

Oldham Primary Schools

Co-ordinated Admission Scheme 2010

Date	Activity
September	<p>Local Authority (LA) will create a database of children of the relevant age using information from: Health Authority data Sure Start data</p> <p>It is necessary to ensure that all contact details are accurate so that an application form can be sent to relevant families.</p> <p>The LA will write to all parents recorded on the database and advise them to visit a local school to record accurate contact details and collect a Starting Primary School booklet.</p> <p>A public notice will be inserted in the local newspaper and notices will be posted in Libraries and Health Centres advising parents of the need to obtain a guidance booklet and complete an application form.</p> <p>Schools will provide all visiting parents with a Starting Primary School booklet and take a record of the child and parent's contact details.</p> <p>Schools will advise the LA of all contact details left with them to enable the authority to cross check and amend any inaccuracies on the recorded data.</p>
November and December	<p>Local Authority will distribute application forms to all families recorded on the database.</p> <p>Parents can only apply for a school place in Oldham by completing the Oldham application form. (Any other form of application is invalid).</p> <p>Schools or neighbouring authorities receiving direct requests for admission to Oldham schools must re-direct the applicant to Oldham LA.</p>
December	<p>All applications must be returned to the LA by the published deadline (end of autumn term). Application forms received after that date can only be considered after all other applications that were received on time have been dealt with.</p> <p>Measures will be taken to ensure that applications are submitted on time.</p>

	<p>The Choice Adviser will monitor applications to identify parents who fail to apply. LA nurseries will be informed of the children attending their nursery whose parents have completed an application to enable them to identify any omissions.</p>
Autumn Term	<p>All parents wishing to apply to an Oldham voluntary aided (VA) school that requires additional evidence, such as commitment to church attendance, must request the appropriate supplementary form from the relevant VA school and return the additional information to the school by a date specified by the school.</p> <p>VA schools will issue and collect supplementary information forms and should ensure that all supplementary evidence is matched to an official application.</p>
January and February	<p>All applications and preferences will be recorded on the admission database.</p> <p>A list of applications for VA schools will be sent to the school. Governors will rank all applicants in priority order according to the school's own over subscription criteria as described in the school's own admission policy.</p> <p>Governors will then return the list of ranked applicants to the LA.</p>
March	<p>The LA database will process all applications to determine the offer/s it is possible to make to each pupil. The LA will offer a single school place, which will be the highest-ranking preference of the possible offers.</p>
April	<p>On the Oldham Offer day, Oldham LA will notify all applicants of the school place that is offered to their child, including the offer of places in Oldham VA/Foundation schools.</p> <p>Lists of allocated places will be exchanged with other admission authorities (Oldham voluntary aided schools and other LA's).</p>
April	<p>The LA is required to ensure that a school place is available for all Oldham resident children. If it is not possible to meet any of the preferences indicated by an Oldham parent, the LA will tell the parent which schools still have places available in order that parents can request an alternative school.</p> <p>Should a parent fail to secure a school place for their child, the LA will offer a place in one of the schools that still has places available. If more than one school has vacancies the LA will offer the vacant place in the school nearest to the home.</p>
April to August	<p>The Local Authority will maintain waiting lists for all fully subscribed schools and will continue to re-offer any places that become available.</p> <p>Appeals to the Independent Appeal Panel will be heard between June and the end of summer term.</p>

