and foundation schools, operate their own policy.

This means that the policy can be different, depending on which school you want for your child.

You can contact the school for further details, or see the admissions policies for each on the website. Please note that you must fill in an extra form for Trinity Church of England High School, King David High School, and William Hulme's Grammar School Academy.

For information on schools in other local authorities, you will need to contact that LA. If you are a Manchester resident and wish to apply for a school in another LA, you need to make an application using the Manchester LA application form. You may also apply online at www.manchester.gov.uk/admissions

*In the event that the number of children in a category will cause a school to exceed its planned admissions number (PAN), admissions will be prioritised according to the distance between the child's permanent address and the school, measured in a straight line. Those children living nearest to the school will be admitted until all the places have been taken up.



HOW DID THE ADMISSIONS PROCESS FOR SECONDARY SCHOOLS WORK LAST YEAR?

The table below shows how offers were made for year 7 places for September 2017 to on-time applicants and where possible to late applicants. Where there are more parents applying for a place in a school/academy than there are places available, the over-subscription criteria is used to decide which applicants will be offered a place. Further information on the admission process and copies of the admissions criteria for all

secondary schools/academies can be downloaded from www.manchester.gov.uk/admissions.

The vacancies shown below were correct at the time of printing but may have changed. Please contact School Admissions if you require confirmation of Manchester schools/academies with vacancies.

Places offered on 1 March 2017

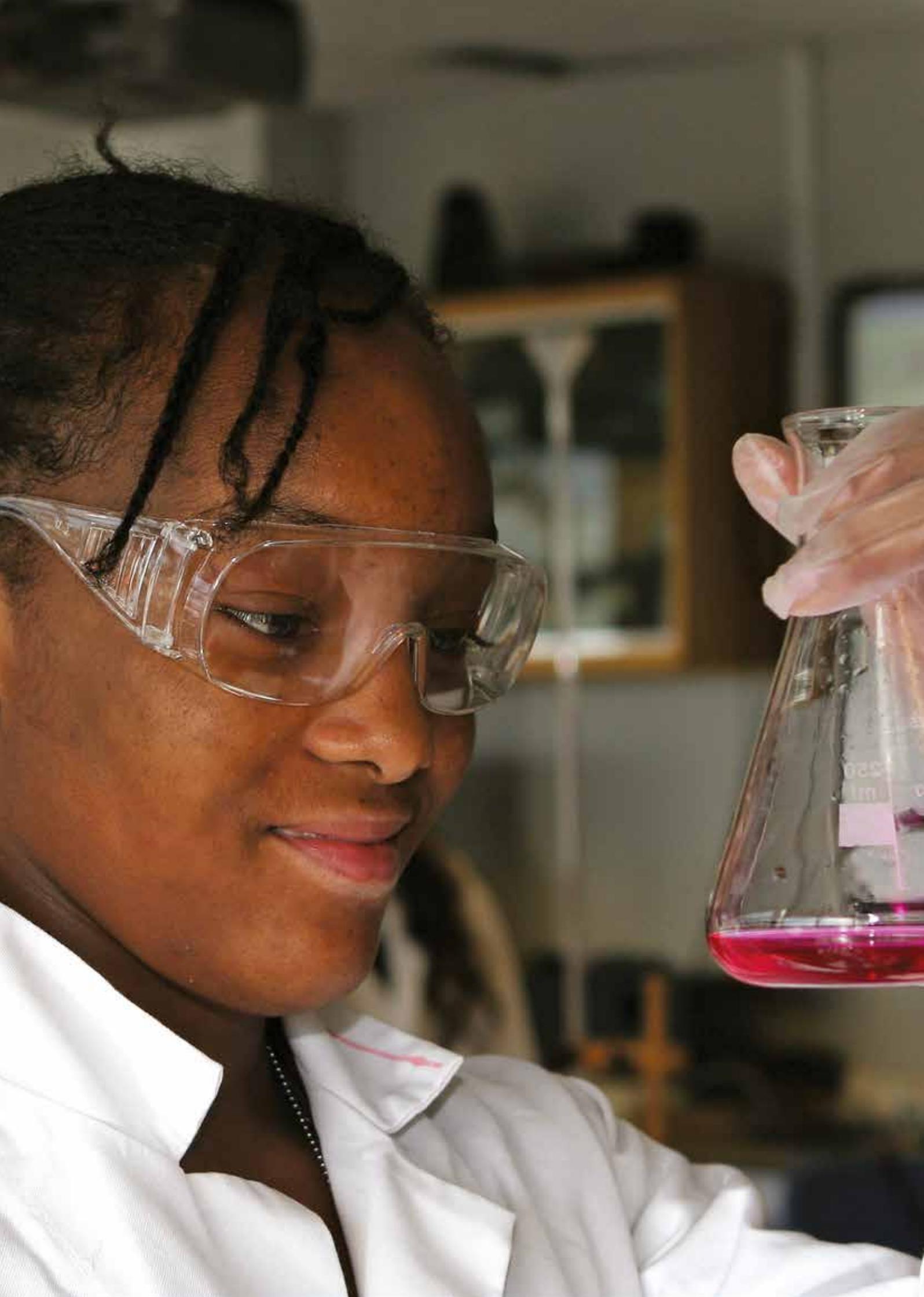
School/academy	<u>Total places</u>	Breakdown of on-time offers	Total offers made*	Vacancies
Abraham Moss Community School	270	All on time applicants in category 1,2,3, and 4 to a distance of 0.629 miles	275**	-5
Burnage Academy for Boys	180	All on time applicants offered	180	0
Cedar Mount Academy	180	All on time applicants offered	180	0
Chorlton High School	300	All on time applicants in category 1,2,3, and 4 to a distance of 1.231 miles	300	0
Dean Trust Ardwick	240	All on time applicants in category 1,2,3, and 4 to a distance of 1.047 miles	241**	-1
Eden Boys' Leadership Academy	120	All on time applicants offered	105	15
Eden Girls' Leadership Academy	120	All on time applicants offered	120	0
King David High School	133	Places offered according to school's criteria. Contact school for details	133	0
Levenshulme High School for Girls	200	All on time applicants in category 1,2,3, and 4 to a distance of 1.501 miles	200	0
Loreto High School	150	Places offered according to school's criteria. Contact school for details	153**	-3
Manchester Academy	240	All on time applicants offered	240	0
Manchester Communication Academy	240	All on time applicants offered	240	0

School/academy	Total places	Breakdown of on-time offers	Total offers made*	Vacancies
Manchester Creative and Media Academy	250	All on time applicants offered	219	31
Manchester Enterprise Academy	240	All on time applicants in category 1,2,3, and 4 to a distance of 1.233 miles	241**	-1
Manchester Enterprise Academy Central	210	All on time applicants offered	240***	-30
Manchester Health Academy	210	All on time applicants offered	211**	-1
Newall Green High School	180	All on time applicants offered	128	52
Our Lady's R.C. High School	150	All on time applicants offered	150	0
Parrs Wood High School	330	All on time applicants in category 1,2,3 and 4 to a distance of 1.766 miles	330	0
St Matthew's R.C. High School	300	Places offered according to school's criteria. Contact school for details	301**	-1
St Paul's Catholic High School	180	All on time applicants offered	146	34
St Peter's RC High School	200	Places offered according to school's criteria. Contact school for details	200	0
The Barlow R.C. High School	180	Places offered according to school's criteria. Contact school for details	180	0
The Co-operative Academy of Manchester	300	All on time applicants offered	301**	-1
The East Manchester Academy	200	Places offered according to school's criteria. Contact school for details	200	0
Trinity Church of England High School	240	Places offered according to school's criteria. Contact school for details	240	0
Whalley Range High School for Girls	270	All on time applicants in category 1,2,3 and 4 to a distance of 1.874 miles	271**	-1
William Hulme's Grammar School Academy	180	Places offered according to school's criteria. Contact school for details	180	0
Wright Robinson College	360	Places offered according to school's criteria. Contact school for details	360	0

*The total number of offers made includes alternative offers. Alternative offers are made to Manchester children where an offer of one of their preferences cannot be made.

** Where "total offers made" exceeds "total places", offers have been made to applicants with a statement of special educational needs.

***Manchester Enterprise Academy Central has offered 30 additional places due to local demand, this number is subject to change.



APPLY ONLINE

If you live in Manchester, all you need is a working email address. Log on to www.manchester.gov.uk/admissions to find the online application form. It will be available from **3 July 2017** until the closing date of **31 October 2017**.

Why is it better to apply online?

- You can make your application on any computer or at our drop-in online facility at Manchester Contact Centre, Town Hall Extension, Albert Square, Manchester M60 2LA.
- You can use a computer at your local library.
- You can complete your application and submit it immediately to the Admissions Team.
- You will receive confirmation that your application has been received.
- Even after you have made your application you can change it at any time up to 5pm on **31 October 2017**. So if, for example, you attend an open evening that makes you change your mind about your preferred school, simply change your application.
- You will be able to keep a record of the application you have made.
- You will receive an email notifying you of the results of your application on **1 March 2018**.
- The process is easy to follow, so why not have a go at www.manchester.gov.uk/admissions
- If you have any problems, the Admissions Team can help. You can email them at school.admissions@manchester.gov.uk or phone them on **0161 245 7166**.

When you apply online you can use the Unique Identity Number (UID) for your child. The UID can be found on the letter we have sent to you. If you fill in this number on the online application form, the system will automatically complete your child's basic details so that you do not have to type them in.

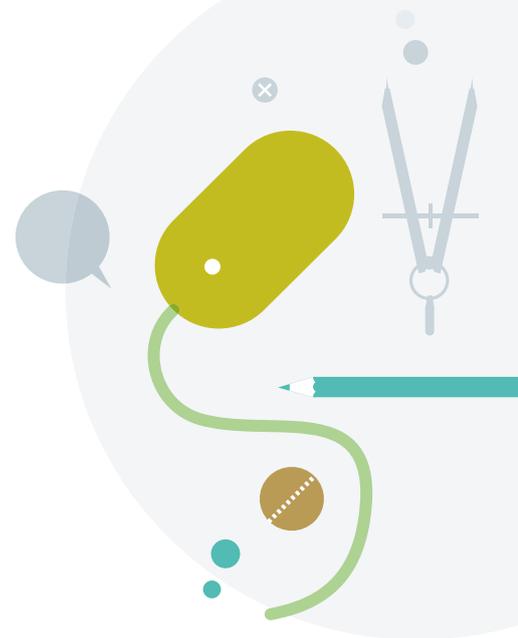
You will still be able to make your application if you do not have your child's UID, but you will have to fill in your child's details before you list your preferred schools.

You will have the opportunity to state preferences for any secondary school, whether it is in Manchester or in another local authority. We suggest that you state at least three preferences, but you can state more if you wish. Remember, the more preferences you state, the higher the chance of you receiving an offer of a place for one of the schools you selected. If you state just one or two schools, it is more likely that you will be offered a school you have not selected.

Important: you do not need to post a paper application form if you apply online. Your online application must be received by **5pm** on **31 October 2017**.

Supplementary form

If you are applying for a place at Trinity Church of England High School, King David High School, or William Hulme's Grammar School Academy, you must contact the school to request a supplementary form as well as making your application online.



SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

How do I choose a secondary school if my child has a statement of special educational needs (SEN)/ Education Health and Care Plan (EHCP)?

An annual review meeting will have been held in year 5. At that review your secondary school preference will have been discussed with you, so you should have a good idea about which school you want your child to attend.

Most children with statements/EHCPs transfer to a mainstream secondary school. A small number may transfer to a specialist school, but this will only be considered after discussion with you.

The secondary school your child transfers to requires that Section I of the EHCP, which states the school your child should attend, is changed from your current primary school to the new secondary school.

Education, Health and Care Plans are replacing statements of special educational needs.

Children with a statement will have their statement transferred to an Education, Health and Care Plan. Parents, carers and young people will have a strong say in the EHC process. Existing rights, eg. rights of appeal, will continue.

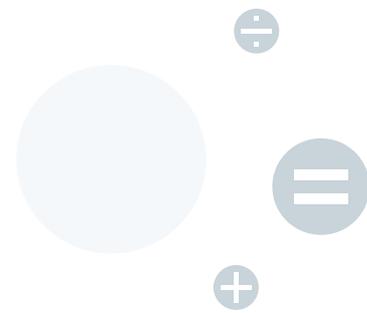
For children who currently have a statement and are in Year 5, it is intended that their statement will transfer to an EHC Plan in time for them starting at high school in September 2018.

On 3 July 2017 a pack containing the following documents will be sent to your home address:

- A letter from the local authority with a form asking you to confirm your preference for a secondary school
- A copy of this brochure
- A list of Manchester LA specialist schools.

You must complete and return your preference form by 31 October 2017.





What happens next?

When we receive your preference form we will consult with your preferred school. If you do not return the form, we will have to name a school in your child's EHC Plan without knowing your preference.

Once we have received a reply from the school, you will receive:

- a letter saying which school the LA proposes to name in the EHC Plan
- a draft EHC Plan
- a final EHC Plan.

If you agree with the draft EHC Plan, you do not need to do anything else. If you do not agree with it, you have 15 days to make any further comments about the EHC Plan, including the proposed school. You can also ask for a meeting with the LA. You will receive more details about this process in a letter that will accompany the draft and a final EHC Plan.

We will consider any comments you make, and write to you no later than 15 February 2018 with the final EHC Plan. This will state the secondary school we believe your child should attend. If you disagree with the school named, or anything else in the EHC Plan, you may appeal to the Special Educational Needs and Disability Tribunal (SENDIST). Information about how to do this will be included in the letter that accompanies the EHC Plan. We hope that any problems can be resolved without the need for an appeal.

We will always do our best to agree to your preferred school, but bear in mind that, wherever possible, we try to ensure that children transfer to schools within their local community. We may also disagree with your preference if, after consulting the school, we believe it is unsuitable for your child's age, ability or special educational needs.



What about getting to school?

Travel assistance for your child will not be provided automatically. However, if you believe you are entitled to receive assistance with travel, please contact the Customer Care Centre on 0161 219 6400 for details.

For help and advice, contact:

Statutory Assessment Team

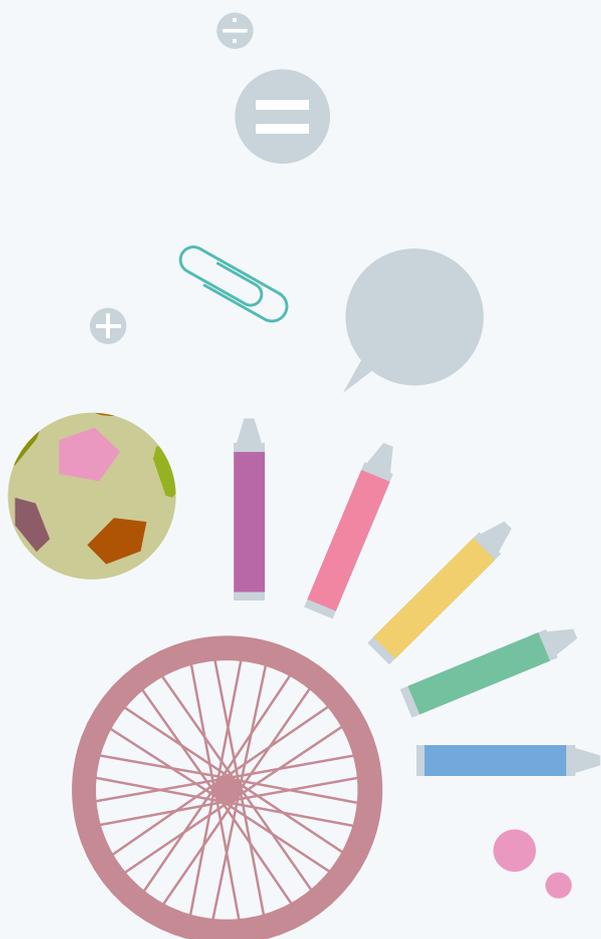
1st Floor, Universal Square,
Devonshire Street North, Ardwick,
Manchester M12 6JH

Tel: 0161 245 7439
Fax: 0161 274 7084
Email: sen@manchester.gov.uk

Information, Advice and Support Manchester

Westwood Street, Moss Side,
Manchester M14 4PH

General enquiries: 0161 245 7300
Confidential helpline: 0161 209 8356
Fax: 0161 274 7368
Email: parents@manchester.gov.uk



Timetable for secondary school application process for children with SEND

Date	Action
3 July 2017	Admission forms sent to parents
31 October 2017	Closing date for stating your preferences
By 15 February 2018	Agreed EHC plan sent to you.
By 15 April 2018 (or within two months of receiving the agreed EHC Plan)	Any appeal must be lodged with the SEN and Disability Tribunal if you disagree with the school named.
May/June/July 2018	Appeals will be heard by the SEN and Disability Tribunal
September 2018	Children start at their new secondary school

What about children with special educational needs who don't have a statement/EHCP?

All our secondary schools have provision for children with special educational needs. Children without a statement of SEN/EHCP must be educated in a mainstream school and transfer to a secondary school in exactly the same way as other children. The primary school will make sure that the new secondary school knows about any difficulties a child has.

If your child is undergoing a statutory assessment of special educational needs but does not yet have an EHCP, then you should apply for a school place through the same admissions process as children without a statement/EHCP.





FREQUENTLY ASKED QUESTIONS

These are the questions that parents and carers most often ask. If you have any more, please contact the Admissions Team on **0161 245 7166** or email **school.admissions@manchester.gov.uk**

1 What is the choice of secondary schools in Manchester?

In Manchester there are 29 secondary schools; These consist of:

- One all through community school
- Eighteen academies
- One all through academy
- Five voluntary aided high schools
- One foundation high school
- Three, free schools

2 Are any of these schools single-sex?

Manchester has three secondary schools for girls and two secondary schools for boys.

3 What if I miss the closing date for making an application?

This could mean that all the places at your preferred schools have been taken, so it's very important that you state your preferences by **31 October 2017**.

If you miss the deadline, you can still state a preference, but you will only get a place at one of your preferred schools if they still have vacancies. This is because places are offered to on-time applicants first, then late applicants are offered the places that are left.

4 Can I change my preferences after 31 October?

If you apply online, you can change your application any time up to 5pm on 31 October. Changes made after that will be treated as late and won't be looked at until all on-time applicants have been offered a place.

If your new preferred school has vacancies, we will be able to offer your child a place. If the school is full, we will have to offer a place at a different school.

5 What if my child doesn't get a place at our preferred secondary school?

First of all, don't worry! There are quite a few options open to you. We will try to give your child a place at either your second or other preferred schools if they have spare places.

At the same time, you will be put on the waiting list for each of your preferred schools and we will tell you if a place becomes available. However, this could mean that you don't know if your child has got a place until the last minute.

If you think there are special reasons why your child should be given a place at your preferred school, you can appeal to the Independent Appeal Panel, which is not part of the LA. If they decide you have a good case, your child will be given a place.

6 What is a category 2 application?

If you believe that your child needs to attend a particular school because of exceptional social or medical reasons, you can apply for a place under category 2 of the admissions policy for schools which state this is part of their over subscription criteria.

We explain how to make a category 2 application on page 10 of this brochure.

7 What about changing school after September?

If you decide to change your child's school after September, you must contact the Admissions Team to ask for a place at another school. If there are spare places, the school must let your child in. If there are no spare places but you think you have a special case, you can appeal. Otherwise you can put your child's name on the waiting list. You must remain at your current school until you are offered a place elsewhere.

8 How do I appeal if my child isn't given a place at our preferred school?

If the school is in Manchester, you should obtain an appeal booklet and form from the Admissions Team. This will explain what will happen at the appeal. The first round of appeals will be heard in June 2018.

If the school is in another LA, you must request an appeal form from that LA. Contact numbers for all neighbouring authorities are on the back of this brochure.

9 What if I miss the closing date for making an appeal?

You can still make an appeal after June 2018, but it won't be heard until July or August.

10 Will I have to show evidence of my permanent address?

You will be asked for your permanent home address when you apply for a place at your preferred schools. It must be the address of the adult with whom the child is permanently resident. If a child minder, grandparent or another member of the family cares for your child on a daily basis at another address, we cannot consider this address for the purpose of admission to schools.

It is important to give your correct address (including postcode), especially if you have applied for a popular school where places will be allocated according to distance from the school. In the past some parents have given a false address, thinking this would give them a better chance of getting a place at certain schools. We will ask for further evidence of your permanent home address if we consider it reasonable to do so.

Please note that addresses are checked. If you give a false address, your child will lose their preferred school place.

If you change your address, you must inform the primary school your child attends so that their records can be amended.

11 What chance do I have of winning an appeal? Is there a set number of appeals that are allowed for each school?

An Independent Appeals Panel considers each case individually on its merits. The panel will consider all the points you make and will make a decision on this basis. There is no set number of appeals for each school.

12 Can I apply for a school even though it is not in Manchester?

Yes, you can apply for schools outside Manchester, but you still need to put them on the Manchester preference form. We also advise you to carefully consider the order of your preferences, and to find out the admissions policy of each school so you can gauge your child's chances of getting a place.

13 Can children who live in other authorities apply for schools in Manchester?

Yes, it's against the law to prevent them from doing so.

14 Why have you asked me to prove where I live?

A change of address can sometimes make a difference to getting a place at your preferred school. If we become aware that you have moved nearer to your preferred school, we may ask you for proof of address. This is so we can be sure that you live where you say you do, and you can be in the correct priority order.

15 My elder child attends the school already, so why has my younger child not got a place?

This could be because your elder child is in the sixth form, which doesn't count for the purposes of admissions, or because your children don't live at the same address.

16 What about meals at school?

Your child will be able to have a hot or cold meal at lunchtime. If you are out of work or in a low-paid job, you can apply for help to pay for meals. Some schools now also provide breakfast for their pupils – ask at school to see if yours does. If your child has special dietary needs or an allergy, please consult the school.

17 Are there any grants for school children?

If you are out of work or in a low-paid job, or if your child is over 16 and still goes to school, you could receive free school meals.

For more information about these grants, call Manchester Benefits Agency on 0161 234 5003.

To apply for free school meals, you will need to fill in a claim form. You can download a form from the Manchester City Council website, www.manchester.gov.uk/benefits or you can contact the Benefits Service on 0161 234 5003 (Monday to Friday, 8.45am–5pm) or by writing to The Benefits Service, Revenues and Benefits Unit, PO Box 3, Manchester M15 5BA.

If you have hearing difficulties and a textphone, you can ring 0161 953 8301.

18 What happens when parents or carers have shared responsibility for a child?

If you have shared responsibility for a child, ie. your son or daughter lives at two addresses during the week, (living with 'mum' for one part and 'dad' for another), the place of residency will be determined as the address where the child lives for most of the week (eg. where the child wakes up between Monday and Friday). If this applies to your child, you must provide full details in writing at the time of application to enable the local authority to determine which address will be used for the purpose of admission. Should the local authority be unable to reach a decision based on the information received, eg. where the child lives equally with both parents, the address provided for claiming Child Benefit (and where appropriate, Child Tax Credits) will be used. In such circumstances, documentary evidence must be provided.

19 What happens when a school becomes an academy?

When a community school becomes an academy, the academy trust will become the admission authority. For other schools, such as foundation and voluntary-aided schools, this will mean no change, but will involve periodic consultation about the academy's admission arrangements.

20 Would academies be part of co-ordinated admissions with the LA?

Yes, all academies continue to be within co-ordination, ie. the process for allocating school places to children. This means that parents/carers need only to complete one application form (but they can name several schools on it). Parents/carers will then be given a single offer of a place.



OTHER INFORMATION

Appeals

If you do not get a place at the school you want your child to go to, you can appeal to the Independent Appeals Panel for a place. Further details on making an appeal will be sent on 1 March 2018 with your offer letter.

In-year admissions

Please see the School Index booklet for further information at www.manchester.gov.uk/admissions

In-year fair access protocol (IYFAP)

All local authorities are required to have IYFAP. This is used to find places for children who have significant problems finding a school place and who have been out of school for a long time. Children without a school place will take precedence over children on a waiting list attending another school when considered by IYFAP. Contact the Admissions Team for a full explanation of Manchester's IYFAP.

Help with travel costs for children going to secondary school

The Manchester travel pass scheme offers a free travel pass or cycle voucher to eligible children.

Who can qualify?

To find out if you are eligible for a free travel pass, please see full policy details at www.manchester.gov.uk/admissions

How to apply.

You will be able to apply for a travel pass from **June 2018**

The form is available to download from www.manchester.gov.uk/admissions

Your child will be able to pick up their free travel pass on the first day of term.

Glossary

Admissions policy

Rules on who gets a place in a school

LA

Local authority

Preferred schools

Any schools put down by the parent/carer on the form or entered onto the online application

Priority

Considered first

Secondary transition

Moving on to secondary from primary

Siblings

Brother or sister living at the same address, including stepbrothers/sisters and fostered or adopted brothers or sisters

Supplementary form

Extra information

Upheld

Agreed

School

Any schools or academies in Manchester

Useful contacts

Customer Service Centre

Manchester City Council
Town Hall Extension,
Albert Square,
Manchester M60 2LA

Postal address:

PO Box 532,
Town Hall,
Manchester M60 2LA
Tel: 0161 234 5000

Admissions team

Tel: 0161 245 7166
Email: school.admissions@manchester.gov.uk
Website: www.manchester.gov.uk/admissions

Manchester Benefits Service

Tel: 0161 234 5003
Manchester City Council website
www.manchester.gov.uk

Appeals team

Tel: 0161 234 3038

Ofsted (Office for Standards in Education)

Ofsted inspect schools and provide reports on these inspections. The reports can be accessed on their website: www.ofsted.gov.uk

Other local authorities

Bolton

01204 333 333

Salford

0161 793 2500

Bury

0161 253 5000

Stockport

0161 217 6022

Cheshire East Council

0300 123 5012

Tameside

0161 342 3214

Cheshire West and Chester Council

0300 123 8123

Trafford

0161 912 5007

Oldham

0161 770 4213

Wigan

01942 489 013

Rochdale

01706 647 474

SCHOOL MEALS FROM MANCHESTER FAYRE

SCHOOL MEALS

Manchester Fayre provide healthy and nutritious school meals for pupils in over 120 primary, secondary and special schools in Manchester. We pride ourselves on providing school meals that are freshly prepared in our kitchens by trained staff using good-quality fresh ingredients. With a wide variety of nutritionally balanced dishes available every day, you can be reassured that there will always be something on the menu your child will enjoy. To check if Manchester Fayre provide a school meals service at your school and for further information on menus and nutrition visit:

www.myschoollunch.co.uk/manchester

FREE SCHOOL MEAL ENTITLEMENT

If you have a low income, you may be entitled to claim free school meals for your child. For further information or to access the application form, visit: www.manchester.gov.uk/benefits or call **0161 234 5003**.

Even if you aren't able to get them for free, school meals are still an affordable option: Healthy, nutritious and providing excellent value for money, they provide the goodness and variety that children need and save you the hard work of making packed lunches day in and day out. For further information visit:

www.myschoollunch.co.uk/manchester



Apply online at www.manchester.gov.uk/admissions
by 5pm on Tuesday 31 October 2017