



Guidance Notes

If you have any questions regarding these notes please contact the School Admissions Team by:

Phone: 0161 245 7166 **Email:** school.admissions@manchester.gov.uk **Web:** www.manchester.gov.uk/admissions

Please note

- Changing schools/academies can be extremely disruptive to your child's education. Please read these notes carefully before you start to fill in the application form.
- Remember you are responsible by law for ensuring your child's attendance at a school/academy. Unless your child has been excluded he/she will remain on roll and is expected to attend the current school/academy until the move is complete.
- It is not always possible to allocate a preference school place. If this is the case we would advise you continue attending your current school/academy.

Why move to a new school/academy?

The decision to transfer schools/academies should be carefully considered, it can be a big change in a child's life. A settled school/academy placement helps a child to achieve their potential. If your child is having difficulties at a school/academy or you are considering a move for other reasons, please discuss the issues first with your child's class teacher or head teacher/principal, before you complete this form. Often the issues can be resolved within the school/academy.

What do I do next?

Sections A, B and C of the form **MUST** be completed, preferably at a meeting with the headteacher/principal or their representative of your child's current school/academy. They will be able to help you complete the form and will also need to complete and sign section D, if you chose to complete this part of the form. Please then forward the form to the School Admissions Team.

Where should I return the form?

When you have checked that all relevant parts of the form are completed, please return the form:

by post:

School Admissions
Manchester City Council
PO Box 532
Town Hall Extension
Manchester M60 2LA

Or by email to

School.admissions@manchester.gov.uk

What happens next?

Once an application is submitted it is considered against the oversubscription criteria by the school/academy. If a place can be offered, the school/academy will contact you to arrange admission. If a place cannot be offered your child's name will be added to the waiting list. Please see details on how waiting lists are managed below. If you are not offered a place at a school/academy you state a preference for, you have the right of appeal against the decision.

If there are no suitable places at your preferred schools/academies and your child is not currently attending a school/academy, an alternative offer will be made. This will be for the school/academy nearest to your home which has vacancies. If your child is already attending a school/academy, no alternative offer will be made. You will be informed of this decision by the School Admissions Team.

In all cases where your child is in a school/academy, they should remain in their current school/academy until a suitable place has been agreed.

Looked After Children

Looked after children are children who are looked after by a local authority in the UK or overseas. Children who were previously looked after by a local authority are children who were looked after but ceased to be so because they were adopted, (or became subject to a residence order or special guardianship order) in the UK or overseas.

Children who are looked after or who were previously looked after will receive priority above all other applicants at most of the applied for schools/academies, however they are not guaranteed a place at the applied for school/academy. If the applied for school is a Manchester Community or Voluntary Controlled school which is full, as the Admissions Authority for these schools the LA will admit Looked After Children and previously Looked After Children above the admission number where possible. If the applied for school is a Manchester Voluntary Aided School, Foundation School or Academy and it is full, the governing body will be asked to consider admitting the child above the admission number but they are under no obligation to do so. Applications from Looked After Children not of the faith of the school/academy may be prioritised below applications from children of the faith. Please see the oversubscription criteria of the school/academy that you have preferred for further details.

Private Fostering

Private Fostering is a private arrangement made usually between the parent/carer and another adult who is not a close relative (for example, grandparent, brother/sister, uncle/auntie, full or half blood or step parent) where the parent/carer has made arrangements for the child or young person to live with and be cared for by that adult. Such an arrangement is not 'an informal care arrangement' and would be considered to be 'private fostering' where the child is under 16, or 18 if they are disabled, and the arrangement lasts, or likely to last, for 28 days. The Local Authority should be notified of all such arrangements. If you have informed us of a private fostering arrangement on the application form your details will be shared with other LA services.

Waiting Lists

Manchester Local Authority manages the waiting list for all schools and some Academies in Manchester. At the end of each term all applicant details are removed from waiting lists. If your child is still on a waiting list for a school or academy at the end of term and you wish for them to remain on the list for the new term, you will need to make a new application. Please download a copy of the form from www.manchester.gov.uk/admissions, request a copy from your local school or contact the Customer Contact Centre on 0161 245 7166 to request a new form.

In the exceptional circumstance that your child is not offered a place at any school or academy in the term that you apply, their details will be carried over to the waiting list(s) of their preferred school(s) for the new term.

Please detach these notes from the main form. You may wish to keep them in a safe place so that you can refer to them at a later date.