

Oldham Secondary Schools Co-ordinated Admission Scheme 2010

DATE	ACTION
August	Details of Yr 6 pupils in Oldham schools will be transferred to the Admission database.
September First or second week of term	<p>Local Authority (LA) will prepare packs for schools in sufficient numbers including:</p> <ul style="list-style-type: none"> Secondary Admission Booklets Application Form (for Oldham children) List of non-Oldham children Letter for non-Oldham children <p>Schools will issue the application form, booklets and guidance to the Oldham children and the letters to the non-Oldham children to refer them to their home authority.</p>
September	<p>Starting Secondary School booklets and application forms will be sent to Oldham pupils not attending an Oldham maintained primary school.</p> <p>Lists will be obtained from neighbouring authorities of all Year 6 children with an Oldham address attending a primary school in their area.</p> <p>Lists will be obtained from the independent sector of all Year 6 children attending their school who are resident in Oldham.</p> <p>Pupil Support Centre will identify any year 6 pupils educated out of school.</p> <p>List of all year six children attending an Oldham school but resident in other boroughs will be forwarded to the relevant home authority.</p>
September and October	<p>Parents are only able to apply for a school place by completing the LA application form. (Any other form of application is invalid)</p> <p>All application forms completed by Oldham resident parents must be returned to Oldham LA. Schools receiving direct requests for admission from parents must forward the application to Oldham education authority. If necessary Oldham will advise other authorities of any direct applications from parents resident in other boroughs.</p> <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> <p>Any request for admission that is not supported by an Oldham application form will NOT be included in the allocation process.</p> <p>Application forms received after the deadline will be acknowledged and set aside to be considered after all other applications that were received on time have been dealt with.</p>
November and December	<p>All application forms will be recorded on the LA database and neighbouring authorities will exchange information regarding applications for schools outside their own authority area.</p> <p>A list of applications will be sent to the governors of voluntary aided and foundation schools and Academies. School governors will rank all applicants in priority order according to the school's oversubscription criteria and return the list to the LA.</p>
January and February	<p>The LA database will process all applications to determine the offers it is possible to make to each pupil. The LA must offer a single school place, if more than one offer is possible the school offered will be the highest-ranking preference of the possible offers.</p> <p>List of allocated places will be exchanged with other admission authorities (Oldham voluntary aided, foundation and trust schools, academies and other LA's).</p>
1 st March (National offer day)	<p>On the National Offer day, Oldham LA will notify parents resident in Oldham of the school place that is offered to their child.</p> <p>If it is not possible to meet any of the preferences indicated by an Oldham parent, the LA will tell the parents about the schools that still have available places so they can request an alternative school.</p> <p>The LA is required to ensure that a school place is available for all Oldham resident children. 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 a vacant place in the undersubscribed school nearest to the home.</p>
March to August	<p>The Local Authority will maintain waiting lists for all fully subscribed schools and will continue to offer places that become available.</p> <p>Appeals to the Independent Appeal Panel will be heard from May to the end of term.</p>
