

# FAIRFIELD HIGH SCHOOL FOR GIRLS

Fairfield Avenue - Droylsden - Manchester - M43 6AB



## IN YEAR SCHOOL ADMISSION PROCEDURE

Fairfield High School for Girls will co-ordinates its own **in-year** school admissions.

**If you wish to apply for a place at this school please complete and submit the application by clicking here.**

### Published Admission Numbers for Fairfield High School for Girls

The Published Admission Numbers for Fairfield High School for Girls are:

- **Year 7**                    **199**
- **Year 8**                    **199**
- **Year 9**                    **199**
- **Year 10**                  **197**
- **Year 11**                  **195**
  
- **Total PAN**                **989**

### The Application Process

Once you have submitted your in-year online application you will be sent an automated response confirming that your application has been received.

Upon receipt of your in-year online application the Admissions Committee will **endeavour** to notify parents/carers (in writing) within **10** school days of the outcome of their application. All parents/carers **must** be notified (in writing) within **15** school days.

Where an application is refused parents/carers **will** be informed of the reason for the refusal of a place and provided with information about the right to appeal.

Where an offer of a place is made parents/carers will be notified of this (in writing) and provided with details of a named person to contact to make an appointment for an admission meeting.

Even though we are conducting our own in-year admissions we will continue to work closely with Tameside Local Authority in ensuring that they remain fully informed of each application we receive and its outcome.

For applications received directly to school we will provide the Local Authority with details of place availability within **two school days** of any request received.

Where the Local Authority receives an in-year application for this school, they will immediately forward this onto us for processing (within **two school days** of receiving this).

Whenever the school receives an application from the Local Authority, it will notify the Local Authority of its outcome as soon as reasonably practicable (within **two school days** of any decision made).

All in-year applications received will be considered and processed in the order they are received (e.g. date order).

The Admissions Committee reserves the right to give special consideration to twins, triplets or multiple birth siblings in the event that an application is received. For example - if there is one place available in a particular Year Group and an application is received from a parent/carer who has twins, triplets etc. the school will go above its Published Admission Number (PAN) to prevent breaking the sibling link.

## **Waiting Lists**

The school does not operate any waiting lists for in-year applications.

The only exception to this is in relation to **Year 7** where a waiting list is maintained until the end of the **Autumn Term**. 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.

From the onset of the **Spring Term**, the waiting list ceases to be in operation and any applications for this Year Group are treated in exactly the same way as other Year Groups.

## **Appeals**

Parents/carers, who wish to appeal against the decision of the Admissions Committee 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 regarding appeals will be sent out with the letter of refusal and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions>.

## **Contact Person**

If you have any questions regarding our in-year admissions process please contact **Mrs. Julie Murphy (Governance Professional and Company Secretary)** on telephone number **0161 523 7154 (direct line)** or via email at **[jmurphy@fairfieldhighschool.co.uk](mailto:jmurphy@fairfieldhighschool.co.uk)**

## **For Parent/Carer Information**

**Please note that the arrangements apply to routine in-year transfer applications only. Tameside Local Authority are continuing to co-ordinate our main Primary to Secondary Year 6 to Year 7 applications.**

**1<sup>st</sup> September 2023**