

Glossary of terms used on the school admissions website and how they are applied to the admissions process.

TERM	DEFINITION
Additional / supplementary forms	All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. Catholic schools will require sight of the child's certificate of Baptism if the parent has declared the child is baptised Catholic. An additional or supplementary form may also have to be completed for applications considered under faith criteria of faith schools, for boarding schools and for selective schools.
Address – Principal Parental Home See also item 'Change of address/ circumstances' below	For the purpose of allocating school places in Stockport, the address to be used should be the principal parental home address. Parents cannot , for example: <ul style="list-style-type: none"> • 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 • a temporary, possibly rented property, while owning and normally living in another <p>The above list of circumstances is not exhaustive and Stockport Council reserves the right to investigate further before accepting the address for the purpose of allocating a school place.</p>
Admissions Authority	An Admissions Authority is the body responsible for formulating, publishing and applying the Admissions policy in accordance with the School Admissions and Appeals Codes of Practice.
Admissions Policy	See Oversubscription criteria below.
Appeal	Parents refused a place at any of their preferred schools will have the right to appeal against the decision to an Independent Appeal Panel (see also Appendix 3). The panel is independent of the Admissions Service. The decision of the panel is binding on all parties.
Application	When a pupil enters primary education (reception class) or transfers from primary to secondary education, the parent will be required to complete an official 'common application form'. Application must be made online via Stockport Council's website www.stockport.gov.uk/schooladmissions Parents of children attending non-Stockport maintained primary schools should be aware that the Local Authority does not take responsibility for applications received after the closing date arising because a child was not identified. However, the Authority will contact popular neighbouring Local Authority maintained primary schools outside Stockport and independent primary schools for a list of children resident in Stockport known to them as well as issuing a press release inviting Stockport parents to make an application. Other Local Authorities may contact Stockport for similar information. Online applications are receipted automatically when they are submitted.

	Parents should save a copy of this receipt.
<p>Application received after the closing date</p>	<p>Submitting an application after the closing date is likely to severely affect a parents chance of being offered a place at one of their preferred schools, as places will already have been allocated to those parents who applied by the closing date. This applies even if the application would have met the requirements of a higher category had it been received on time.</p> <p>All applications received after the closing date will be considered after all those applications received by the closing date. These applications will, therefore, be in the last category of the oversubscription criteria and placed on waiting lists for each school, regardless of whether you live in the catchment area of the school and have siblings* at the school. The application will then be processed along with any others received after the closing date using the oversubscription criteria and not using the date the application was received. Where it is not possible to allocate a preferred school place a place at the nearest school with spaces will be allocated (see also page 5 - 6)</p> <p>Stockport Council reserves the right to treat an application as though it were not received after the closing date only where there are exceptional reasons for the late return. In all other cases Stockport Council will only accept an application having been received by the closing date with an automated online service receipt.</p> <p>The online system will close on the appropriate closing date:</p> <ul style="list-style-type: none"> • 31st October 2016 Secondary • 15th January 2017 Primary • 31st March 2017 Nursery <p>The system will reopen 2 weeks after the closing dates to enable parents to submit an application which will be considered as detailed above.</p> <p>During the normal admissions rounds</p> <p>Application must be made to the Local Authority where you reside regardless of whether the school you want is in that Authority. They must be made in ranked order on the form provided by that Authority.</p> <p>Application for places in maintained schools in Stockport from outside the catchment area are treated in exactly the same way, regardless of whether the address is in Stockport or not.</p> <p>Applicants resident outside Stockport are advised to apply for a place in a school in their own Local Authority area in case their application for a place in a school in Stockport is unsuccessful.</p> <p>Application at other times Should be made to the Local Authority where the parent is resident.</p>

Applying for a school outside Stockport	<p>Applications for schools outside Stockport should be included, in ranked order, via the online application system from Stockport Metropolitan Borough Council. In accordance with Stockport Council’s Scheme for Co-ordinated Admission Arrangements, information will be exchanged with neighbouring Authorities regarding;</p> <ul style="list-style-type: none"> ▪ The success of applications naming other Local Authority Schools; ▪ The offer of a school place (depending on the ranking of the school on the application form); ▪ Waiting lists and subsequent offers of a school place.
Associated Parishes and schools	<p>Admissions to Catholic High Schools in Stockport are based on criteria which include attendance at associated primary schools and current residency within associated parishes (see also the item ‘address’ above). Details of primary schools and parishes that are associated with each of the 3 Catholic High Schools can be found on page 45.</p>
Catchment or Associated Area of the school	<p>Currently every Community Secondary and Primary School, along with C of E Primary Schools, Gatley Primary School (Academy), Hursthead Junior Primary School (Academy), Mellor Primary (Academy), St Matthews CE primary (Academy), Reddish Vale Technology College, Hazel Grove High School and Cheadle Hulme High School (Academies) has a geographical area around them known as the ‘catchment area’. These can be viewed on the Stockport Council website www.stockport.gov.uk/schooladmissions In Catholic secondary schools areas based on parish boundaries are known as ‘associated areas’</p> <p>Every address in Stockport falls within the catchment area of only 1 secondary school. Maps of these areas can be found at www.stockport.gov.uk/schooladmissions</p> <p>The catchment area school may not always be the nearest school (although it will be in your locality).</p> <p>Residency inside or outside these areas will determine the order in which school places will be allocated along with other criteria as outlined on page 8 & appendix 2 & 4.</p> <p>National Legislation stipulates that parents are not guaranteed a place at the catchment school or any other school. Being resident within the catchment area of a school would place an applicant within one of the higher categories of the oversubscription criteria of the school.</p> <p>N.B. – Catchment boundaries for Norris Bank, Tithe Barn, St Thomas’ CE (Heaton Chapel), St Paul’s CE and Westmorland Primary Schools have been changed following public consultation and agreement from the Council’s Executive.</p>
Change of address / change of circumstances	<p>Parents / carers must notify the Admissions Support & Advice Team immediately of a change of address or other circumstances including changes to custody arrangements which occur at any time during the process of a child entering primary education or transferring from primary to secondary education. All changes will be applied to the</p>

oversubscription criteria for each school where application has been made. If the change of address or circumstances occur after the allocation of places has been made it may result in one of the following:

- **The offer is confirmed because the child is still entitled to the place using the oversubscription criteria**
- **The child's name is placed higher or lower on the waiting lists for the preferred schools based on the new circumstances**
- **The original offer made based on the old circumstances is withdrawn because the child no longer qualifies for the place offered using the new circumstances and the oversubscription criteria for the school. In which case the offer of a new place will be made. The child's name will be placed on waiting lists at the appropriate point**

If the change of circumstances mean that the schools applied for are no longer appropriate it is the responsibility of the parent to bring this to the attention of the Admissions Support & Advice Team. This being the case, the parent will be given the opportunity to revise their preferences and the implications of this will be discussed individually by the Admissions Support & Advice Team. Preferences will be applied to the oversubscription criteria for each school as referred to in part A of this document. **N.B.** The number of available places is likely to be limited once offers have been made on the published offer date.

Before offering a place to a child in a school in Stockport, the Admissions Support & Advice Team may require verification of the principal parental home address based on the following circumstances:

1 Change of address / Removal into Stockport

Parents will be required to complete a Declaration of Residency form and provide the documentary evidence detailed below. The Authority reserves the right to investigate further in complex circumstances or where it believes a parent has given a false address:

- a) Solicitor's letter confirming that contracts have been signed and exchanged on the property specifying the completion date – (a school place may not be offered until residency in the property has taken place)
- or**
- b) A copy of the tenancy agreement (for not less than 6 months)
plus
- c) Documentary evidence of disposal of the previous property**
- d) Copy of the Council Tax registration
may be required
- e) Other documentary evidence to confirm residency at the relevant address;

2 Change of custody arrangements

Parents will be required to complete a Declaration of Residency form and provide the following documentary evidence, where applicable:

- a) Court Order
- or**
- b) Residence Order or other documentary evidence of parental responsibility (see Parent and Parental Responsibility on page 21)
- may be required**
- c) Copy of the Child Benefit notification indicating the name and address of the parent receiving benefit and the name of the child(ren) for whom the benefit is made

Where parents are separated and/or have shared responsibility for a child **only 1** address will be used. Stockport Council reserves the right to request further information to assist with determining the principal parental home address. This may include seeking receipts for child related benefits and utilising the address to which benefit payments are directed and proof of parental responsibility (see Parent and Parental Responsibility on page 21).

If the child goes to live with a friend or relative for reasons other than legal guardianship, it is still the parent's principal home address that will be used to determine eligibility for the purpose of allocating a school place.

3 Information has come to light regarding details declared on an application that Stockport Council wishes to verify

Occasionally the Authority may receive information which could affect how an application has been considered. Stockport Council reserves the right to contact the applicant to verify relevant details which may include items listed under 1 & 2 above. The source of information will be considered confidential between Stockport Council and the informant.

The above is not an exhaustive list and Stockport Council reserves the right to investigate further in complex circumstances or where it believes a parent has given false information resulting in the use of an address other than the Principal Parental Home address. This may require the Admissions Support & Advice Team to seek additional documentary evidence, may include a home visit and/or contact with other services of Stockport Metropolitan Borough Council before offering a school place.

A Declaration of Residency form is available from the Admissions Support & Advice Team at the Town Hall (Tel: 0161 217 6028) or can be downloaded from our website at the following address:

www.stockport.gov.uk/schooladmissions The document will include a **declaration** for parents/guardians to sign to indicate that the information given is correct and that any place offered is based upon the information given and may be **withdrawn** if circumstances are subsequently found to

	<p>be other than those declared and the child is no longer entitled to the place offered. In order to detect and prevent fraud of public funds parents are also required to sign a declaration that they agree to the information given on the form being shared with other organisations involved with public funds. In certain circumstances it may be considered a criminal offence to give false information.</p> <p>Any school place allocated on the basis of false information or undisclosed changes to information already declared, may be withdrawn by the Authority and legal action may be taken against the parents.</p>
Change of preference	<p>If parents change their minds about their preference before the closing date, they can log into the online system using their password and amend their preferences. NB the application must be for the changes to be received. The new preference(s) will be treated in the same way as the original so long as it is received by the close of business on the relevant closing date. Changes in preference after the closing date will not be accepted, unless there are exceptional reasons for doing so.</p>
Children of Staff	<p>Children of staff at the school are defined by either or both of the following circumstances:</p> <p>a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or</p> <p>b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p>At the point of application, the Headteacher of the relevant school will be asked to verify the circumstances of the child/member of staff.</p>
Children with Special Educational Needs	<p>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 a Statement of Special Educational Need (or an Education Health & Care (EHC) Plan) or are currently being assessed.</p> <p>There is a clear expectation under the Education Act 1996 that pupils with special educational needs will be included in mainstream schools. A parent's wishes to have their child with a statement 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.</p> <p>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 auxiliary aids and services, these will usually be provided through the</p>

	<p>pupil's statement of special educational needs. However the requirement to take reasonable steps does not include adaptations to school buildings. There is an expectation that, over time, schools and the LA 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. The authority is developing a new strategy and plan to gradually increase physical and curricula access of schools. These schools are accessible to pupils in wheelchairs with specialist facilities and staff experienced in working with disabled pupils.</p> <p>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.</p> <p>A parent of a pupil due to transfer to secondary school and who has a Statement of Special Education Needs (or an EHC Plan) will be able to express a preference for a secondary school during the review process taking place in the Summer of Year 5 or Autumn term of Year 6. Parents should be aware that if their child is not allocated a place at their preferred school, they have a right to appeal to the Special Educational Needs and Disability Tribunal.</p> <p>The Authority maintains a range of special schools for children whose needs cannot be met in mainstream schools or whose parents prefer specialist provision.</p> <p>Under the Children's and Families Bill 2014, from September 2014 the statementing process (used to assess, describe and plan for a child's special educational needs) will be replaced by an Education, Health and Care (EHC) Plan. Existing Statements of SEN will still be treated in the same way however over the next 2 years, all current Statements will be aligned with the EHC assessment/planning process.</p>
<p>Co-ordinated Admissions Scheme</p>	<p>There is a statutory single Co-ordinated Admissions Scheme which covers primary and secondary school admissions both during the normal admissions round (reception and Year 7). The scheme requires all admission authorities to work together so that parents living in the area of a Local Authority can apply for any school (in or outside that area) to their home authority and receive the offer of a single school place. The scheme can be viewed at www.stockport.gov.uk/schooladmissions</p>
<p>Declaration of Residency Form (see also Address above)</p>	<p>Form used to accompany applications to assist with determining principle parental home address, see also address / change of circumstances above.</p>
<p>Distance</p>	<p>For the purpose of allocating school places, distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.</p>

	<p>Applicants will be ordered starting with those living closer to the school within each of the appropriate published criteria categories.</p> <p>If there are two or more applications with distances which are exactly the same competing for a final place random allocation will be used to determine which applicant will be allocated the final place.</p> <p>For the purpose of determining eligibility for free school travel the shortest available walking route is used to measure distance. The Free School Travel policy can be viewed at www.stockport.gov.uk/schooladmissions</p>
<p>Elective Home Education</p>	<p>The responsibility for a child's education rests with their parents. In England, whilst education is compulsory, school is not.</p> <p>The Education Act 1996 states that 'parents have a duty to secure an efficient full time education for their child, suitable to his/her age, ability and aptitude, and to any special educational needs he/she may have, either by regular attendance at school or otherwise.' Children whose parents elect to educate them at home are not registered at mainstream schools, special schools, independent schools, academies, Pupil Referral Units, colleges, children's homes with education facilities or education facilities provided by independent fostering agencies.</p> <p>Parents who choose to educate their children at home assume financial responsibilities for their children's education, including bearing the cost of any public examination and assessment of work by an accredited person.</p> <p>For further information please see 'Related Documents' on Stockport Council's webpage:</p> <p>www.stockport.gov.uk/services/education/educationtrainingandemployment/homeeducation</p>
<p>Highly exceptional medical and/or social reasons</p>	<p>By law, parents have the right to give their reasons for a particular preference. However, no places can be guaranteed at any school and parents should not make assumptions about entitlement to a place. The School Admissions Code does not require the oversubscription criteria for a school to include a category for highly exceptional reasons, it is at the discretion of the Admissions Authority to decide. If an Admission Authority includes this category in their oversubscription criteria it should be made clear how applications will be considered. Stockport Local Authority has included a category for highly exceptional medical/social 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.</p> <p>Where applicants feel this may be the case they must indicate this by ticking the boxes provided on the application and state the nature of the</p>

	<p>condition and/or circumstances. The applicant must subsequently provide written evidence from a recognised professional such as 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. This evidence must be submitted along with the application to the Admissions Support & Advice Team by the closing date for applications <u>at the latest.</u></p> <p>If the required evidence is not provided, the Local Authority will not give further consideration to any un-submitted circumstances.</p> <p>This category is not intended to replace or supplement the well-established system in Stockport for identifying, supporting and providing for families with children who have varying degrees of Special Educational Needs. As such, very few applications are considered under this category in any one year, 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.</p> <p>Applications will initially be considered by the Service Manager (Admissions) within the Services to People Directorate at the Town Hall. Decision or consideration of particularly complex cases will be scrutinised by the lead officer in charge of Admissions or Service Director, Services to People Directorate as appropriate.</p> <p>Applications where reasons for a particular preference have not been deemed to meet the criteria for highly exceptional medical/social reasons will be considered according to the published oversubscription criteria for the particular school concerned.</p> <p>The Admissions Support & Advice Team will not (a) respond to applicants who have included reasons for a particular preference (b) seek further clarification of stated circumstances or (c) contact any party which the applicant may suggest.</p>
Independent/boarding education	Stockport Council does not administer applications for these schools nor will it provide assistance towards the cost of education for pupils gaining places at independent/boarding schools.
IAN	Indicated Admission Number for the year group – see also Net Capacity Assessment (NCA) below. The IAN is found by taking the NCA figure and dividing it by the number of year groups at the school: NCA divided by 5 for secondary schools (year groups 7 – 11) 7 for primary schools (year groups reception – 6) 3 for infant schools (year groups reception – 2) 4 for junior schools (year groups 3 – 6)
Infant Class Size	By law, children cannot be taught in an infant class of more than 30 pupils to one teacher. There are a few, very limited exceptions to this, mainly

Regulations	relating to circumstances where a child has a statement of Special Educational Needs which names the school, these are detailed on page 10 of this document.
Looked after child (ren)	<p>Regulations require that Looked after children are given the highest priority in admissions criteria (after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan which names the school). The definition of children in this category is contained in the Department for Education’s School Admissions Code as follows:</p> <p>Looked after children - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>Children previously ‘looked after’ are children who were ‘looked after’ as defined above, but immediately after being ‘looked after’ became subject to an adoption*, residence**, or special guardianship order***.</p> <p>**An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) or under the Adoption and Children’s Act 2002 (see section 46 adoption orders).</p> <p>**A ‘residence order’ is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.</p> <p>***Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).</p> <p>Admissions policy criteria are outlined on page 8 & appendix 2</p> <p>The Admissions Support and Advice Team require verification of a child’s legal status. This can be evidenced as follows:</p> <p>Looked after child</p> <p>The application for a school place should be made by the social worker responsible for the child.</p> <p>In the absence of an application made by the responsible social worker; A letter from the responsible Local Authority confirming the legal status of the child. The letter should include a date when the legal status came into effect and the date of the next hearing when the legal status may be changed.</p> <p>Previously Looked after children</p>

	<p>Documentary evidence fulfilling the following:</p> <p><u>At least one</u> of the following:</p> <ul style="list-style-type: none"> • Copy of full care order issued by the relevant local authority which confirms legal status up to the point at which the adoption/residence/special guardianship order was made <p style="text-align: center;">AND/OR</p> <ul style="list-style-type: none"> • Copy of placement order issued by the relevant local authority <p style="text-align: center;">AND/OR</p> <ul style="list-style-type: none"> • Court document indicating disposal of previous parents PR <p style="text-align: center;">AND/OR</p> <ul style="list-style-type: none"> • Letter from relevant local authority on letter headed paper indicating the legal status of the child up to the point at which the adoption/residence/special guardianship order was made <p><u>AND</u> the following document (whichever is relevant)</p> <ul style="list-style-type: none"> • Adoption order under the Adoption Act 1976 (see section 12 adoption orders) or under the Adoption and Children’s Act 2002 (see section 46 adoption orders). • Residence Order made under S.8 Children Act 1989 • Special Guardianship order made under S.14A Children Act 1989
NCA	Net Capacity Assessment – The Government have introduced a formula for ensuring consistency when assessing the amount of teaching space available within a school. Under this formula the Net Capacity of the school is determined, from which an Indicated Admission Number is derived. This is then used to inform the Published Admission Number.
Normal Admissions Round	Pupils entering primary education in reception classes at age 4+ and when they transfer at the age of 11+ from primary to secondary education in September. The process of allocating school places commences the September prior to the year of admission.
Oversub-	All schools have to have a method of allocating school places in case

<p>scription criteria</p>	<p>there are more applications for the school than there are places available, up to the Published Admission Number (PAN) see also PAN below. Regulations require that places are provided for pupils who have a Statement of Special Educational Needs* which names the school and has also determined that looked after children and previously looked after children (See Glossary of Terms for definition) must be given the highest priority in Admissions Policy criteria.</p> <p>Following this the Admission Authority can determine the order in which pupils are taken into the school this is known as the ‘Oversubscription criteria’ or ‘Admissions Policy’. Items 2 & 3 (pages 7 & 8) and appendix 4 refer to the oversubscription criteria for schools in Stockport.</p>
<p>Parent and Parental Responsibility</p>	<p>For the purpose of allocating school places Parental Responsibility is taken into account.</p> <p>In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and non-resident parent.</p> <p>This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if:</p> <ul style="list-style-type: none"> • he is or was married to the mother when the child was born • from 1 December 2003 by jointly registering the birth of the child with the mother • Has acquired <u>legal responsibility</u> for his child <p>More detail is available at www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility</p> <p>A “parent” is not only anyone who has “parental responsibility” for a pupil, whether the pupil lives with them, or not, but also anyone who has care of the child. In addition to the above, the following people will be considered to have parental responsibility:</p> <ul style="list-style-type: none"> • A Legal Guardian of the child • A Local Authority which has a care order or Emergency Protection Order • Person(s) who hold a Residence Order. • Any Person(s) who has adopted the child (birth parents will only lose “parental responsibility” if the child is adopted). <p>In addition, any person who has care of a child, i.e., the person with whom the child lives and who looks after the child, irrespective of the relationship, can also be treated as parents for education purposes, for example:</p>

	<ul style="list-style-type: none"> • Unmarried fathers who do not have one of the orders outlined in above. • Step-parents • Foster-parents • Grandparents <p>If there are others, apart from the parents, who fit the above categories in relation to the child, the school should be advised of their name and address. It is important for the school to obtain this information, as they are required by law to treat all those who come within the definition of “parent” equally. All parents are entitled to receive copies of school reports, attend parents meetings and vote to elections for parent governors or ballots concerning school status.</p>
Parental Preference	The law gives parents the right to express a preference for a school for their child. However, it does not entitle the child to a place at the school. The Admission Authority of the school must make every attempt to meet parental preference within the criteria that has been agreed and published up to the Published Admission Number. In Stockport parents can express up to six preferences.
Previously looked after children	See Looked after child
Published admission Number (PAN)	<p>Published Admission Number – The School Admissions Code of Practice requires that local authorities and admission authorities must consult as part of the process for formulating and determining admission arrangements, including admission numbers, and work together to ensure that schools’ arrangements meet the needs of all parents and children. If there are changes to admission arrangements policy/criteria then consultation must take place in every year where changes are made. If no changes are made consultation need only take place once every 7 years.</p> <p>All schools must have an admission number for each relevant year group. Once an admission number has been set and published by the admission authority, children should not be admitted above that published number unless exceptional circumstances apply. * See Strategic Commissioner of School Places below. Every school is required to set the number of pupils who will be admitted to the school in reception for primary and Year 7 for secondary. The number set will follow that year group as it progresses through the school and will be the number used to assess applications for places throughout the year.</p>
Random Allocation	<p>In the event of two applications being identical in terms of discriminating features that apply to oversubscription, a random allocation will take place.</p> <p>A random allocation will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.</p>
Siblings (Brother and Sisters)	A sibling for the purpose of allocating a school place means one who is still in attendance at the school at the time the younger child starts.

	<p>The sibling must be of statutory school age (Reception to Year 11 - <u>this does not extend to children in attendance at sixth form provision at the same school</u>)</p> <p>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.</p> <p>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.</p>
<p>Strategic Commissioner of School Places</p>	<p>In the case of maintained schools, the local authority, as the strategic commissioner of school places, has the final decision as to whether a school can admit above its Published Admission Number. Admitting above the admission number does not amount to an increase in the school's admission number which can only be changed via the determination of admission arrangements or once determined, for a maintained school, via a referral to the Schools Adjudicator.</p>
<p>Under aged pupils</p>	<p>In exceptional cases a child can transfer from primary to secondary education a year earlier than would normally be the case. Reports will be required from the child's primary school Headteacher, the Headteacher of the community/Catholic High school or Academy and Stockport Council's Educational Psychology Service before a request for an early transfer will be considered. Requests received after the closing date for applications will not normally be considered.</p>
<p>Waiting Lists</p>	<p>If a parent is not offered a place at their preferred school, their child's name will be included in the school's waiting list. The list will be ordered by the published oversubscription criteria of the school. Waiting lists will be maintained for the duration of the academic year for which the application was made.</p> <p>Should a vacancy occur in that school before the end of that academic year, then it will be offered to the parent whose child is at the top of the waiting list. If that parent does not accept the vacancy it will be offered to the next child on the waiting list. This procedure will be followed until the vacancy is accepted or the waiting list is exhausted.</p> <p>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 PAN 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 PAN.</p> <p>At the end of the academic year waiting lists will cease to be maintained.</p> <p>Parents wishing to have their child's name included in the waiting list the following academic year must put their request in writing to</p>

	the Admissions Support & Advice team <u>before</u> the 31st August of the original application year.
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