



# Your guide to changing schools during the school year

Information for Parents and Carers



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# **Your guide to applying to change schools during the school year**

This guide gives you the information you need to apply for an in-year transfer to a Stockport school.

This guide is about admission to state-funded, mainstream schools. There are different procedures for independent (fee-paying) schools and special schools. All references to school in this guide are for state-funded, mainstream schools in England unless we say otherwise.

Stockport Council believes that moving schools other than going into Year 7 at a new secondary school, or joining the Reception class at a new primary school or Year 3 in a junior school can have a negative impact on your child's education. It is usually in your child's best interests to remain at their school for the whole of that phase.

Studies show that many children experience difficulties settling into a new school and, in many cases, your child's attainment can dip when they transfer to another school. For example, in a new school, it can be difficult for your child to join established friendship groups, the curriculum may be organised differently so they may find they are repeating some units of work and have missed others, and they will have to get used to new routines and timetables. In addition, it can often be the case that problems experienced in one school will recur in another.

If your child is having difficulties, please try to work through these with the staff at their current school. If you are still considering a move, please make an appointment with the headteacher to discuss your concerns and try to resolve them together.

A decision to move your child from one school to another should not be taken lightly and, in view of the upheaval it is likely to cause to your child's education, should only be considered as a last resort.

In some circumstances, a transfer during the school year may be necessary, such as a permanent house move which makes it impossible to attend the current school. In these circumstances, we cannot guarantee a place will be available at a particular school.

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# Dates for your diary

Application open dates – these are the dates when you can submit an in year transfer application for a place in one of our schools:

## **Autumn term 2026**

- 1 September to 9 October 2026
- 2 November to 4 December 2026

## **Spring term 2027**

- 4 January 2027 to 29 January 2027
- 22 February 2027 to 5 March 2027
- 12 April 2027 to 14 May 2027

## **Summer term 2027**

- 14 June 2027 to 25 June 2027, to start before the summer holidays
- 21 June 2027 to 2 July 2027, to start secondary school in September 2027
- 28 June 2027 to 9 July 2027, to start primary school in September 2027

# Our Schools

| Key                                                      |
|----------------------------------------------------------|
| <b>C</b> Community School                                |
| <b>VA</b> Voluntary Aided School                         |
| <b>VC</b> Voluntary Controlled School                    |
| <b>A</b> Academy                                         |
| <b>#</b> Primary and Infant Schools with a Nursery class |

## Different types of schools

**Community Schools** - Community Schools are completely maintained by the Council, who are responsible for admission arrangements.

**Voluntary Schools** – Voluntary Aided (VA) schools are maintained by the Council but the premises are owned by the Diocesan Authorities who are responsible for building improvements and repairs. There are also Voluntary Controlled (VC) schools, where the Council provides maintenance and running costs but does not own the premises.

**Academies** - Academies are publicly funded independent schools, free from Council and national government control. These schools are their own Admissions Authority and employ their own staff.

**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 are no free schools in Stockport.

**Independent Schools** – Independent schools are not maintained by the Council. Tuition fees are usually charged although bursary schemes may be operated. The Council does not have responsibility for these schools, or their admissions and applications should be made directly to the school.

**University Technical Colleges and Studio Schools** - UTCs are set up by universities and businesses and specialise in one or two technical subjects. Studio Schools offer academic and vocational qualifications, often taught through project-based learning, alongside work experience. Both schools offer education for young people aged 14 – 19.

**Schools in other areas** - These are schools maintained by other Councils and Stockport has no responsibility for admissions to these schools. You should apply to the Council area that these schools are located in for a place.

## More information about schools

Many parents will choose to send their children to a local school; however, you may wish to find out more about some other schools before making your decision.

Each school has a website which will give you lots of information about the school.

You can find useful information on the Department for Education website ([www.education.gov.uk](http://www.education.gov.uk)) including Ofsted reports and school profiles.

## Infant and Primary Schools

| School                                                | Type    | Headteacher                    | Address                                       | Contact       |
|-------------------------------------------------------|---------|--------------------------------|-----------------------------------------------|---------------|
| Abingdon Primary School                               | C       | Mrs S Spendlow                 | Abingdon Road, Reddish, SK5 7ET               | 0161 480 4531 |
| Adswood Primary School                                | #<br>A  | Ms M Smart                     | Garners Lane, Adswood, SK3 8PQ                | 0161 483 5003 |
| Alexandra Park Primary School                         | A       | Mr P Brooke                    | Bombay Road, Edgeley, SK3 9RF                 | 0161 480 5557 |
| All Saints CE Primary School (Marple)                 | VC      | Mrs K Noble<br>Mrs H Morton    | Brickbridge Road, Marple, SK6 7BQ             | 0161 427 3008 |
| All Saint's CE Primary School (Stockport)             | #<br>VC | Mrs N Fox                      | Churchill Street, Heaton Norris, SK4 1ND      | 0161 510 8000 |
| Arden Primary School                                  | #<br>C  | Mrs J Dunn                     | Osbourne St, Bredbury, SK6 2EX                | 0161 430 2675 |
| Banks Lane Infant School                              | #<br>C  | Ms E Newson<br>Mrs L Wilkinson | Hempshaw Lane, Stockport SK1 4PR              | 0161 480 9252 |
| Banks Lane Junior School                              | C       | Mr E Milner                    | Hempshaw Lane, Stockport SK1 4PR              | 0161 480 2330 |
| Bolshaw Primary School                                | A       | Ms L Brown                     | Cross Road, Heald Green, Cheadle, SK8 3LW     | 0161 437 6886 |
| Bradshaw Hall Primary School                          | #<br>C  | Mr C Bagnall                   | Vernon Close, Cheadle Hulme, Cheadle, SK8 6AN | 0161 282 7858 |
| Bramhall Park Primary School (previously Nevill Road) | #<br>C  | Mr J Whitfield                 | Nevill Rd, Bramhall, SK7 3ET                  | 0161 439 4817 |
| Bredbury Green Primary School                         | #<br>A  | Ms H Moorcroft                 | Clapgate, Romiley, SK6 3DG                    | 0161 430 3078 |
| Bridge Hall Primary School                            | #<br>C  | Ms A Jamieson                  | Cuddington Cres<br>Bridge Hall, SK3 8NR       | 0161 480 7889 |
| Broadstone Hall Primary School                        | #<br>C  | Mr M Taylor                    | Broadstone Hall Rd, Heaton Chapel, SK4 5JD    | 0161 432 1916 |
| Brookside Primary School                              | C       | Mr R Tavernor                  | Ashbourne Drive, High Lane, SK6 8DB           | 01663 763943  |
| Cale Green Primary School                             | #<br>C  | Mrs S McHugh                   | Shaw Road, Shaw Heath, SK3 8JG                | 0161 480 2715 |
| Cheadle Catholic Infant School                        | #<br>VA | Ms P Glynn                     | Conway Rd, Cheadle Hulme, Cheadle, SK8 6DB    | 0161 485 8733 |
| Cheadle Catholic Junior School                        | VA      | Ms R Fender                    | Conway Rd, Cheadle Hulme, Cheadle, SK8 6DB    | 0161 485 3754 |
| Cheadle Heath Primary School                          | #<br>C  | Miss C Meekley                 | 296 Edgeley Road, Stockport SK3 0RJ           | 0161 428 2476 |
| Cheadle Hulme Primary School                          | A       | Miss Laura Vose                | Cheadle Road, Cheadle Hulme SK8 5GB           | 0161 507 5400 |
| Cheadle Village Primary School                        | #<br>C  | Mr J Malone                    | Ashfield Road, Cheadle, SK8 1BB               | 0161 428 5026 |
| Dial Park Primary School                              | A       | Mr J Clark                     | Half Moon Lane, Offerton, SK2 5LB             | 0161 483 1445 |

| School                               | Type   | Headteacher                    | Address                                        | Contact       |
|--------------------------------------|--------|--------------------------------|------------------------------------------------|---------------|
| Didsbury Road Primary School         | #<br>C | Mrs G Collins                  | Didsbury Rd, Stockport SK4 3HB                 | 0161 432 2240 |
| Etchells Primary School              | #<br>C | Mr Kelly                       | East Avenue, Heald Green, SK8 3DL              | 0161 437 1792 |
| Fairway Primary School               | #<br>C | Ms Alison White                | The Fairway, Offerton, SK2 5DR                 | 0161 483 1873 |
| Gatley Primary School                | #<br>A | Mrs G Norman                   | Hawthorn Road, Gatley, Cheadle, SK8 4NB        | 0161 428 6180 |
| Great Moor Infant School             | #<br>C | Ms Y Dobson                    | Southwood Road, Great Moor, SK2 7DG            | 0161 483 0242 |
| Great Moor Junior School             | C      | Ms K Bushaway                  | Southwood Road, Great Moor, SK2 7DG            | 0161 483 4987 |
| Greave Primary School                | C      | Ms J Williams                  | Werneth Road, Greave, Woodley, SK6 1HR         | 0161 430 6318 |
| Hazel Grove Primary School           | #<br>A | Mrs Natalie Turvey             | Chapel Street, Hazel Grove, SK7 4JH            | 0161 483 3699 |
| High Lane Primary School             | #<br>C | Ms A Humphries                 | Andrew Lane, High Lane SK6 8JQ                 | 01663 762378  |
| Hursthead Infant School              | C      | Miss K Grant                   | Kirkstead Road, Cheadle Hulme, SK8 7PZ         | 0161 439 2238 |
| Hursthead Junior School              | A      | Mrs T Kendrick                 | Kirkstead Road, Cheadle Hulme, SK8 7PZ         | 0161 439 6961 |
| Ladybridge Primary School            | #<br>C | Mr T Bolan Ashworth            | Councillor Lane, Cheadle, SK8 2JF              | 0161 428 5445 |
| Ladybrook Primary School             | #<br>C | Mrs C Woosnam                  | Gleneagles Close, Seal Road, Bramhall, SK7 2LT | 0161 439 8444 |
| Lane End Primary School              | C      | Mrs C Love                     | Ramillies Avenue, Cheadle Hulme, SK8 7AL       | 0161 485 8071 |
| Lark Hill Primary School             | #<br>C | Mrs Clark (Acting Headteacher) | Northgate Road, Edgeley, SK3 9PH               | 0161 480 6295 |
| Ludworth Primary School              | C      | Ms V Walker                    | Lower Fold, Marple Bridge, SK6 5DU             | 0161 427 1446 |
| Lum Head Primary School              | C      | Mr P Ryan                      | Troutbeck Road, Gatley, Cheadle, SK8 4RR       | 0161 428 7992 |
| Meadowbank Primary School            | #<br>A | Mrs J Appleton                 | Councillor Lane, Cheadle, SK8 2LE              | 0161 428 6286 |
| Mellor Primary School                | #<br>A | Ms G Parkin                    | Knowle Road, Mellor, SK6 5PL                   | 0161 427 1052 |
| Mersey Vale Primary School           | #<br>C | Mrs C Whitehead                | Valley Rd, Heaton Mersey, SK4 2BZ              | 0161 442 7535 |
| Moorfield Primary School             | C      | Mr P Anderson                  | Lyndhurst Avenue, Hazel Grove, SK7 5HP         | 0161 483 4521 |
| Moss Hey Primary School              | C      | Ms E Messham                   | Eskdale Ave, Bramhall, SK7 1DS                 | 0161 439 5114 |
| Norbury Hall Primary School          | #<br>A | Ms B Wood                      | Shepley Drive, Hazel Grove, SK7 6LE            | 0161 483 1786 |
| Norris Bank Primary School           | A      | Ms E Ponsen                    | Green Lane, Heaton Norris, SK4 2NF             | 0161 432 3944 |
| North Cheshire Jewish Primary School | VA     | Mr M Woolf                     | St Ann's Road North, Heald Green, SK8 4RZ      | 0161 282 4500 |
| Oak Tree Primary School              | C      | Mrs C Slater                   | Queen's Road, Cheadle Hulme, SK8 5HH           | 0161 485 1453 |

| School                                          | Type   | Headteacher                          | Address                                             | Contact       |
|-------------------------------------------------|--------|--------------------------------------|-----------------------------------------------------|---------------|
| Our Lady's Catholic Primary School              | VA     | Ms A Core                            | Old Chapel Street, Edgeley, SK3 9HX                 | 0161 480 5345 |
| Outwood Primary School                          | #<br>C | Mrs J Maude                          | Outwood Road, Heald Green, SK8 3ND                  | 0161 437 1715 |
| Pownall Green Primary School                    | C      | Mrs J Kersh                          | Bramhall Lane South, Bramhall, SK7 2EB              | 0161 439 1105 |
| Prospect Vale Primary School                    | #<br>C | Mr L Redfearn                        | Prospect Vale, off Brown Lane, Heald Green, SK8 3RJ | 0161 437 4226 |
| Queensgate Primary School                       | #<br>C | Ms N Hitchcock                       | Albany Rd, Bramhall, SK7 1NE                        | 0161 439 3330 |
| Romiley Primary School                          | #<br>A | Mr A Bassett                         | Sandy Lane, Romiley, SK6 4NE                        | 0161 430 3101 |
| Rose Hill Primary School                        | #<br>C | Mrs S Marshall                       | Elmfield Drive, Marple, SK6 6DW                     | 0161 427 9168 |
| St Ambrose Catholic Primary School              | VA     | Mrs B Knight<br>(Acting Headteacher) | Rostrevor Rd, Adswood, SK3 8LQ                      | 0161 480 8466 |
| St Bernadette's Catholic Primary School         | VA     | Ms S Jones                           | Gorseway, off Foliage Rd, Brinnington, SK5 8AR      | 0161 430 4601 |
| St Christopher's Catholic Primary School        | A      | Ms M Waters                          | Warwick Rd, Romiley, SK6 3AX                        | 0161 430 4473 |
| St Elisabeth's CE Primary School                | #<br>A | Mrs A Lancashire                     | St Elisabeth's Way, Reddish, SK5 6BL                | 0161 432 5785 |
| St George's CE Primary School                   | VA     | Mrs D Grindrod                       | Buxton Road, Heaviley SK2 6NX                       | 0161 480 8657 |
| St John's CE Primary School                     | VC     | Mr A Clerc                           | Poplar Street, Heaton Mersey, SK4 3DG               | 0161 442 7424 |
| St Joseph's Catholic Primary School (Stockport) | A      | Mrs N Holland                        | Etchells Street, Stockport SK1 1EF                  | 0161 480 5029 |
| St Joseph's Catholic Primary School (Reddish)   | #<br>A | Mrs C Baron                          | Higginson Road, Reddish, SK5 6BG                    | 0161 432 5689 |
| Bredbury St Mark's CE Primary School            | #<br>A | Mrs E Harding                        | Redhouse Lane, Bredbury, SK6 1BX                    | 0161 430 3418 |
| St Mary's CE Primary School                     | VC     | Mrs D Faryniarz                      | Broomfield Drive South Reddish, SK5 7DR             | 0161 480 4736 |
| St Mary's Catholic Voluntary Academy (Marple)   | A      | Mr J Nish                            | Lowry Drive, Marple Bridge, SK6 5BR                 | 0161 427 7498 |
| St Mary's RC Primary School (Stockport)         | A      | Mrs C Baron                          | Roman Rd, Heaton Norris, SK4 1RF                    | 0161 480 5319 |
| St Matthew's CE Primary School                  | #<br>A | Mrs R McDonald                       | Bowdon Street, Edgeley, SK3 9EA                     | 0161 474 7110 |

| School                                      | Type | Headteacher               | Address                                       | Contact       |
|---------------------------------------------|------|---------------------------|-----------------------------------------------|---------------|
| St Paul's CE Primary School                 | # VC | Miss J Harrington         | Brinnington Rise, Brinnington, SK5 8AA        | 0161 480 5403 |
| St Peter's Catholic Primary School          | VA   | Mr M Glynn                | Carisbrooke Avenue, Hazel Grove, SK7 5PL      | 0161 483 2431 |
| St Philip's Catholic Primary School         | VA   | Mrs N Holland             | Half Moon Lane, Offerton, SK2 5LB             | 0161 483 0977 |
| St Simon's Catholic Primary School          | # VA | Ms R Crisp                | Bosden Avenue, Hazel Grove SK7 4LH            | 0161 483 9696 |
| St Thomas CE Primary School (Heaton Chapel) | VA   | Ms L Loynes               | Wellington Rd North, Heaton Chapel, SK4 4QG   | 0161 432 6809 |
| St Thomas CE Primary School (Stockport)     | # VC | Mr P Sanchez              | Marriott Street, Stockport, SK1 3PJ           | 0161 480 4742 |
| St Winifred's RC Primary School             | A    | Ms A Duffy                | Didsbury Rd, Stockport SK4 3JH                | 0161 432 5782 |
| Thorn Grove Primary School                  | # C  | Ms L Vose                 | Woodstock Avenue, Cheadle Hulme, SK8 7LD      | 0161 485 1177 |
| Tithe Barn Primary School                   | C    | Ms K Muncaster            | Mauldeth Rd, Heaton Moor, SK4 3NG             | 0161 432 4941 |
| Torkington Primary School                   | # C  | Mr A Buckler              | Torkington Road, Hazel Grove, SK7 6NR         | 0161 483 2188 |
| Vale View Primary School                    | C    | Mrs C Smith               | Mill Lane, North Reddish, SK5 6TP             | 0161 221 0118 |
| Vernon Park Primary School                  | # C  | Mrs C Lee / Ms C Cheetham | Peak Street, Stockport SK1 2NF                | 0161 480 4378 |
| Warren Wood Primary School                  | C    | Mrs E Reyes               | Turnstone Road, Offerton, SK2 5XU             | 0161 456 8171 |
| Westmorland Primary School                  | # C  | Mr M Henderson            | Westmorland Drive, Brinnington, SK5 8HH       | 0161 406 9405 |
| Whitehill Primary School                    | # C  | Mr S Hall                 | Whitehill Street West, Heaton Norris, SK4 1PB | 0161 480 2142 |
| Woodford Primary School                     | A    | Mrs E Drake               | 1 Saunders Roe Way, Woodford, SK7 1GX         | 0161 549 7100 |
| Woodley Primary School                      | # C  | Mr P Langridge            | Sherwood Rd, Woodley, SK6 1LH                 | 0161 430 6609 |

## Junior schools

| School                         | Type | Headteacher    | Address                                    | Contact       |
|--------------------------------|------|----------------|--------------------------------------------|---------------|
| Banks Lane Junior School       | C    | Mr E Milner    | Hempshaw Lane, Stockport SK1 4PR           | 0161 480 2330 |
| Cheadle Catholic Junior School | VA   | Ms R Fender    | Conway Rd, Cheadle Hulme, Cheadle, SK8 6DB | 0161 485 3754 |
| Great Moor Junior School       | C    | Mrs K Bushaway | Southwood Road, Great Moor, SK2 7DG        | 0161 483 4987 |
| Hursthead Junior School        | A    | Mrs T Kendrick | Kirkstead Road, Cheadle Hulme, SK8 7PZ     | 0161 439 6961 |

## Secondary schools

| School                         | Type | Headteacher     | Address                                 | Contact       |
|--------------------------------|------|-----------------|-----------------------------------------|---------------|
| Bramhall High School           | C    | Mr P Williams   | Seal Road, Bramhall, SK7 2JT            | 0161 439 8045 |
| Cheadle Hulme High School      | A    | Dr Lisa Brooks  | Woods Lane, Cheadle Hulme, SK8 7JY      | 0161 485 7201 |
| Harrytown Catholic High School | VA   | Mrs C Pickles   | Harrytown Lane, Romiley, SK6 3BU        | 0161 430 5277 |
| Hazel Grove High School        | A    | Ms E Moroney    | Jacksons Lane, Hazel Grove, SK7 5JX     | 0161 549 7700 |
| Laurus Cheadle Hulme           | A    | Mr J Peet       | Cheadle Road, Cheadle Hulme, SK8 5GB    | 0161 507 5300 |
| Marple Hall School             | A    | Mr J Barker     | Hilltop Drive, Marple, SK6 6LB          | 0161 427 7966 |
| Priestnall School              | A    | Ms R Howarth    | Priestnall Road, Heaton Mersey, SK4 3HP | 0161 549 7300 |
| Reddish Vale High School       | A    | Mr D Moroney    | Reddish Vale Road, Reddish, SK5 7HD     | 0161 477 3544 |
| St Anne's RC Voluntary Academy | A    | Mrs J Sutcliffe | Glenfield Road, Heaton Chapel, SK4 2QP  | 0161 432 8162 |
| St James' Catholic High School | VA   | Mr A Pontifex   | St James Way, Cheadle Hulme, SK8 6PZ    | 0161 482 6900 |
| Stockport Academy              | A    | Ms J McCann     | Heathbank Road, Cheadle Heath, SK3 0UP  | 0161 286 0330 |
| Stockport School               | C    | Mr I Irwin      | Mile End Lane, SK2 6BW                  | 0161 483 3622 |
| The Kingsway School            | A    | Mrs A Fowler    | Foxland Road, Gatley, Cheadle, SK8 4QX  | 0161 428 7706 |
| Werneth School                 | A    | Mr D Willis     | Harrytown Lane, Romiley, SK6 3BX        | 0161 494 1222 |

## Section 1: Before you apply

### In year coordination

In-year co-ordination by Stockport Council means managing admission applications to all state schools in the Stockport area. Parents name the schools they want to apply for on one form, no matter where the child lives.

### Things to think about before you make an application

In most cases, parents are successful, but some schools will have been filled at the normal round or later and will have no vacancies. Places are not held in reserve at the normal round for in-year applications.

Changing schools will usually be disruptive to a child's education and should only be considered as a last resort. Children take time to settle, make new friends and adapt to different teachers. In most cases a transfer between local schools can be avoided by speaking to the current school about any difficulties you or your child are experiencing. If you feel any issues you raise are not dealt with effectively, consulting your school's complaints procedures may be more appropriate than attempting to transfer your child to a different school.

Your child could miss important work or might not be able to continue studying the same subjects. Although the National Curriculum is taught in most schools (academies do not have to follow it), different topics will be taught at different times of the year. As a result, transferring primary school during a year when your child is due to sit SATs is not recommended. Secondary school exam boards and courses differ between schools so your child may not be able to complete a course they have started. Transferring secondary school during Year 10 and Year 11 will be disruptive to your child's education and is likely to negatively affect their chances of gaining good grades.

Your child might receive less support in a different school. If your child has specific needs and their current school provides additional support, a new school might not be able to match it. If you are unhappy with the support your child currently receives, a new school may not be able to provide anything extra. Please visit the Local Offer web page [SEND Local Offer - Stockport Council](#) for further information about any assistance that may be available to you. Also, Stockport SENDIASS service provides independent advice to support families of children with additional needs and can be reached on 0161 240 6168 [stockportsendiass@togethertrust.org.uk](mailto:stockportsendiass@togethertrust.org.uk).

You should consider the costs involved. The new school may start and finish at a time that means you have to make changes to childcare arrangements. Among other things, you will need to buy a new uniform and PE kit.

Your child must continue to attend their current school until they are given a place in a new school. Parents who fail to ensure their child attends regularly at the school at which they are a registered pupil can be prosecuted (Education Act 1996, section 444). In all situations, you must inform the school before your child stops attending.

## **Before submitting an application**

Research your preferred schools. Schools have different strengths and children react differently to particular learning environments. Only you know what you're looking for, so speak to the staff at a school before applying for it. Check each school's admissions policy to see if any priority can be given to your situation.

Apply for the schools you want, not where you think might have a place. The School Places, Admissions and Transport Team can tell you which schools may have places, but availability changes daily as we receive a large number of in-year applications. We cannot guarantee a child will qualify for a vacancy until an application has been assessed.

Inform your child's current school that you are making an application. If you are moving house, you must make the school aware of the situation before you move. Your application may be delayed if the form has not been completed fully.

## **Decide on your preferences**

The statutory equal preference system is used to allocate in year transfer applications. this means that:

- All your preferences are initially looked at individually, regardless of the order in which you have ranked the schools.
- The order you have ranked your preferences becomes important when it is possible to allocate a place at more than one of your preferred schools. In this instance you will be offered a place at the available school you have ranked the highest.
- The number of preferences you can make on your application is limited to six so you need to be realistic when making your preferences. Each of your preferences will be considered equally and separately. Putting more than one preference will not affect your chance of being offered your first preference.

## **Children with special educational needs**

Our schools always endeavour to meet the needs of individual children, and most will find their needs can be met within a mainstream school. Some children however may have additional needs which require additional support; for example, when children have a learning difficulty or a disability that means they find it harder to learn than other children in their age group. Children may have a range of needs, including physical or sensory difficulties, language difficulties and emotional/behavioural difficulties.

The network of services that work with schools in Stockport means that each young person's needs can be addressed with additional support to overcome the barriers they face.

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 an Education Health & Care (EHC) Plan or are currently being assessed.

There is a clear expectation that pupils with special educational needs will be included in mainstream schools. A parent's wishes to have their child with an Education, Health and Care plan 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.

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 additional aids and services, these will usually be provided through the pupil's Education, Health and Care Plan. However, the requirement to take reasonable steps does not include adaptations to school buildings. There is an expectation that, over time, schools and the Council 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.

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.

The process of allocating a school place for children with Education, Health and Care Plans (EHCP) is different from children who do not have an EHC Plan. You should contact Stockport's EHCP Team to discuss the transition arrangements for your child if they have an EHCP.

There is lots more information for parents / carers on Stockport's local offer which you can find here <https://www.stockport.gov.uk/showcase/special-educational-needs-and-disabilities-send-local-offer>

## Section 2 – Making your application

### Making an application for a Looked After Child

Applications must be made by the social worker using the online application form <https://www.stockport.gov.uk/start/request-a-school-place-lac>. Following these notes will enable us to allocate a new school place as quickly as possible. Social workers should use this form for children who are looked after by Other Local Authorities (OLA) being placed in Stockport or Out of Area (OOA) seeking a place in Stockport.

If the application is completed by the child's carer/ guardian, the assigned social worker must endorse the application by emailing [admissions.support@stockport.gov.uk](mailto:admissions.support@stockport.gov.uk) before the application can be processed.

If the Looked After Child has an Education, Health and Care Plan, you should contact the Special Educational Needs Team on 0161 474 2525 [SEN@stockport.gov.uk](mailto:SEN@stockport.gov.uk).

Please ensure all relevant questions are answered and any additional information or supporting evidence is sent securely to the School Places, Admissions and Transport Team.

Where there is a place at a preferred school, the school must admit the child. Where a place does not exist at any of the preferred schools, an Education Planning Meeting (EPM) will be held and all local head teachers will be consulted. The preferred schools will be asked to explain the level and nature of difficulty that will occur if the child were to be admitted and provide necessary proof. Alternative schools will be explored including any other local 'good' or 'outstanding' schools. If an alternative school is identified and the Headteacher agrees to the admission in the meeting, the alternative school will admit the child. If no alternative is found and there is no clear way of differentiating between the preferred or alternative schools, then the first preference school will be required to admit. Once a school place has been offered, the school should admit the child as quickly as possible.

### Where to apply to

If you live in Stockport and wish to change school during the school year, all applications for Stockport school places must be made to our School Places, Admissions and Transport Team.

If you're applying to transfer to a school in another Council area, you'll need to contact the Council that the school is located in to discuss their process for changing schools during the year.

If you live outside Stockport and wish to change school during the school year, you can apply to Stockport Council for a place in a Stockport School.

## Changing schools within Stockport

To transfer from one school to another in Stockport, you can apply using our online admissions system <https://education.stockport.gov.uk/Synergy/>.

### The parent portal

- If you do not already have a parent portal account, you will need to register online at: <https://education.stockport.gov.uk/Synergy/>
- If you don't already have an email address, you will need to create one before you can register
- Please keep your log in details safe so you can log into your account to see the outcome of your application
- Once you have registered, you will receive an email with a link you must click in order to verify your email address
- If you already have a parent portal account, you will need to sign into it. If you have forgotten your password you will need to reset it

You will receive an acknowledgement email once you have submitted your application. If you do not receive an acknowledgment email, please contact the School Places, Admissions and Transport Team.

### What you need to do when completing the online application

- You will need to answer questions about your child including their name, address, date of birth
- You will need to provide your contact details, including your email address and phone number as well confirmation of your relationship to the child
- Decide which six schools you would most like your child to attend and decide your order of preference
- Include details of any exceptional medical and social needs on the online form. Supporting documents should be uploaded to your application or you can send them to the School Places, Admissions and Transport Team on [admissions.support@stockport.gov.uk](mailto:admissions.support@stockport.gov.uk). Please write your child's name and date of birth on all documents.
- You will need to confirm your child's religion if you are applying for a denominational school
- You may need to enclose a supplementary information form for each school with a religious character you are applying for, if applicable and return to each relevant school. **Before applying you should check whether your preferred schools require you to provide any additional information and who you should send it to.**
- If your child will have a sibling on roll at a school at the time of admission you should include the sibling details to ensure that your application is placed in the correct category of the oversubscription criteria

If you don't have access to the internet, free internet access and access to computers is available in Stockport Libraries.

If you experience any technical difficulties when making your application, contact the School Places, Admissions and Transport Team

## **Moving into Stockport**

If you are moving into Stockport from another area, you should make an application to change schools using our online admissions system for any state school.

You'll be required to prove that you live in the Stockport Council area and provide documentary evidence to support this. When we receive your application, we'll write to you explaining this process.

## **Admission outside of chronological age group**

Some children will be educated outside of their chronological age group for example, if they entered primary school having had their entry deferred under the summer born guidance. In year transfer requests for children who are being education outside of their chronological age group 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:

- Requests should be made in writing to the relevant Admissions Authority for the school the request relates to
- Parents / carers 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
  - The views of the current Headteacher / governing body
  - Evidence indicating academic, social and emotional development to date
  - Where relevant, the child's medical history
- Decisions will be communicated in writing

The agreement by one school to educate a child outside their chronological age group does not automatically transfer to another school as each school will make it's own decision based on the information available to them. This could result in your child being considered for school places in the expected chronological age group

## **Dos and don'ts**

- Do make sure that the schools you are interested in are in Stockport
- Do make sure the schools you want are not special schools or independent schools
- Do complete an application form
- Do name up to 6 schools
- Do consider naming the catchment school as one of your preferences
- Do consider how you will get your child to school
- Do tell us in writing if you have another child already at the school or new to the school.

- Do provide evidence if you feel there are exceptional reasons for your preference; why you feel a place must be made available at a specific school. We would expect this to only apply to your first preference school.
- Do tell us in writing if your circumstances change or will change before admission.
- Do check whether any school you are interested in asks you to complete a supplementary information form.
- Don't assume that you won't need to apply for your catchment school – you must tell us you want a place.
- Don't assume that you won't need to apply for the school where you already have other children – you must tell us you want a place.
- Don't name the same school more than once – this will be considered as one preference.
- Don't name a school you wouldn't want your child to attend.

## **Catchment areas**

Most schools in Stockport have a geographical area around it called the catchment area and every address in Stockport falls within the catchment area of one primary and one secondary school. The catchment area in which the parent lives will determine which is the catchment area school. Residence in the catchment area does not guarantee a place at the school.

You can also use your postcode to find out which school's catchment area you live in by searching [School catchment areas - Stockport Council](#). You can also use this site to look at maps of the catchment areas.

The catchment area school may not always be the nearest school (although it will be in your locality).

Some of our Catholic primary schools have oversubscription criteria based on parish boundaries and you should contact the schools for maps of these boundaries.

The law says that parents are not guaranteed a place in their catchment school, but that their application will be ranked in one of the higher oversubscription criteria of that school.

## **Your home address**

For the purpose of allocating school places in Stockport, only one address can be used and the address to be used should be the principal parental home address. Parents/ carers cannot, for example use:

- 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

## **Determining a child's principal parental address**

Where parents have shared responsibility for a child, the place of residency will be determined as the address where the child lives for the majority of the week (e.g., where the child wakes up the majority of mornings each week). Full details must be submitted in writing to enable the Council to determine which address will be used for the purpose of admission.

Where care is shared jointly, and it is not possible to determine which parent is the principal carer the Council will consider the following information to decide on a main address for the child:

- Address to which child benefit is claimed
- Address held by child's current school
- Child's registered GP address
- Child's registered dentist address
- Any other documentation indicating the child's registered address

In the instance that further information is received regarding a conflict to the principal parental address of a child which has been provided, the Council has the right to request both parent/ carers to provide proof of the child's residency at the address.

If you move address after you have applied, you must notify the School Places, Admissions and Transport Team as soon as possible as this may have an impact on your application.

## **Parental responsibility**

For the purpose of allocating school places parental responsibility is taken into account.

The definition of a 'parent' in education law is wider than just those with parental responsibility. The definition of a parent is defined in section 576 of the Education Act 1996. This can include all natural parents whether they have parental responsibility or not, other people who have acquired parental responsibility by court order or anyone else who has care of a child such as another family member.

## **Resolving parental disputes and multiple applications**

Anyone with parental responsibility for a child can make an application for a school place, however, only one application in each admission round can be considered for a child. Parent/ carers should agree on a set of preferences before submitting one application for the child.

In circumstances where two applications are made for one child (and applications differ), both parents will be contacted and asked to confirm which application should be processed and which should be withdrawn.

In circumstances where parent/ carers cannot come to an agreement:

- Where a principal parental address can be determined, the applicant residing at the child's principal parental home will be the application that is processed, and the other application will be withdrawn.
- Where the principal parental address cannot be determined, then neither application will be considered, and the Council will contact parents asking them to agree a single application to go forward for processing and provide a deadline for the final application to be confirmed.

In cases where parents cannot agree on the preferences for their child they should endeavour to do so as soon as possible. If mutual agreement is not possible, ultimately, a Specific Issues Order from the court may need to be obtained. If an agreement on a valid application form to

be processed is not received, both applications will not continue to be processed until an agreement is made or a court order is provided.

Where the Council has a duty to offer a child a school place, any school with places available will be randomly selected and offered. This will not be any of the preferences expressed and may be considerable distance from either home.

School and Council staff must treat all parents equally, unless a court order limits a parent's ability to make educational decisions, participate in school life or receive information about their child.

## **Fraudulent applications**

Any attempt to obtain a school place by using a false or intentionally misleading address is taken very seriously. Admissions Fraud is:

- Declaring you live at an address which neither the Child or Principal parent lives at
- Misrepresenting your childcare arrangements including custody, contact and those who have parental responsibility.
- False claims about a child's religion, their siblings or public care status

In all cases of suspected fraud, we will investigate the circumstances and where we find that the place has been obtained fraudulently, we may withdraw the place even if your child has already started at the school. Whilst we investigate, we may suspend your application and use other information available to us for example, council tax records. We will ask you to provide evidence of your circumstances within a set timeframe and make a decision based on this.

## **Admission of children of UK service personnel and crown servants**

Stockport Council acknowledges that service families are subject to movement within the UK and from abroad. The Council is not able to reserve places but will consider requests and allocate places in advance of the move provided the application is accompanied by an official letter declaring a relocation date. A Unit or quartering address can be used if evidence of the intended address is not provided. For in year admissions, places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

## **Your reasons for applying for each of your preferences**

You are able to give reasons for each of your preferences. We need you to give us this information so that the Council or school governors can correctly apply their oversubscription criteria. Schools can only use their admission criteria to decide which children qualify for a place. This means it may not be possible to consider some of your reasons for your preference. However, you should give any reasons that are detailed in your preferred school's criteria such as a sibling link, faith claim or exceptional grounds where applicable.

## **Siblings (brothers and sisters)**

A sibling for the purpose of allocating a school place means one who is still attending the school at the time the child starts.

The sibling must be of statutory school age (Reception to Year 11)

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. 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.

Where there are applications for twins, or other multiple births, and one child is allocated the last place at a school but there are not enough places for all the children within the Published Admission Number of the school, the Admission Authority will exceed the PAN to provide a place for all the children of the multiple birth. However, if one child is placed at a school outside of the oversubscription criteria, e.g. the school is named on an EHCP, then other siblings of multiple birth will not be admitted over PAN and will follow the normal admission process.

Some schools may have their own definition of siblings in their admission arrangements so please ensure you read the admission arrangements for your preferred schools carefully.

## **Additional information you may need to provide**

You should check the criteria for the schools you are applying for so you know if you have to provide any additional information, such as a baptism certificate.

## **Applying for a school with religious character**

Many schools with a religious character will have oversubscription criteria that relate to this for example giving a higher priority for those of the school's faith.

If you are applying for a Stockport Catholic school, you will be asked if your child has been Baptised Catholic or not. You should only answer YES if your child's Baptism has actually taken place. An intention to have your child Baptised Catholic at a later date will not be considered. You will need to provide proof of your child's baptism to the school you are applying for. You can also upload it to the online admissions system when you make your application.

## **Highly exceptional medical and / or social reasons**

You will have the opportunity to give your reasons for applying for a particular school; however, no places can be guaranteed at any school and parents should not make assumptions about entitlement to a place.

In very limited circumstances some applications may be considered as having highly exceptional medical/social reasons.

If an Admissions Authority includes this category in their oversubscription criteria it should be made clear how applications will be considered. Stockport Council 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.

Where applicants feel this may be the case, they **must** indicate this by ticking the boxes provided on the application form and state the nature of the condition and/or circumstances. The applicant must provide written evidence from a recognised professional such as, but not limited to 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. If you do not provide evidence to support your application, **it will not be considered**.

Very few applications are considered under this category, those that have been, have for example, been situations related to the sudden death or terminal illness of a parent or similar life changing/traumatic event.

A panel of Officers or Governors if relevant will consider the evidence given in the application and whether this is appropriate/ relevant for the particular school (and not just why a child shouldn't attend a different school). The panel does not have to accept any recommendations made in the evidence.

The panel will need to decide whether it shows that the needs of the child can only be met at the specific school. The panel expects the evidence to show why other schools would not be able to meet this need.

The panel will keep in mind that all Stockport schools are able to support children with special educational needs and are expected to manage most medical needs. This means it is unlikely that an application made only on these reasons would be successful.

An application with medical evidence may be agreed under this criterion where a child has an exceptional illness or disability (for example, limited mobility) which means that, in the opinion of the Panel, the child can only reasonably attend one school. If the Panel feels that the child's needs could be met by other schools, they will not agree the application. The Panel reserves the right to seek advice and clarification from medical professionals on the evidence submitted.

An application with social evidence may be agreed under this criterion where a child's education would, in the opinion of the Panel, be seriously affected if they did not go to a particular school. This must be clearly shown in the supporting evidence.

A parent's place of work, childcare arrangements or a family connection with the school is not sufficient reason alone for agreeing an application. However, they may be taken into account if there are other reasons as well.

If the parent has applied for more than one school, the Panel will look at each application separately and make a decision.

Where the Panel agrees a child's application meets the threshold, it will be considered under the exceptional needs rule during the allocation of school places. However, an agreed application does not guarantee a place at the school.

The School Places, Admissions and Transport Team will not seek further clarification of stated circumstances or contact any party which the applicant may suggest.

## **Children of staff**

Unless otherwise stated in individual school admission arrangements children of staff at the school is defined as:

Children of staff who have been employed at the school for a minimum of two years or are offering a shortage subject/area

Under this criterion, the word staff means all staff that have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on a 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more.

The definition does not include contract staff or peripatetic staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for consideration under this criterion.

Shortage subject / area applies where the member of staff has been recruited to fill a vacant post for which there is a demonstrable skills shortage. This must be evidenced by the school having to advertise the post more than once without successful recruitment, or where there is national evidence of a shortage in that subject (for example, STEM subjects, languages or SEND specialist) or role (for example senior leadership or school support staff)

Stockport Council will ask Headteachers to verify that an application meets the above definition.

## **Declaration**

You must declare on your application that you have parental responsibility for the child you are applying for and the address on the application is the main residence of the child. If you provide any false or misleading information on the application or in supporting papers, or withhold relevant information, it may render your application invalid and lead to the withdrawal of an offer of a place.

## Submitting your application

Before you submit your application please check that you:

- are familiar with the oversubscription criteria for each school you are applying for
- are clear on the order you want to list the schools you are applying for
- think carefully about naming a school where your child is unlikely to qualify for a place and
- do not disadvantage your child by listing only one preference
- have used all six preferences as this will increase your chances of obtaining a place for your child at one of your preferred schools
- considered including your catchment area school as one of your preferences

## Amending/ reviewing online applications

If you re-visit your online account for any reason, to make changes or just to review it, you must re-submit your application in order for it to be processed.

## If your address/circumstances change

If the details you have submitted on your application change at any time you **must** inform the School Places, Admissions and Transport Team **immediately**. All changes will be assessed according to the oversubscription criteria for each school you have named.

## Verification of information

The Council may verify information you have provided on the application form, which could involve contacting other departments of the Council or other Councils who maintain appropriate records. In instances where the information provided is different from that held by them, they may use the information on the application form.

## Data Protection Act and General Data Protection Regulation (GDPR)

The online system is a secure system that has several security features to prevent unauthorised people from being able to see your information. We primarily use your data for school admissions. All information is processed in accordance with our [school admissions privacy notice](#). We never sell your data to third parties or use it to market to you without your consent.

## Section 3 How places are allocated

### Timescales

We aim to process your in-year application within 15 school days.

### Oversubscription criteria

All schools must 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) or in year admissions limit. If there are multiple in-year applications for the same school year and there are insufficient places to satisfy all requests, the oversubscription criteria will be applied.

### Published Admission Numbers (PANs) and in year admissions limit

All schools must have a PAN for their normal intake year (Reception, Year 3 for Junior schools and Year 7). This is the number of places the school has planned to provide. Once places have been allocated up to the PAN the year group will be considered as full.

The PAN is the minimum number of places available for the normal round intake and that entire academic year. If there is higher demand and a school has sufficient capacity and resource, it may reorganise or take an additional class or form of entry above the PAN. Published admission numbers can be increased without consultation if circumstances allow but cannot easily be reduced.

After the intake year, it becomes the in-year admissions limit which can change without consultation. While there is an expectation that the number of places available is the same, the in-year admissions limit can rise or fall depending on the school's circumstances. A school that had planned to operate with 3 classes in a year group may only have demand for 2 classes and so could reduce the in-year admissions limit. Schools can make these decisions to ensure that they are making efficient and effective use of resources.

In-year admissions limits can be reviewed at the end of each academic year or earlier if necessary and apply to individual year groups. In year admissions limits can be different for different year groups. The current circumstances at the school such as a significant proportion of the site being out of use due to Reinforced Autoclaved Aerated Concrete will also be considered.

### Making decisions

Whilst every effort will be made to place your child in one of your preferred schools, no places can be guaranteed.

Each one of your preferences is treated as a separate application regardless of the order you have listed them in. Stockport Council will share your child's details to each school/Admissions Authority.

If a school is full in the year group you are requesting, it cannot offer a place. If there are more applications than places available, the school will use its oversubscription criteria to rank and determine which applicants can receive an offer. For example, if there is one place available in a year group and there are three applications for that place, the applications will be ranked according to the school's oversubscription criteria and the place will be offered to the highest ranked application.

If more than one of your preferred schools can offer your child a place, we will offer a place at the one which is ranked highest. If only one preferred school can offer your child a place, this is the place you will be offered.

An in-year transfer application can only be refused on the following grounds:

- When the admission of an additional child would cause Infant Class Prejudice (for primary school applications only)
- When the admission of an additional child would cause prejudice to the provision of efficient education and to the efficient use of resources. To determine this, the Council will take into account:
  - The number of children on roll, the original Published Admissions Number from when that year group entered the school and the in-year admissions limit
  - The current circumstances at the school being applied for such as a significant proportion of the site being out of use due to Reinforced Autoclaved Aerated Concrete
- The pupil has been permanently excluded from two schools
- The Fair Access Protocol applies. Where an application for a school place triggers the in-year Fair Access Protocol, the headteacher of your requested school will ask the School Places, Admissions and Transport Team to refer your application to Stockport's Fair Access Panel to be considered under Stockport's Fair Access Protocol.

## **What happens if we are unable to offer you a place at one of your preferred schools**

If a place cannot be offered at any of the preferred schools, one of the following will apply:

You will not be offered an alternative school if:

- you live in Stockport and your child currently attends a Stockport school within a reasonable distance from your address
- you live in another Council area

You will be offered an alternative school if:

- you are moving into or within Stockport and it is not possible for your child to continue to attend their current school due to the distance you need to travel every day

Your child's name is automatically added to the waiting list of the preferred schools higher than the school we have offered until the end of the academic year. You will receive only one offer of a school place for each child.

## Distance measurement

For the purpose of allocating school places, distances will be measured consistently and will be measured to three decimal places as a straight line (as the crow flies) between the Council's Local Land and Property Gazetteer (LLPG) address points for the respective home address and the school, using the Easting and Northing for each address point. The Easting and Northing gives an approximate centre point of a site and everybody is measured to the same point of the school.

Applicants will be ordered starting with those living closer to the school within each of the appropriate oversubscription criteria categories.

## Tie-Breaker

In the event of distances being the same for two or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the Council's school admissions data mapping software. In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

## Offering a place at a school that is full

Most in-year applications for admission to schools in Stockport are successful. However, some schools will be full in some or all year groups. This can change at any time as vacancies arise and as vacancies are filled. You should apply for a school if you would like a place, even if it is full when you make enquiries. Even if you are refused, you would have the right of appeal and to a place on the waiting list.

The following children may be allocated places above a school's Admissions Limit, even if the year group is full:

- Children who have had an appeal granted by an Independent Appeal Panel
- Children who are looked after or previously looked after by a Local Authority
- Children who have an Education, Health and Care Plan naming the school
- Children who have been allocated a place under Stockport's Fair Access Protocol.

When a school admit children under the above circumstances, it doesn't increase the Published Admission Number or in year admissions limit at the school. A vacancy is not created when a child leaves the year group. Places will only be offered under the usual in-year admissions process when the year group is no longer oversubscribed. For instance:

- A primary school has an in-year admissions limit of 30 in all year groups. It has 30 children in Year 4 and there is a waiting list of three children. A looked after child is admitted above the Admissions Limit, taking the number of children on roll to 31.
- Another child leaves Year 4 and the number of children in the class falls to 30. The waiting list will still have three children, no place will be offered.
- A second child leaves the class, and the number falls to 29. There is now a vacancy and that will be offered to the child at the top of the waiting list to take the number back up to 30.

## Fair Access Protocol

In some cases, an in-year application for a primary or a secondary school place may be referred for consideration under Stockport's Fair Access Protocol

The School Admissions Code requires us to have a Fair Access Protocol in place to make sure that unplaced and vulnerable children, and those who are having difficulty securing a place in-year, are allocated a school place as quickly as possible. Fair Access Protocols can only be applied to in-year admissions and not to applications at the normal point of entry (Reception or Year 7 September intakes).

We have developed Stockport's Primary and Secondary Fair Access Protocols with all Headteachers in Stockport.

If a headteacher of the preferred school identifies that an application meets the criteria to be considered under the Fair Access Protocol they may refer it to Stockport's Fair Access Panel. The Secondary Fair Access Panel is made up of representatives from the council and all Headteachers from secondary schools in Stockport. The Secondary Fair Access Panel meet once every 2 weeks during term time to discuss any applications referred to them. The role of the Fair Access Panel is to make sure children have access to a suitable school place as quickly as possible.

For an application to be considered by the Fair Access Panel, it must meet one of the following criteria.

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a CIN or a CP Plan in the preceding 12 months.
- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the FAP.
- c) children from the criminal justice system.
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education.
- e) children with special educational needs (but without an Education, Health, and Care plan), disabilities or medical conditions.
- f) children who are carers.
- g) children who are homeless.
- h) children in formal kinship care arrangements.
- i) children of, or who are Gypsies, Roma, travellers, refugees, and asylum seekers.
- j) children who have been refused a school place on the grounds of their challenging behaviour (in accordance with paragraph 3.10 of the admissions code).
- k) children for whom a place has not been sought due to exceptional circumstances.
- l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the Council has been unable to promptly secure a school place.

Not all children who fall into one of the above categories will be considered under the Fair Access Protocol if the headteacher of the preferred school has not referred it for consideration and a school place has been offered at a suitable school.

The majority of children discussed at the Fair Access Panel are children who fall into Category J: children who have been refused a place on the ground of their challenging behaviour. If a school receives an in-year admission and has good reason to believe that a child may display challenging behaviour it may refuse admission and refer to the Fair Access Protocol. This should only happen if the school has a particularly high proportion of either children with challenging behaviour or previously excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would cause prejudice to the provision of efficient education and use of resources.

Fair Access Protocols have a further aim to fairly distribute vulnerable children so that no school is required to admit a disproportionate number of children because, for instance, it is the only school in an area with vacancies.

[Find further information on Stockport's Fair Access Protocols.](#)

## Section 4 What happens after decisions have been made

This section gives you information on the outcome of your application and what happens next

### What you should do when you receive your offer of a school place

We will email you to inform you of the outcome of your application. This will be sent to the email address you used in your application. When we make an offer on behalf of a school, you should contact the school you have been offered as soon as possible. You can then make arrangements for a pre-admission meeting if the school suggests it and for your child to start at the school.

If you don't respond to an offer within two weeks, we will try to get in touch again but if we are unable to and you haven't responded, the offer may be withdrawn.

You don't have to get in touch with the admissions team to accept an offer although you can tell us that you are happy to accept this and do not wish to be on any waiting lists for other schools. If you want to reject the place offered, you must email [admissions.support@stockport.gov.uk](mailto:admissions.support@stockport.gov.uk) and state where education will be provided instead.

### What happens if you are unsuccessful

If we are unable to offer a place at the preferred school, your child will be placed on the waiting list until the end of the academic year and you will be advised of their right to appeal to the Independent Appeal Panel. This won't be advised if an appeal has already been heard for the same child and school within the same academic year.

### Appeals

Parents/ carers of children 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. More details about our appeal process can be found on our website <https://www.stockport.gov.uk/admission-appeals/school-admissions-how-to-appeal>.

If you would like a PDF copy of the appeal form to return via email or post, please contact the appeals team in Democratic Services at [admission.appeals@stockport.gov.uk](mailto:admission.appeals@stockport.gov.uk).

Your appeal will be heard within 40 school days of submitting your appeal and you should continue to attend your current school whilst waiting for the independent appeal to be scheduled. The date of the hearing will be arranged by the Secretary to the Independent Appeals Panel who will give you at least fourteen calendar days' notice via email of the date and time of the appeal.

Approximately seven school days before the appeal, the Admissions Authority will provide the parent with a statement of the reasons why a place has not been offered.

Your appeal will be heard by an Independent Appeals Panel consisting of three volunteers including at least one 'lay person', in an informal atmosphere and will be conducted in such a way as to put you at ease. The meeting is held remotely via Microsoft Teams and all information is treated in confidence. A representative of the Admissions Authority will attend to explain why a place has not been allocated at your preferred school. All appeals are determined on their individual merits.

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.

The decision of the independent appeal panel is binding on the school and the Admissions Authority.

## **School waiting lists**

Waiting lists are organised and ranked in the oversubscription criteria order that applies for each school. Every time a child is added to the list, it is reordered according to the oversubscription criteria and so you may find your child moving down the list as well as up. This can happen frequently.

For children applying for a school place in Reception, Year 3 in junior school or Year 7 prior to starting school in September, who were not allocated a place at their preferred school, the names of children will be added to the waiting list up until 31 December. After that point, the waiting list is cleared and a new waiting list is started. You will need to reapply for a place in those years to be included in the waiting list for the period January to July.

For children in other year groups, the names of children who were not allocated a place at their preferred school will be kept on a waiting list for the whole of the school year. If a place becomes available at that school during that period, you will be contacted and given the opportunity to accept the place.

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 in-year admissions limit 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 in-year admissions limit.

Waiting list positions are based on the school's oversubscription criteria, not the date of application. This means:

- if a child higher on the waiting list is offered and accepts a place, others move up
- if a child declines a place or moves away, others may move up
- if a new application is received and the child meets a higher category (for example, having a sibling on roll at the school), they may be ranked above existing applicants. Others move down
- if a child already on the waiting list has a change of circumstances meaning they now fall into a higher category, others may move down

These changes can result in a child's position moving both up and down over time. Due to the large number of applications that we process, waiting list positions can change frequently.

If you have any further questions that are not answered in this guide, please check our website [www.stockport.gov.uk/schooladmissions](http://www.stockport.gov.uk/schooladmissions)

If you still have questions, you can call our Frontline Team in the Contact Centre on 0161 217 6022.

## Section 5 Other Useful Information and support for school age children

### Travelling to school

Most young people will live within 3 miles of their local school and the area is generally well served by public transport. Children under 16 can travel on buses at a concessionary rate.

Some children may qualify for free school transport, please refer to our published policy to determine if your child is eligible for free school transport: [www.stockport.gov.uk/travel-to-school](http://www.stockport.gov.uk/travel-to-school).

Applications for free school transport should be made on our free school transport portal: [www.stockport.gov.uk/travel-to-school](http://www.stockport.gov.uk/travel-to-school)

### Free School Meals

For information on free school meals please visit the following page:

<https://www.stockport.gov.uk/free-school-meals>

### Term Dates

School term dates can be found on the following page:

<https://www.stockport.gov.uk/school-term-dates>

Please refer to the individual school's websites for information on their In-Service Training Days.

### Advice and support

For help and advice with anything not covered in this booklet, please telephone our frontline team in the Contact Centre on **0161 217 6022**

More complex matters may be referred to the School Places, Admissions and Transport Team via [admissions.support@stockport.gov.uk](mailto:admissions.support@stockport.gov.uk)

You can also visit our Frequently Asked Questions page on our website: <https://www.stockport.gov.uk/primary-and-secondary-school-admissions-frequently-asked-questions>

**If you need assistance in translating or interpreting this information, please contact the School Places, Admissions and Transport Team.**