

Admission Policy

Admission to Fairfield High School

In common with other Tameside secondary schools, Fairfield High School's admission procedures comply with the requirements of a qualifying scheme under the Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2007. Fairfield High School will operate an equal preference scheme.

Please note that the admission arrangements displayed on this Website directly apply to pupils who are transferring from primary to secondary school.

For details on our procedure for '**In Year**' admissions, please read the document contained in the **Admissions Section** on our Website (**In-Year School Admission Procedure**) and complete the **In-Year Application Form**. If you have any questions or require clarification on any points please contact **Mrs. Julie Murphy (Company Secretary)** on telephone number **0161 523 7154 (Direct Line)** or via email at [**jmurphy@fairfieldhighschool.co.uk**](mailto:jmurphy@fairfieldhighschool.co.uk)

Applying for a Place at Fairfield High School for Girls for September 2024

If you are a Tameside resident, you must make your application to Tameside Local Authority.

Tameside Primary Schools will forward details of children eligible to transfer to Secondary School in **September 2024** to the Local Authority Admissions Team, who will send out details of how to apply in **September 2023**. The pack will contain details of where to view Moving On and a letter explaining how to make your application. You should use your application to apply for any Secondary School, whether this is in Tameside or in another Local Authority area.

Application details may also be obtained from the Admissions Section at Tameside MBC. Moving On will be available on Tameside's Website. N.B. Each school application should be discussed with all parents and carers of the child, and only one application may be submitted for each child.

The Local Authority may verify information you provide on your application, which could involve them contacting other departments of the Local Authority. In instances where the information provided is different from that held by them, they may use the information on this form to investigate further and if false or misleading information is given; Tameside Local Authority has the right to withdraw the offer of a school place.

If you are not a Tameside resident, you must make your application to the Local Authority where you live. Application forms must be returned in accordance with your own Local Authority's specific instructions and not to Tameside.

The Process

- The application will invite all parents and carers to indicate a preference for six schools, giving reasons for each preference where appropriate. In allocating places, Fairfield High School will operate an equal preference scheme.
- Your application must be submitted by the closing date of **Tuesday 31st October 2023**, with any supporting information/evidence if appropriate.
- The Council and the school will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications submitted after the deadline.
- Changes to preferences, ranking order, or pupil details will not be allowed after the closing date of **Tuesday 31st October 2023** except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the Local Authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property.
- No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of Secondary Schools this date is the **Friday 10th November 2023**.
- Notification of offers of a single school place will be sent out to parents/carers on **Friday 1st March 2024**. These notifications will also inform parents and carers of their right of appeal, and who to contact, if an application has not been successful.
- Parents/carers will not receive multiple offers.

Published Admission Numbers for Fairfield High School for Girls

The Published Admission Number for Fairfield High School for Girls is **199**.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

An application to Fairfield High School for Girls indicates a preference for single sex education.

Criteria for Allocating Places when Oversubscribed

After the admission of children with Education, Health and Care Plans (where the school is named in the plan), the criteria for over-subscription are:

1. Looked after children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

This includes those children who appear to the Admission Authority to have been in state care outside of England, and ceased to be in state care as a result of being adopted (**See Section 1.7 of the Admission Code**).

2. Children and families with exceptional medical or social needs.

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how Fairfield High School is the only school that can meet the defined needs of the child. The Trust Board will decide as to whether to admit a child under this criterion, using the evidence provided.

Parents/carers are responsible for providing all information in support of an application by the closing date. The Trust Board will not ask for additional information. All information provided will be treated in the strictest confidence.

3. Siblings.

This will apply where there are sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when the pupil is admitted to Year 7. Preference will be given to pupils living nearest to the school.

The sibling criterion includes: natural sisters; half-sisters; step sisters; adopted sisters; sisters of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending Fairfield High School.

The Trust Board reserves the right to give special consideration to twins, triplets or multiple birth siblings, or other siblings whose birth date falls within the same academic year to prevent breaking the sibling link.

4. Children attending partner primary schools in Tameside (*see below for full list).

Preference will be given to pupils living nearest to the school.

Please note this has changed from children attending Primary Schools in Tameside to comply with recent changes to educational legislation.

5. All other applications on distance.

Preference will be given to pupils living nearest to the school.

Distance will also be used as a tie-breaker where oversubscription occurs within any of criteria 1 to 4. Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property.

Measurements will be made using the Local Authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. 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. 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).

In the event of distances being the same for 2 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 Local Authority's school admissions data mapping software.

Waiting Lists

If the school is oversubscribed, the Trust Board will maintain a waiting list. **The waiting list will operate until the end of the Autumn Term 2024.** Parents/carers who have expressed the school as a preference and have not been offered a place at the school, will automatically be placed on the waiting list.

Appeals

Any parent/carer who is refused admission to Fairfield High School has the right of appeal to an Independent Appeals Panel. For pupils with a statement of Special Educational Needs or an EHC, an appeal can be made to the SEN and Disability Tribunal (details are included in the Statement).

Parents/carers, who wish to appeal against the decision of the Trust Board to refuse admission to Fairfield High School, should do so in writing, setting out clearly why your child should go to Fairfield High School. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>.

The Appeals Panel will:

- Be independent of the school and the Local Authority.
- Give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation.

The Local Authority will:

- Give the appellant at least ten school days' notice of the time and place of the hearing.

The Clerk will:

- Send the appeal papers to the appellant at least seven working days before the hearing.

The appeal shall be decided by a simple majority of the votes cast; the Chairperson of the panel having a casting vote.

The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the Local Authority.

*** Tameside Partner Primary Schools**

- Aldwyn Primary School, Lumb Lane, Audenshaw, Manchester M34 5SF
- Ashton West End Primary School, William Street, Ashton OL7 0BJ
- Audenshaw Primary School, Ash Street, Audenshaw, Manchester M34 5NG
- Corrie Primary School, Cemetery Road, Denton M34 6FG
- Dane Bank Primary School, Thornley Lane South, Stockport, SK5 6QG
- Denton West End Primary School, Balmoral Drive, Denton, M34 2JX
- Fairfield Road Primary School, Fairfield Road, Droylsden, Manchester M43 6AF
- Greenside Primary School, Greenside Lane, Droylsden M43 7RA
- Greswell Primary School, Percy Road, Denton, Manchester M34 2DH
- Holy Trinity C of E Primary School, Kenyon Street, Ashton OL6 7DU
- Linden Road Academy, Linden Road, Denton M34 6EF
- Manchester Road Primary School, Manchester Road, Droylsden, Manchester M43 6GD
- Manor Green Primary School, Mancunian Road, Denton, Manchester M34 7NS
- Moorside Primary School, Market Street, Droylsden, Manchester M43 7DA
- Parochial C of E Primary School, Keppel Street, Ashton OL6 6NN
- Poplar Street Primary School, Ravenwood Drive, Audenshaw, Manchester M34 5EF
- Russell Scott Primary School, Clare Street, Denton M34 3LQ
- St Anne's Primary School, St Anne's Road, Denton, M34 3DY
- St Anne's RC Primary School, Clarendon Road, Audenshaw, Manchester M34 5QA
- St Mary's C of E Primary School, Church Street, Droylsden, Manchester M43 7BR
- St Peter's C of E Primary School, Oxford Street, Ashton OL7 0NB
- St Stephen's C of E Primary School, Audenshaw Road, Audenshaw, Manchester M34 5HD
- St Stephen's RC Primary School, Chappell Road, Droylsden, Manchester M43 7NA
- Waterloo Primary School, Worthington Street, Ashton OL7 9NA

6. Request for admission outside the normal age group.

Parent and carers are entitled to request a place for their child outside of their normal age group.

Parents and carers considering requesting a place for their child outside of their normal year group should contact the school in the first instance.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

In accordance with the School Admissions Code, this will include taking account of:

- Parents and carers views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this Policy, including the oversubscription criteria listed above.

Applications will not be treated as a lower priority if parents and carers have made a request for a child to be admitted outside the normal age group.

Parents and carers will always be informed of the reasons for any decision on the year group a child should be admitted to.

Parents and carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.