

## Free School Meals

### Is your child eligible for free school meals?

You could save £390 per school year if:

**1** You are receiving any of the following benefits:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level
- The Guarantee element of State Pension Credit
- Working Tax Credit during the four-week period immediately after your employment finished, or after you start to work less than 16 hours per week

**2** You and your child live in the Oldham borough and your child will attend a school maintained by a local education authority.

For more information go online:  
[www.oldham.gov.uk/schoolmeals](http://www.oldham.gov.uk/schoolmeals)  
or call 0161 770 6688



## Contact Details

The School Admissions Team  
Level 12, Civic Centre, West Street, Oldham OL1 1XJ.  
E: [ecs.pupils@oldham.gov.uk](mailto:ecs.pupils@oldham.gov.uk)  
T: 0161 770 4213  
F: 0161 770 4277  
Minicom: 0161 770 6901

## Useful telephone numbers

School Transport Team – 0161 770 3209  
School meals – 0161 770 6688  
Exclusions from school – 0161 770 5179  
Constitutional Services school appeals – 0161 770 4213  
Tameside Council – 0161 342 3208 / 3204  
Manchester Council – 0161 245 7166  
Rochdale Council – 01706 925982  
Kirklees Council – 01484 225000  
Road Safety – 0161 770 4325  
Public Transport Information  
Travel Line – 0871 200 2233  
TfGM – 0161 244 1000

Do it online  
[www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)



# Applying for Secondary School

## 2016/17



## Is your child in year six now?

- You will need to apply for a secondary school place before **31 October 2015**.
- We want to make sure that you have all the information you need.
- It is really important that you apply on time.
- All secondary schools and academies will be holding open days and evenings during September and October. Make sure that you go along to as many as you can.
- There is only one application. No matter where you wish your child to attend school, if you live in Oldham, you will apply to Oldham Council.
- Parents will be advised to nominate/select three or more maintained schools in order of preference on their application.
- All preference requests will initially be considered equally.
- If it is possible to offer a place at more than one school, the offer made will be the highest ranking preference on the application form.
- If more requests are received than there are places available for a particular school, the oversubscription criteria for the school will be applied.
- If you have any further questions on making an application, you can contact the School Admissions Team on 0161 770 4213 who will be happy to help you.

## Application process

You will need to complete the online application. Its quick and easy at [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)

### Important

Alongside the information contained in this booklet you should also read the school admissions website which can be viewed at [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions).

## Online application process

- You will need to set up an email address, which is easily done.
- Complete the online application form.
- You will be sent a receipt when you press the submit button. Ensure that you do receive your receipt, as this is your assurance that the application has been received.
- You will receive the outcome of your application by email or you can log back into your account. Please ensure that you keep a note of your username, password, security question and answer.
- Further information is available on the Oldham Council website [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions).
- You can get free internet access at any Oldham Library. Help to complete the application is available at the Civic Centre – Access Oldham between 10.00 am and 12 noon every Thursday from 03/09/2015 to 14/01/2016.

**Make sure that you apply by the closing date: 5pm 31 October 2015**

### Timetable for 2015/16

3 August 2015	Online application link opens <a href="http://www.oldham.gov.uk/admissions">www.oldham.gov.uk/admissions</a>
September/October 2015	Secondary school open evenings
31 October 2015	Closing date for applications
1 March 2016	National Offer Day
22 April 2016	Last date for appeals to be lodged
From 1 April 2016	Waiting list information made available

## How school places are allocated

Every school has a set of rules, known as the ‘admissions’ or ‘oversubscription’ criteria. Schools that are oversubscribed will follow these rules when allocating places. Admissions criteria are set by the school’s admission authority.

It’s very important to find out what admissions criteria schools use before you choose which schools to apply to.

Details of the admissions criteria for community, voluntary aided, trust, foundation and free schools and academies are available on the Oldham Council school admissions website: [www.oldham.gov.uk/admissions](http://www.oldham.gov.uk/admissions)

## Does your child meet the criteria?

- Check how closely your child meets the criteria. Be realistic: it is possible that not everyone who applies will be offered a place.
- Children who have a statement of special educational needs will automatically be allocated a place at the school named on the statement.
- Does your child have a sibling who will be attending the school when they start there?
- Do you live in the geographical priority area that is served by the school?
- Were people from outside the geographical priority area offered places in previous years?
- Does your child attend a linked primary school?
- For religious or faith schools, is your child or family of the particular religion or faith served by the school? Faith schools may ask for confirmation of attendance at a relevant place of worship. For a child to be considered as a Catholic evidence of a Catholic Baptism is required by the school.
- Is your home close to the school?