



## **Applying for a Place at a Secondary School**

This fact sheet can be made available in other languages or formats on request by contacting 0161 770 6666. For further information please see our detailed fact sheet Information for All.

### **How do I apply for a place at secondary school for entry into Year 7?**

For Oldham residents, an application form will be distributed to your child via his/her primary school at the start of the autumn term (the year before he/she is due to transfer school). Residents from outside Oldham should apply to their home LA.

Application forms must be returned by the date clearly stated on the form. These can be returned to your child's primary school or direct to the LA (please contact your primary school for instructions).

From September 2008, parents can also apply on line for their secondary school place. From the 8<sup>th</sup> September 2008 onwards please go to <http://admissions.oldham.gov.uk> where you can fill out your application on line.

### **How is it decided which school my child will be offered?**

If there enough places are available, all children who apply will be admitted.

If there are more applications for a school than there are places available then it will be necessary to apply the agreed oversubscription criteria.

## **How can I find out what the schools oversubscription criteria are?**

Please refer to the Starting Secondary School Information Booklet for further details. You can find this publication on the Oldham council website or you can request a copy from the address/telephone number below.

## **What if I am unhappy with the result?**

Every parent who is refused admission to a school they have requested has a right to submit an appeal to an Independent Appeal Panel.

Please refer to the School Appeals Fact Sheet for further details or contact the Admissions Officer whose details are listed below.

## **When will I be informed about my child's Year 7 place?**

Parents will be informed of the school that their child has been allocated on the national offer date on the 2 March 2009, the same year their child is due to start secondary school.

## **How can I find out more about school admissions?**

If you want to find out any more details about school admissions please contact us either by:

### **Writing to:**

Admissions Team  
Pupil Service  
Level 6  
The Civic Centre  
West Street  
Oldham  
OL1 1XJ

Phoning: 0161 770 4213/4214

Fax: 0161 770 4277

E-mail: [pupils@oldham.gov.uk](mailto:pupils@oldham.gov.uk)

We want to provide good quality service for people in Oldham and as we are a public service you have a say in what we do. We want you to be completely satisfied with our services but to ensure this we need to know what you think. What do we do best? Where could we improve things? Do you have any ideas or suggestions? Only by listening to you can we give you the service you deserve.

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