

A black and white photograph of two students in a chemistry laboratory. The student on the left is a young man with short hair, wearing safety goggles and a dark suit with a striped tie. He is leaning over a table, using a pipette to transfer liquid into a small glass container. The student on the right is a young woman with long hair, also wearing safety goggles and a dark suit with a striped tie. She is holding a test tube and looking down at it. On the table in front of them are various pieces of laboratory glassware, including a large bottle, a beaker, and a test tube rack. The background shows a typical school laboratory setting with a tiled ceiling and fluorescent lights.

Choosing a school IN Salford

Academic year 2012–2013

Checklist

- I have read this booklet carefully and found out about all the schools that interest me.
- I have entered the details of my preferred schools.
- I have entered the details of any siblings already attending these schools.
- If I applied using a paper application form, I have signed and dated the form.
- I have completed and returned to the school(s) any additional forms requested by the schools.
- If my child has social or medical needs, I have provided a letter from a doctor or other professional which states that attendance at my preferred school is essential. (If applying online this form needs to be sent directly to the admissions team.) All information is treated as confidential.
- I have completed an electronic application form online at: www.salford.gov.uk/school-admissions-online **OR**
- I have completed a paper version and posted it to: Admissions and Exclusions, Children's Services, Salford City Council, Unity House, 2nd Floor, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW.

My school choices are:

1

2

3

4

Online application

My login email

My login password

My reference number

Closing date for applications

Monday 31 October 2011 (Secondary)

Sunday 15 January 2012 (Primary)

You should receive a receipt to say we have received your application form within ten working days. If you have not received this acknowledgement please phone 909 6508 to check we have received it.

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Did you know?

You can apply online - it's quicker and easier. Just go to **www.salford.gov.uk/school-admissions-online** from your home computer. You can also use a computer for free at any of the Gateway centres, libraries or the Civic Centre. Just ring 909 6539 to find your nearest centre.



Section 1

Applying for a school place

How to apply for a nursery school place

6

Nursery places

All Salford children have the chance to go to some form of nursery or early years' provision before starting primary school. Parents can choose from a wide range of settings:

- school nursery classes
- pre-school playgroups
- day nurseries
- children's centres.

Nursery provision in Salford is among the most comprehensive in the country. It provides children with the best educational and social preparation ready for them to transfer to primary school. Parents who choose not to send their child to any form of nursery provision shouldn't worry about getting a place in a reception class. You will still have the same rights as parents who choose to send their children to nursery provision.

The information below is specific to nursery provision run by primary schools.

For information on other types of nursery provision please contact the Family Information Service on 0800 195 5565.

When can my child start in a school nursery class?

Children can start in a nursery class from the September after their third birthday. No places will be allocated to children who have not reached three years of age by Saturday 1 September 2012.

To request an application pack:

Phone: 0800 195 5565

Mobile: 07971 913 293

Email:

school.admissions@salford.gov.uk

You can also apply online at www.salford.gov.uk/school-admissions-online

Your application for a nursery place must be received by **Sunday 15 January 2012** – if you are applying using the paper form please allow time for Royal Mail to deliver it to us.



Applying for a nursery school place

If you live in Salford and your child will turn three years of age between Thursday 1 September 2011 and Friday 31 August 2012 you must apply to Salford City Council's Children's Services for a Salford school place and not directly to the school.

To apply you need to fill in an application form listing up to four schools you would be happy for your child to attend. We ask for four schools because we cannot guarantee your first choice of school.

To apply using the online application form:

Visit
www.salford.gov.uk/school-admissions-online

You will be able to apply online until Sunday 15 January 2012.

To apply using the paper application form:

A paper copy of the application form is included with this booklet. This should be completed and returned to:
Admissions and Exclusions,
Children's Services, Salford City Council, Unity House, 2nd Floor,
Salford Civic Centre, Chorley Road,
Swinton, Salford M27 5AW.

Your application must be received by Sunday 15 January 2012 – please allow time for Royal Mail to deliver it to us.

The information which follows will help you to think about your school choices and help you to complete the application form. Please read through this information carefully to make sure you understand the application process.

How are nursery places allocated?

The allocation of nursery places is detailed in the separate 'Primary school admission policies' booklet.

Priority for nursery places will be given to children resident within the local authority of Salford. This includes all children whose parents receive their council tax bill from Salford City Council. If places are still available, then these will then be given to children outside of the local authority of Salford (whose parents receive their council tax bill from another local authority/council).



Part-time places

Nursery places are normally offered on a full-time basis. Some schools, however, do decide to offer part-time places, or a mix of full and part-time places. This decision is made by the headteacher of a particular school, based on the number of applications received. Parents/carers will be asked which session they would prefer if one of their chosen schools decides to offer part-time places.

Where a school offers full and part-time places, the places will first be allocated according to the admission criteria. Within this, full-time places will then be offered to the oldest children first.

For all part-time places, the places will be allocated according to the admission criteria. Morning places will be allocated to those in the highest criteria first.

Salford City Council's policy states that parents will not be allowed to take two part-time nursery places for one child. This would limit the number of places available for other children.

Parents/carers should note that attending a school nursery does not guarantee a place in the reception class at that same school.





What if I don't get a place in the school nursery?

In line with commitments in the government's Childcare Strategy, all eligible three and four-year-olds are entitled to access a free part-time nursery education place from the term after they become three years old. A free part-time place consists of 15 hours a week taken flexibly to suit your needs. This can be arranged to fit in around study or work schedules. Places are available in private, voluntary and independent early year's settings.

In addition, Salford is now funded to offer a limited number of childcare places to certain two-year-olds. This is part of a new government initiative and there are strict criteria and an application process for these places.

If you are struggling to find a nursery place for your child or would like further information on free entitlement contact the Family Information Service:
Phone: 0800 195 5565
Email: SLW@salford.gov.uk



How to apply for a reception school place

All parents/carers must apply for their child's reception place. There is no automatic transfer from nursery.

When allocating reception places, children who attended the nursery of a school are considered on the same basis as those who did not. The only exception to this rule is Broughton Jewish Cassel Fox Primary School.

When can my child start in reception class?

By law, children should start full-time school by the beginning of the term after their fifth birthday. However, as from September 2011 all children have the right to start school in a school reception class from the September following their fourth birthday.

If a parent/carer is offered and accepts a school place, they have the option to take the place offered for their child on either a full or part-time basis. Part-time places can only be taken until the child reaches compulsory school age (the term after their fifth birthday). At that point the child must then attend full-time.

The parent/carer can also ask to defer their child's entry to school until they reach compulsory school age. The admission authority must agree to the parent's/carer's request provided the place is taken up in the same academic year. The place will be held for that child and is not available to be offered to another child. The parent/carer would not be able to defer entry beyond compulsory school age or beyond the academic year for admission.

Applying for a reception school place

If you live in Salford and your child will turn four years of age between Thursday 1 September 2011 and Friday 31 August 2012 you must apply to Salford City Council's Children's Services for a school place.

To apply you need to fill in an application form listing up to four schools you would be happy for your child to attend. We ask for four schools because we cannot guarantee your first choice of school.



If you live in Salford and your child attends a Salford school nursery, you will automatically be sent an application pack for the reception class during November 2011. All other parents/carers should request an application pack.

Phone: 909 6508

Email: school.admissions@salford.gov.uk

If you live in another local authority area, and you would like to apply for a reception place in Salford, you should apply to the local authority where you live for the Salford school. Contact details for other Greater Manchester local authorities can be found at the back of this booklet.

To apply using the online application form:

Visit www.salford.gov.uk/school-admissions-online

You will be able to apply online until 11.59pm Sunday 15 January 2012.

To apply using the paper application form:

A paper copy of the application form is included with this booklet. This should be completed and returned to: Admissions and Exclusions, Children's Services, Salford City Council, Unity House, 2nd Floor, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW.

Your application for a reception place must be received by Sunday 15 January 2012 – please allow time for Royal Mail to deliver it to us.



How are reception places allocated?

The allocation of reception places is detailed in the separate 'Primary school admission policies' booklet. All children, regardless of which local authority area they live in, are considered as equal under the admission criteria.

The local authority (local council) is not required to admit a child to an infant class if the class size would exceed 30 pupils. The only way a class size could exceed 30 would be for the local authority to implement 'qualifying measures', such as employing an additional teacher.

Infant class size legislation

The infant class size legislation states that no infant class of five, six, and seven-year-olds may contain more than 30 pupils with a single teacher.

Light Oaks infant and junior schools only

Pupils who attend Light Oaks infant school will automatically transfer to Light Oaks junior school at Year 3.

If there are any terms in this booklet that you do not know the meaning of, please refer to the Glossary on page 47.

How to apply for a school place in Year 7

If you live in Salford and your child will turn 11 between 1 September 2011 and 31 August 2012, you must apply for a secondary school place.

To apply you need to fill in an application form and send it to Salford City Council's Children's Services directorate.

We ask you to list up to four schools you would be happy for your child to attend, to increase your chances of obtaining a school of your choice.

We know the application process can be daunting but this booklet should provide all the help and information you need.

There are two different ways you can apply:

- online at www.salford.gov.uk/school-admissions-online
- using the paper application form which accompanies this booklet

To apply using the online application form:

Visit www.salford.gov.uk/school-admissions-online

To apply using the paper application form:

A paper copy of the application form is included with this booklet. This should be completed and returned to: Admissions and Exclusions, Children's Services, Salford City Council, Unity House, 2nd Floor, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW.

Your application for a secondary school place must be received by **Monday 31 October 2011** – if you are applying using the paper form please allow time for Royal Mail to post it to us.

Filling in the application form

Why not apply online?
It's quicker, easier and lets you make amends right up until the deadline of 31 October 2011 (secondary) and 15 January 2012 (primary).

There are two different ways you can apply:

- online at www.salford.gov.uk/school-admissions-online
- using the paper application form which accompanies this booklet.

Applying using the online application form

If you have a working email address, and are a Salford resident, you can make your application online. You will be able to apply online until Sunday 15 January 2012 for primary and until Monday 31 October 2011 for secondary.

If you choose not to apply online, please complete the paper application included in this booklet.

There are many benefits to applying online:

- It is quick and easy to do. An online guide will assist you with the application process.
 - You can make your application and send it immediately.
 - The system helps you by checking for errors.
 - The system is secure and your information is protected.
 - You can make amendments at any time up until Sunday 15 January 2012 for primary and Monday 31 October 2011 for secondary. (Make sure you write down your reference number on page 2 of this booklet as you will need it to make any amends).
 - You will be able to keep a record of the application you have made.
 - You will not need to complete the paper application form included with this booklet.
- The online system is available 24 hours a day, seven days a week up until Sunday 15 January 2012 for primary and Monday 31 October 2011 for secondary.
 - For primary places you will receive details of the place which has been allocated for your child by email on Friday 20 April 2012. For secondary places you will receive details of the place which has been allocated for your child by email on Thursday 1 March 2012.
 - You will receive a confirmation email when you have submitted your application (please remember to check your junk email folder in case it is here). If you do not receive an email this means you have not submitted your application.

Having trouble using the online system?

This process is easy to follow, but if you have any problems contact a member of the Admissions and Exclusions team by emailing **school.admissions@salford.gov.uk** or by phoning **909 6508**.



Applying by post using the paper application form

If you currently live in Salford you will receive a paper application form with this booklet, which will look like the images on the next page. Please use a blue or black ballpoint pen to complete the form. Write as neatly as possible in block capitals.

Child's details

Enter your child's details in this section. If you live in Salford, this will already be completed with your child's personal details. Please correct any information which is not right. It is important that you use your child's legal surname.

School preferences

Fill in your preferences in order, starting with your first choice. You can continue on a separate sheet of paper if necessary. Please do not repeat the name of a school. This does not improve your chance of getting a place in that particular school. List schools in Salford or any other area that you are interested in. If you are interested in an independent school you should include this on your list but also contact that school directly.

List as many schools as you would be happy for your child to attend. If you

only list one school this will not guarantee you a place. All places are allocated in line with the published admission criteria in the separate booklets which detail admission policies for all primary and secondary schools in Salford. For each school you have listed, tick the reasons why you are applying for a place. If you have medical reasons for choosing a school, you must attach supporting evidence from a doctor or medical professional. This must state that attendance at that particular school is essential for your child. (The word 'essential' must be used in the letter). If you wish your child to be considered as a Child in Need, you must attach supporting evidence from a social worker or appropriate professional. If you wish to give any further reasons for your choice of school, please complete section six.

Parent/carer details

Please fill in your details, as the parent or carer, in this section. Please include a daytime phone number so we can contact you if we need to.

Details of the child's religion

If you are applying to a faith school you will need to complete this section. List the child's religion, date and place of baptism (or equivalent).

You should receive a receipt to say we have received your form within ten working days. If you have not received this acknowledgement please phone **909 6508** to check that we have received it.

Details of siblings

If your child has an older brother or sister at a school you are listing as a preference, you must write their details clearly in the boxes provided. Remember a valid sibling must be one that will still be at the school when your younger child is due to start. Include details of any foster children, step-children or children living as part of the same family unit who live at the same address as the child you are making the application for.

Declaration and signature of parent/carer

If you fill in a paper form, you must sign and date the form before you post it to: Admissions and Exclusions, Children's Services, Salford City Council, Unity House, 2nd Floor, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW. You should receive a receipt to say we have received your form within ten working days. If you have not received this acknowledgement please telephone 909 6508 to check that we have received it.

Other relevant circumstances

Please use this section of the form to note any other information which you feel may support your application.

Salford City Council For Office Use only
Student ID:

Primary school admissions - 2012 **Closing date:**
15 January 2012

Please read the 'Choosing a school' booklet before you complete this form. The booklet is available at www.salford.gov.uk/primary or by ringing 0161 778 0415. You can also apply online at www.salford.gov.uk/school-admissions-online.

I would like to apply for a place in: (tick as appropriate) Nursery Reception

Parents/carers whose children have a place in a nursery at a Salford local authority school should be aware that they will not automatically get a place in reception at that school.

1. Child's details (please complete in block capitals)

First name(s) _____ Surname _____
 Date of birth _____ Gender Male Female
 Child's home address: _____

 _____ Postcode _____
 Current nursery/pre-school/playgroup: _____

Does your child have a Statement of Special Educational Needs? Yes No
 Is your child in the care of a local authority? (Looked after Child/Child in care) Yes No
 If yes, please state the name of the local authority _____

2. Primary school preferences

Please give details of up to four schools that you want to apply for. You must list schools in the order you prefer them. Please do not repeat the name of one school as this does not improve your chance of obtaining a place. Please tick the reasons why you are applying for the school. All applications will be considered in line with the published admissions criteria in the 'Choosing a primary school' booklet. If you wish to list any additional comments please use a separate sheet and attach it to this form.

Preference	Primary school	Local authority
1		
2		
3		
4		

	Pref 1	Pref 2	Pref 3	Pref 4
Medical reasons (supporting information must be provided)				
Children in Need (supporting information must be provided)				
Siblings in preferred school (provide details overleaf)				
Distance from home to preferred school				
Within catchment area (where catchment areas apply)				
Single sex school (where applicable)				
Co-educational school (where applicable)				
Social reasons (please provide details overleaf)				
Religion or faith (please state denomination)				
Ease of travel				

3. Parent/carer's details

Title (please tick) Mr Mrs Miss Ms
 First name(s) or initials _____ Surname _____
 Relationship to child _____
 Daytime telephone number: _____
 Parent/carer's home address (if different from child's):

 _____ Postcode _____

4. Details of child's religion (if applying for a faith school)

Religion _____ Is your child baptised? Yes No
 Please contact the school(s) concerned as they may require you to complete a supplementary form or proof of baptism.

5. Details of siblings

Name of sibling (and address if different)	School and year group	Date of birth

6. Other relevant circumstances

Please include here any further information which is relevant to your application. You may continue on a separate sheet if necessary.

7. Declaration and signature of parent/carer

I wish to apply for a place at each of the schools named in section two, and I have listed these schools in my order of preference.
 I certify that I am the person with parental responsibility for the child named above, and that the information given is true and accurate to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on this form and in any supporting information may lead to the offer of a school place being withdrawn. (Please note: you will be asked to provide proof of your address when you are offered a school place)

Signature of parent/carer _____ Date _____

Please return the completed form by Monday 15 January 2012
 Send to: Admissions and Exclusions, Children's Services, 2nd Floor Unity House, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW

This form will be acknowledged within ten working days of receipt. If you do not receive an acknowledgement please call 0161 778 0415 as soon as possible.

DATA PROTECTION ACT: Salford City Council is registered with the Information Commissioner for processing personal data in compliance with current legislation. Any information you provide will be used to monitor services that are provided to you and your child by Salford schools and the local authority. It will be used to compile statistics on the school careers and experiences of pupils, in order to help ensure that all pupils have the opportunity to fulfil their potential. From time to time the information will be passed on to the Department for Children, Schools and Families (DCSF) to contribute to local and national statistics. The information will also be passed on to future schools to save people being asked for it again.





Submitting additional paperwork with your application

If you are applying for a Roman Catholic (RC) school in Salford you will need to send a copy of your child's baptism certificate, or equivalent, with a covering letter to the individual schools. For some RC and Church of England (CE) schools you may also need to complete a supplementary information form. These are available online at www.salford.gov.uk/vaforms or by contacting the school directly. Please check with each school concerned. Contact details are listed in the separate policy booklets.

Some schools in other local authorities may require you to complete a supplementary form. You should check with the school to see if they require this. The forms are available directly from these schools and should be returned directly to these schools.

If you believe that your child has medical or social needs you will need to provide evidence of this from an appropriate professional. This must state that your child's attendance at a particular school is 'essential' as their needs can only be met by this school. This information will be treated as confidential.



The application process

When we receive your application form, the Admissions and Exclusions team will consider whether your child can be offered a place at any of the schools you have listed in Salford.

Each school has a set of oversubscription admission criteria. If a school receives more applications than places available, then places will be allocated according to the admission criteria of that particular school.

It is important to consider the likelihood of schools being oversubscribed and the admission criteria of the schools you are interested in.

The oversubscription admission criteria for each school is detailed in the separate primary and secondary school policy booklets. You will find details of the number of applications a school can accept and whether schools were oversubscribed in 2011. These figures give you a good idea of the chance of your child being successful in obtaining a place at one of your preferred schools. Please bear in mind though that these figures can only be used as a guide.

Verifying your address

It may be necessary for the Admissions and Exclusions team to carry out checks to make sure that the addresses given are genuine. This is due to problems in previous years.

Parents/carers will be asked to produce documentary evidence of their address. You will be sent a list of acceptable documents which includes things such as:

- council tax form
- rental/tenancy agreement
- recent child benefit form received within the last three months
- completion document in the case of a recent house purchase.

The parent's/carer's address is considered to be the place at which the child's parents normally and regularly live at when places are being allocated. If the child is temporarily resident at another address (other than for guardianship), or the parent is resident elsewhere (e.g. due to sickness, building or renovation work, etc.) the temporary address will not be considered when allocating places.

Please note:
Strong action will be taken if a false address or misleading information is given – and the offer of a school place may be withdrawn.

Where a family lives in temporary accommodation for a genuine reason, the council, at its discretion, may consider the child's temporary address when allocating places. This could be, for example, due to the parents' working commitments, whilst they are seeking a permanent address in the area.

If you change address you should write to or email the Admissions and Exclusions team as soon as possible to let them know the changes.

Address: Admissions and Exclusions, Children's Services, Salford City Council, Unity House, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW.

Email:
school.admissions@salford.gov.uk

Other admission authorities

These are:

- another local authority (different council)
- a voluntary aided school
- an academy.

Where you have asked for a school administered by another admission authority, details of your application will be sent directly to the appropriate admission authority. They will then see whether they can offer your child a place in their school and will inform Salford City Council of their decision.

Your application will be considered under each school's admission criteria. If you meet the criteria and a place is available, your child will be offered a place. Where your child can be offered a place at more than one school which you have listed, you will be offered a place at the school you have listed highest. This is known as 'equal preferences'.

If you wish to apply for a place at an independent school, you will need to contact the school directly.

Informing you of your child's school place

A letter will be sent to you (and emailed if you applied online) from the Admissions and Exclusions team at Salford City Council to let you know which school your child will be offered a place at. This will be sent on Friday 20 April 2012 for primary and Thursday 1 March 2012 for secondary places. If you applied online, you will receive an email on this date along with a letter by post a few days later.

Why has my child been refused a place?

If your child has been refused a place at one of your preferred schools it is because the number of applications was more than the number of places available – the school was oversubscribed. The oversubscription criteria will have been applied and the admission number will have been reached before your child was able to be offered a place. Your child's name will remain on the waiting list for all the schools where they have been refused a place. If a place becomes available for your child we will contact you.

To admit children above the published admission number is to prejudice the efficiency of education provision and resource allocation.

If your child cannot be offered a place at one of your preferred schools, you will be sent a list of schools that still have places remaining and information about how to make an appeal against this decision. Your child's name will remain on the waiting list for all the schools where they have been refused a place. If a place becomes available for your child we will contact you.

Find out more about appealing in 'Appealing against an admissions decision' on page 25.

Applying for a school place at any other time of the year

This section deals with applications for children wishing to move to a new school during the school year.

You can apply for a place in any school in any local authority but if you live in Salford you must apply through Salford City Council.

Application forms are available from the school admissions team on 909 6508 or school.admissions@salford.gov.uk. They will be able to advise you about schools in the local area and which schools may have places available. Application forms can also be collected from Unity House in Swinton, or Eccles, Pendleton and Walkden Gateway centres, as well as from any primary or high school. Unfortunately it is not possible to apply online when changing schools during the school year. However application forms are available to download online at www.salford.gov.uk/inyear.

Completed forms can be returned to the Admissions and Exclusions team via email: school.admissions@salford.gov.uk.

Completing the application form

Please see the guidance on page 14 to 18 on how to complete the application form.

Do I need to submit any additional paperwork with my application?

If you are applying for a Roman Catholic (RC) school in Salford you will need to send a copy of your child's baptism certificate, or equivalent, to the individual schools. For some RC and Church of England (CE) schools you may also need to complete a supplementary information form. Please check with each school concerned or on our website www.salford.gov.uk/vaforms.

Some schools in other local authorities may require you to complete a supplementary form. You should check with the school to see if they require this. The forms are available directly from these schools and should be returned directly to these schools.



If you believe that your child has medical or social needs you will need to provide evidence of this from an appropriate professional. This must state that your child's attendance at a particular school is 'essential' as their needs can only be met by this school. This information will be treated as confidential.

What happens next?

Salford City Council will deal with applications in the order they are received on a daily basis whenever possible. The local authority will aim to process all applications within 20 school days.

When your application form is received by Salford City Council, the Admissions and Exclusions team will consider whether your child can be offered a place at any of the schools you have listed in Salford.

Where you have asked for a school administered by another admission authority (this can be another local authority [different council], a voluntary aided school or an academy), details of your application will be sent directly to the appropriate admission authority. They will then see whether they can offer your child a place in their school and will inform

Salford City Council of their decision. Your application will be considered under each school's admission criteria. If you meet the criteria and a place is available your child will be offered a place. Where your child can be offered a place at more than one school which you have listed, you will be offered a place at the school you have listed highest. This is known as 'equal preferences'.

You will receive a letter from the Admissions and Exclusions team at Salford City Council to let you know which school your child can be offered a place at.

Unable to find a school place?

If your child cannot be offered a place at one of your preferred schools, you will be sent information on how to make an appeal against this decision and a list of schools that still have places remaining. Your child's name will remain on the waiting list for all the schools where they have been refused a place. If a place becomes available for your child we will contact you.

Where a school has places available you must be offered a place. An application can only be refused if the



school has reached its admission number for the year group for which you are applying. In the event of the year group being full, parents/carers have the right to appeal. Please see 'Appealing against an admissions decision' section on page 25 for details of how to appeal. Parents can accept alternative places and still pursue an appeal for their preferred school.

Fair Access Protocol

All local authorities are required to have a Fair Access Protocol. This protocol covers the admission of pupils who sometimes find it hard to find places in schools. Some of the questions asked on the application form are to help us decide whether your child is entitled to a place under the Fair Access Protocol.

Children considered under the Fair Access Protocol include:

- Looked After Children (including children going through the adoption process)
- homeless children
- children of refugees and asylum seekers
- children requiring re-integration from a Pupil Referral Unit (other than those permanently excluded)
- children whose parents have been unable to find a place after moving to an area because of a shortage of places
- children who have been out of education for longer than one term
- children withdrawn from school by their family following fixed term exclusions and unable to find another place
- children with unsupportive family backgrounds, where a place has not been sought
- children known to police and other agencies
- children without a school place and with less than 60% attendance over the previous two terms at their last school
- traveller children
- children who are carers
- children with special educational needs (but without a statement)
- children with disabilities or medical conditions
- children moving into Salford with a history of behaviour difficulties as demonstrated by a significant record of fixed-term exclusions i.e. fixed-term exclusions totalling 20 days or more in the last two terms
- year 11 pupils moving into Salford
- children returning to Salford from a specialised outside placement or secure accommodation
- children of UK service personnel and other crown servants.

Appealing against an admissions decision

We understand that it can be extremely disappointing for both parents and children if you are not allocated a place at your preferred school(s). Some parents readily accept the alternative place they are offered, but you should be aware that you have the right to appeal against the decision if you want.

You have the right to appeal against the decision not to offer your child a place in any of the schools you have been refused a place at. This applies to all schools maintained by Salford City Council.

Please note: there is no right of appeal for nursery places.

Parents/carers can accept an alternative school place and still pursue an appeal for their preferred school.

If you have been refused a place at one of your preferred schools it is because the number of applications was more than the number of places available – the school was oversubscribed. The oversubscription criteria will have been applied and the admission number will have been reached before your child was able to be offered a place. To admit children above the published admission number is to prejudice the provision of efficient education or the efficient

use of resources.

If you have been refused a place at a preferred school, an appeal form and information leaflet will be enclosed with your letter stating which school your child has been offered. If you wish to appeal, you should complete and return this form.

- **Community schools:** completed forms should be returned to; Admissions and Exclusions, Children's Services, Salford City Council, Unity House, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW
- **Voluntary controlled schools:** completed forms should be returned to the Admissions and Exclusions address above.
- **Voluntary aided schools:** completed forms should be returned to the chair of governors at the school concerned.
- **Academies:** completed forms should be returned to the chair of governors at the school concerned.



Appeals procedure

When you submit an appeal, you will be invited to attend an appeal hearing.

An independent appeal panel will look at your case. All independent appeals for community and voluntary controlled schools and some voluntary aided schools are organised by Salford City Council. The procedures to follow are set out in the Admissions and Appeals Codes of Practice. These are available to view on the Department for Education website at www.education.gov.uk/a00195/current-codes-and-regulations

The following procedure must be followed in all appeals cases.

- The appeal must be in writing stating the grounds on which it is being made.
- You have the right to attend the independent appeal to make your case to the panel.
- You can be accompanied by a friend or represented by them.
- Independent appeals are heard in private.
- The decision of the appeals panel is binding for both parties – the parents/carers and the admission authority (Salford City Council or school governing body).
- You will receive the appeals panel's decision in writing.

Infant class size legislation

The infant class size legislation states that no infant class of five, six, and seven year olds may contain more than 30 pupils with a single teacher. The local authority (local council) is not required to admit a child to an infant class if the class size would exceed 30 pupils. The only way a class size could exceed 30 would be for the local authority to implement 'qualifying measures', such as employing an additional teacher.

As a result of this legislation, appeals for reception, year one and year two may now only be upheld if an appeal panel is satisfied:

- that the decision to refuse admission was not one which a reasonable admission authority would make in the circumstances of the case.
- that the child would have been offered a place if the admissions arrangements had been implemented properly.



An independent appeal follows two stages.

- **Factual stage:** the panel considers whether the admission arrangements were correctly applied in the child's case, and decides whether 'prejudice' would arise were the child to be admitted. If the appeals panel is satisfied that there wouldn't be any prejudice then the panel will allow the appeal, which means it is successful. However, if it determines that a further admission would cause 'prejudice', the appeal continues to the second stage.
- **Balancing stage:** the panel exercises its discretion. It must balance the degree of prejudice that would be caused to the school and the weight of the parental factors before arriving at a decision.

If your appeal is unsuccessful, you will still have the right to take up the place at the school originally offered to you.

If I am unsuccessful, can I re-appeal?

You cannot re-appeal for a place in the same school in the same academic year unless there has been a significant or material change in your circumstances. Your child's name will remain on the waiting list unless you request it to be removed. Should a place become available at the school and your child's name is next on the waiting list, the school will contact you.

Asking for help

If you want more information about the admissions procedure or you need advice, you can contact the Admissions and Exclusions team.

Phone: 909 6508

Fax: 778 0030

Email: school.admissions@salford.gov.uk

In writing to: Admissions and Exclusions, Children's Services, Salford City Council, Unity House, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW.

In person: by visiting one of our offices listed below:

- Unity House, Chorley Road, Swinton M27 5AW (open Monday to Friday 8.30am to 4.30pm)
- Eccles Gateway, 28 Barton Lane, Eccles M30 0EP
- Pendleton Gateway, 1 Broadwalk, Pendleton M6 5FX
- Walkden Gateway, 2 Smith Street, Walkden M28 3EZ.

All Gateway centres are open Monday to Thursday 8.00am to 10.00pm, Friday 8.00am to 7.30pm and Saturday from 9.00am to 1.00pm.

You can also visit your local school.

Choosing a school

Different types of school

There are five different types of schools in Salford:

- **Community schools:** these are set up and maintained by Salford City Council. The council allocates places for these schools.
- **Voluntary controlled schools:** these are owned by school trustees. The maintenance and control of the school, however, is the responsibility of the council. The council allocates places for these schools. There are 50 community and voluntary controlled primary schools in Salford.
- **Voluntary aided schools:** these are maintained by the council but controlled by the governors of the school. The governors employ the staff, decide which pupils to admit and have a greater financial responsibility. All of Salford's Roman Catholic schools are voluntary aided along with the two Jewish Schools. There are also eight voluntary aided Church of England primary schools. The school's governing body allocates the places for these schools.
- **Academies:** these are funded by central government. There are currently three academies in Salford: Salford City Academy, Oasis Academy:MediaCityUK and The Swinton High School. The school's governing body allocates the places for these schools.

- **Special schools:** these meet the needs of children with Statements of Special Educational Needs. There is one special school in Salford.

All schools in Salford admit boys and girls, except for Beis Yaakov Jewish high school for girls. Most schools provide a full curriculum. Additionally, Irlam and Cadishead High School, Oasis Academy:MediaCityUK and Salford City Academy have sixth forms and admit pupils up to 18.

Often parents like to send their children to their local school. There are many advantages in sending your child to your local school. Your child will go there with friends from the area that you live in, and travel to and from school will be easier.

Some parents choose to send their children to schools further away from their home. This may be due to religious beliefs or because their chosen school has a specialism.





How to find out about different schools

Wherever you are thinking of sending your child it is important that you find out information about the school.

You can do this by:

- **reading the booklets carefully:** in addition to this booklet, there are two separate policy booklets, one for primary schools and one for secondary schools. In these you can find details about each school in Salford including their admission criteria.
- **picking up a prospectus:** all schools have one and they are available from the school or on the school's website.
- **arranging a visit:** you can visit any primary school by arranging an appropriate time with the headteacher. Visiting a school will give you the opportunity to have a look around and ask questions.
- **attending an open evening:** secondary schools hold open evenings to give parents the opportunity to look around the school and ask questions.

The Advisory Centre for Education publishes a useful guide for parents called 'Applying for a school place'. This is available to download for free at www.ace-ed.org.uk

You can access performance data tables for the schools you are interested in on the Department for Education website. These tables contain key stage and GCSE results for every maintained school in England. Go to: www.education.gov.uk/performance-tables

Find out more

Information on each school can be obtained from the Office for Standards in Education (Ofsted). These reports assess the standards of the school and the education it provides. You can view Ofsted reports for each school at www.ofsted.gov.uk/reports

Primary schools in Salford

Little Hulton

1	Wharton primary
2	Peel Hall primary
3	Hilton Lane primary
4	Dukesgate primary
5	St Andrew's Methodist primary
6	St Paul's Peel CE primary

Walkden North

7	Bridgewater primary
8	North Walkden primary
9	St Paul's CE primary (Heathside)
10	St Edmund's RC primary

Walkden South

11	Mesne Lea primary
12	James Brindley primary
13	St Paul's CE primary (Crompton Street)
14	Christ the King RC primary

Boothstown and Ellenbrook

15	Ellenbrook primary
16	Boothstown Methodist primary
17	St Andrew's CE primary (Boothstown)

Worsley

18	Broadoak primary
19	St Mark's CE primary

Irlam

20	Moorfield primary
21	Fiddlers Lane primary
22	Irlam Endowed primary
23	St Joseph The Worker RC primary

Cadishead

24	Irlam primary
25	Cadishead primary
26	St Mary's CE primary
27	St Teresa's RC primary

Barton

28	Lewis Street primary
29	St Andrew's CE primary
30	Christ Church CE primary
31	Godfrey Ermen Memorial CE primary
32	Holy Cross and All Saints RC primary
33	St Mary's RC primary (Eccles)

Winton

34	St Gilbert's RC primary
35	Beech Street primary
36	Barton Moss primary
37	Westwood Park primary

Eccles

38	Clarendon Road primary
39	Monton Green primary

Swinton South

40	St Mary's RC primary (Swinton)
41	Grosvenor Road primary

Swinton North

42	Clifton primary
43	Mossfield primary
44	The Deans primary
45	Moorside primary
46	Wardley CE primary
47	St Peter's CE primary
48	St Charles RC primary

Pendlebury

49	St Mark's RC primary
50	St Augustine's CE primary

Claremont

51	Light Oaks juniors
51	Light Oaks infants
52	St John's CE primary
53	St Luke's RC primary

Weaste and Seedley

54	St Luke's CE primary
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Langworthy

55	St Paul's CE primary (Cross Lane)
56	Holy Family RC primary
57	Lark Hill primary
58	Willow Tree Primary School

Ordsall

59	St Philip's CE primary
60	St Joseph's RC primary (Ordsall)
61	Primrose Hill primary

Irwell Riverside

62	Summerville primary
63	The Friars primary
64	St George's CE primary
65	St Sebastian's RC primary
66	The Cathedral School of St Peter and St John RC primary

Kersal

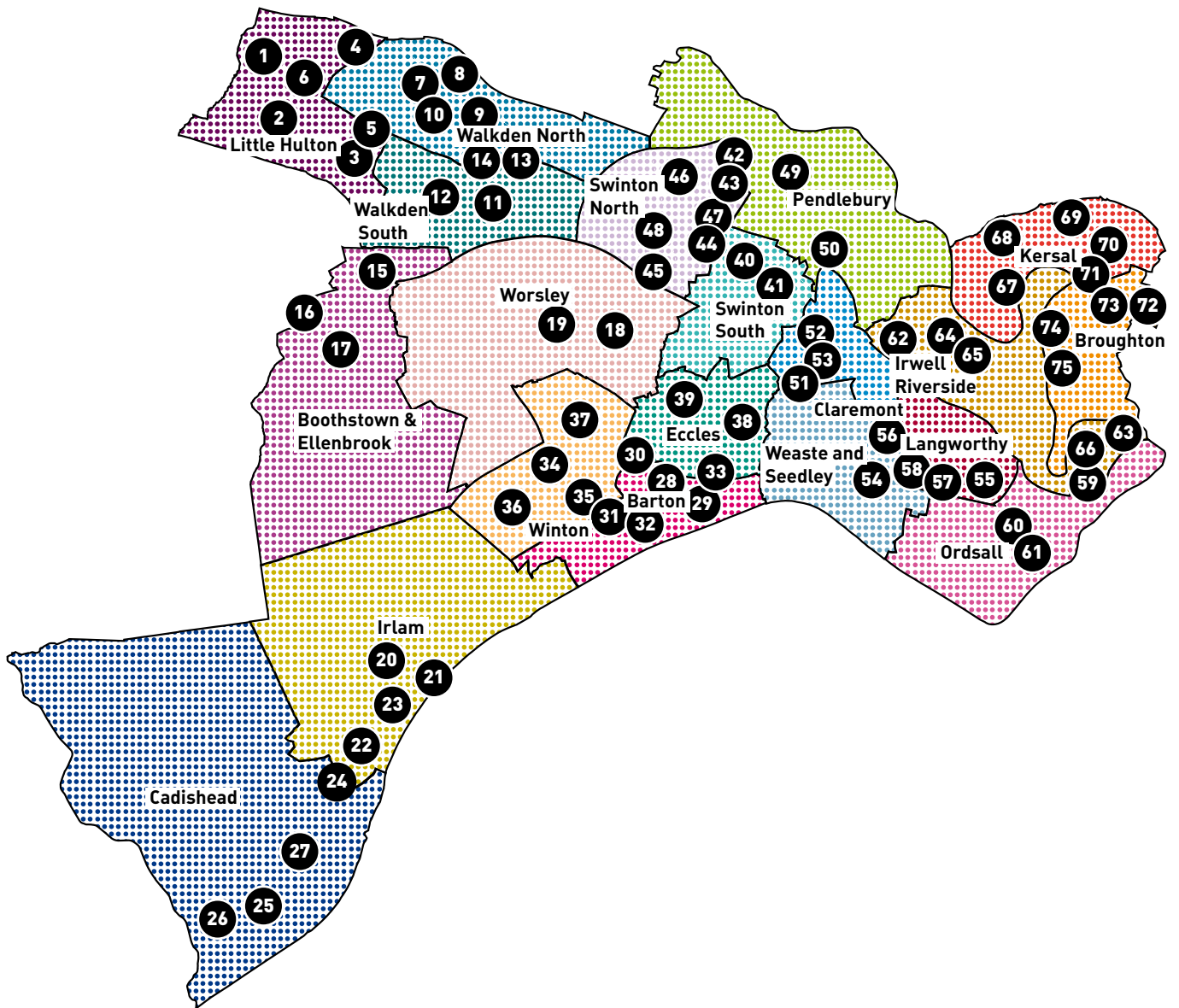
67	Lower Kersal primary
68	St Paul's CE primary
69	St Philip's RC primary
70	Broughton Jewish Cassell Fox primary
71	Brentnall primary

Broughton

72	Marlborough Road primary
73	St Thomas of Canterbury RC primary
74	St Boniface RC primary
75	Riverview primary

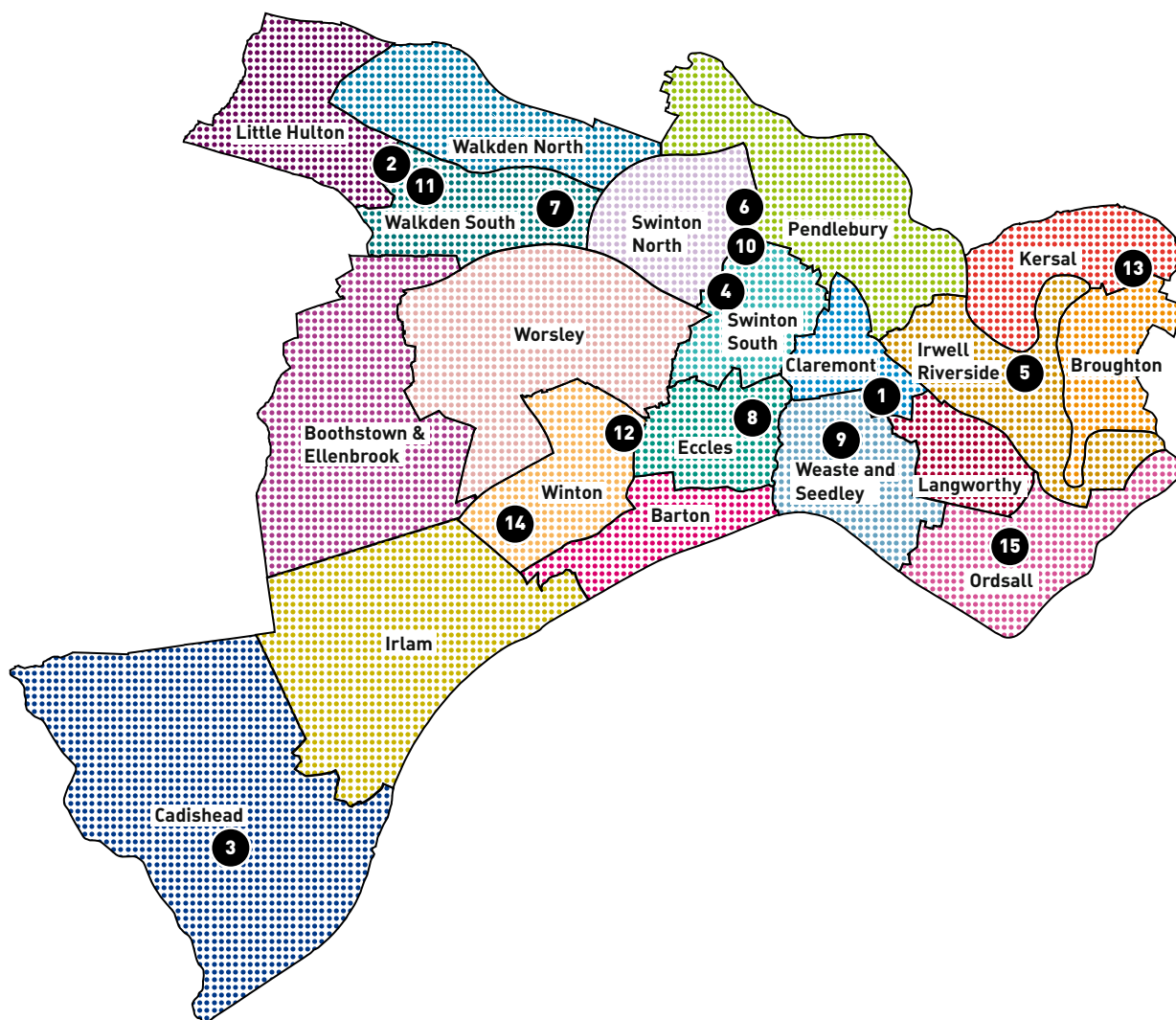
Section 1
Applying for a school place

Closing date for applications:
Monday 31 October 2011 (Secondary)
Sunday 15 January 2012 (Primary)



Secondary schools in Salford

- | | |
|--------------------------------------|---|
| 1 Buile Hill High School | 7 Walkden High School |
| 2 Harrop Fold High School | 8 Wentworth High School |
| 3 Irlam and Cadishead College | 9 All Hallows RC High School |
| 4 Moorside High | 10 St Ambrose Barlow RC High School |
| 5 The Albion High School | 11 St George's RC High School |
| 6 The Swinton High School | 12 St Patrick's RC High School |
| | 13 Beis Yaakov High School for Girls |
| | 14 Salford City Academy |
| | 15 Oasis Academy: MediaCityUK |



Section 2

Useful information



The curriculum

Nursery education

During their early years children develop more rapidly than at other times of their lives. Nursery education provides a rich and structured educational environment where children learn through play.

How will my child learn?

Your child's learning will be based on real life experiences and matched to meet their development. Nursery activities are carefully planned to develop skills and increase understanding. A baking activity for example will help your child learn about:

- Science: mixing ingredients, watching and talking about what happens.
- Maths: counting and weighing.
- Language: listening and following instructions, talking and using new vocabulary and seeing the purpose of reading and writing.
- Social skills: participating as a member of a group, taking turns, sharing, cooperating and having fun with others.

Your child will learn by doing, exploring, investigating, watching, copying, experimenting and discovering from you, family, teachers and friends. Nursery education is a complete experience and provides a broad and firm foundation for all future learning.

The primary school curriculum

The curriculum includes everything schools offer from inside and outside the classroom to enable children to learn and develop.

School assemblies, concerts and visits are just as much a part of the curriculum as the subjects which are taught in the classroom.

The National Curriculum

The National Curriculum means that all children from Year 1 will do the same kind of work in a range of subjects.

All schools have their own character and traditions but each one is working within the guidelines agreed by Salford City Council to ensure that every child in Salford has access to a full curriculum which:

- develops the whole child
- provides for the needs of the individual child whether these are special talents or special difficulties
- makes sure each child is given an equal chance in school
- encourages each child to understand and respect the many cultures and faiths in society
- prepares each child to be a member of their community.



There are five central subjects which are known as the core subjects. These are English, maths, science, information and communication technology and religious education. The remaining six subjects of the National Curriculum are known as the foundation subjects. These are technology, art, history, physical education, geography and music.

Since September 2000, schools have more flexibility about the way in which they teach the foundation subjects. The government has decided to allow this so that schools can make sure that they have enough time to concentrate on the core subjects – numeracy and literacy.

Most schools teach to the national literacy and numeracy strategies. Schools must make sure that all children are taught all subjects both foundation and core.

Religious education

This is a special and important part of children's learning. It helps them to understand how beliefs shape life and the way people behave toward one another. All primary schools must offer religious education and a daily collective act of worship (group prayers). You can decide whether or not your child takes part.

Knowing how well your child is doing

Your child's progress will be carefully measured each year as they move through school. The National Curriculum has introduced key stages. These are directly related to children's ages.

- Foundation stage is taught during nursery and reception classes.
- During Year 1 and Year 2, pupils are taught at Key Stage 1.
- From Year 3 to Year 6, pupils are taught at Key Stage 2.

Children will be assessed by teachers to show what each of them knows, understands and is able to do. You will receive an annual report on your child's progress and will be invited to parents'/carers' evenings to discuss progress.

The primary curriculum is broad and balanced. Many skills are developed through the activities of reading, listening, talking, calculating, solving problems and writing. Doing is one of the best ways to learn. A lot of practical work goes on in the primary school. Primary classrooms are exciting, inviting places to be.



Your child will learn in a variety of ways from teachers, from you, from books, from a range of visitors to the school and from the area around the school and further afield.

Learning how to learn is important too. Your child will be encouraged to:

- use reference materials (dictionaries, encyclopaedias, CD-ROMs)
- work things out from evidence
- test out ideas
- record information in different ways (diagrams, charts, databases).

The secondary school curriculum

Pupils move to secondary school at the end of Year 6. The curriculum consists of anything planned, implemented and encouraged by schools to promote the development of life's opportunities, experiences and responsibilities.

The secondary curriculum builds on the work pupils have done in primary school. Each pupil's records transfer with them, including results of National Curriculum tests and teacher assessments. Secondary school staff know in detail what each pupil has achieved both inside and outside the classroom.

The curriculum at Key Stage 3 (Years 7-9)

The core subjects (English, mathematics and science) and foundation subjects (history, geography, modern foreign languages, information communication technology, design and technology, art, music and physical education) will be studied by pupils until the end of Year 9. Pupils are also taught citizenship, careers education and sex education, often as part of personal, social and health education (PSHE). In some schools subjects may be grouped together, especially in Year 7, as part of a foundation course.

Religious education is part of the curriculum. You have the right to choose whether or not to let your child take part in religious education lessons.



The curriculum at Key Stage 4 (Years 10-11)

All pupils must study English, mathematics, science, information technology, religious education and physical education. They may also study other subjects from a range of options which could include: a modern foreign language; humanities subjects such as geography and history; design technology and a range of vocational courses.

Most pupils follow a two-year course in each subject. This leads to an examination for the General Certificate of Secondary Education (GCSE) or a vocational course at the end of Year 11. Some subjects can be taken as a short course at GCSE. The National Curriculum lays down many of the subjects which must be studied.

There will be some opportunities for pupils to choose particular studies, for example a second foreign language, or to go further with subjects which particularly interest them. The subjects a young person chooses can affect what career choices he or she can make. Teachers at your child's school can give you more advice about options available and which of them are best for each individual.

Importance is given in Salford schools to developing understanding of cross-curricular themes. This includes citizenship, health education, sex and relationship education, economic and industry related education, careers education and guidance and environmental education. These themes are taught within personal, social and health education (PSHE) lessons or citizenship lessons. They are also taught through other subjects and special events throughout a pupil's school career.

An important part of the curriculum is helping pupils to understand the worlds of business and industry. This is done through many of the subjects studied. It is further developed by work experience placements with local companies in Years 10 or 11.



The way pupils learn

Pupils of all ages are encouraged to develop skills which make them independent learners. The skills of communication, numeracy, problem solving, information technology, personal, social and study skills are all encouraged and developed.

When pupils move to a secondary school at the age of 11, the emphasis on learning by doing still remains the same. Pupils will be encouraged to work together to solve problems, use computers to access, communicate, handle and interpret information, and to investigate and research specific information and subject areas.

Pupils will normally be given regular homework. Most schools will provide a homework diary or log book in which to record homework and other important information. You will be encouraged to sign and comment in the log book on a regular basis.

Knowing how well your child is doing

The National Curriculum sets out how each pupil is assessed. Most 11-year-olds are expected to achieve level four of National Curriculum programmes of study. Most 14-year-olds are expected to achieve level five or six. Each year, you will receive a written report containing information on your child's progress and attainment in academic subjects and on other aspects of their school life.

At the end of Key Stage 3 (the end of Year 9) the report sent to you by the school will tell you what level your child has achieved in teacher assessments in English, mathematics and science. This means that teachers will make an assessment in all subject areas showing your child's attainment against national standards and explaining what the results show about your child's progress. The report will also tell you the average results of other children of the same age group in the school.

At the end of Key Stage 4 (the end of Year 11), most pupils will be assessed through GCSE examinations.

Throughout their school career, pupils are encouraged to record achievements both in and beyond school. This may include taking part in a school drama production, completing Duke of Edinburgh award schemes, involvement in a youth club or playing a sport.

This information contributes to the progress file which pupils will continue to use and add to when they move on to sixth form college, further education college, training or employment. They will then have a permanent record of everything they have valued in their school years.

Developing special interests

Many Salford children take part in music, art, sport and other after school and outdoor interests. The headteacher at your child's school will be able to tell you what specialist activities are provided.

School transport

If it is more than three miles (or two miles if your child is under eight years of age) from your home to the nearest suitable school, you may be entitled to claim a reimbursement of bus fares. The distance is the shortest possible walking route from home to the school gate.

Special arrangements for transport to and from school can be made for some pupils with special educational needs.

School transport for children of low income families

In addition, children from low income families (defined as those whose children are entitled to free school meals or who are in receipt of their maximum level of working tax credit) will be entitled to free transport from home to maintained schools and academies.

Children of primary age between eight and 11 will be entitled to free transport to their nearest suitable school if they are living more than two miles from the school.

Children of secondary age from low income families will be entitled to free transport to any one of the three nearest suitable schools, where the distance travelled is between two and six miles. Free transport will also be provided to the nearest school preferred on the grounds of religion or belief where the distance travelled is between two and 15 miles.

Claim forms are available:

- from your child's school
- by calling 778 0410.

Frequently asked questions

Please note: If you do not list more than one preference and a place cannot be offered at your preferred school, your child may be offered a place at any school which has vacancies. This may be some distance from your home.

Q. Can I get help to complete my form?

A. If you have any queries regarding completing your form, please ring the Admissions and Exclusions team on 909 6508.

Q. Can I apply for any school using Salford's paper or online application forms?

A. If you are a Salford resident you can apply for any school using a paper or online application form. Where you have asked for a school administered by another admissions authority (this can be another local authority [different council] or a voluntary aided school), details of your application will be sent to the relevant admissions authority.

Don't forget that some schools may need you to complete additional forms. Please check with the relevant school and return the additional forms direct to the school.

If you wish to apply for an independent school, please list the school on your application form. You must then contact that school direct to make your application. You then need to advise the Admissions and Exclusions team whether or not your child is given a place at an independent school.

A letter will be sent to you (and emailed to you if you applied online) from the Admissions and Exclusions team at Salford City Council to let you know which school your child will be offered a place at. This takes place on Friday 20 April 2012.

Q. How can I make sure that I am offered one of my preferences?

A. We have found in recent years that for a very small number of pupils, it is not possible to allocate a place at any of their preferred schools. This is generally the result of one of two reasons (or a combination of both):

- all the preferences are for popular oversubscribed schools
- the preferences are for schools a long way from the child's home address.

The only way to be reasonably certain of obtaining one of your preferences is to include a school that is local to you and/or one that is not usually oversubscribed (where there are fewer applications than places available).

Q. Can I change my preferences once they have been submitted?

A. If you have applied online you can keep on going back to your application form and change your preferences right up until the closing date. Please remember to click the submit button so that your changes will be made and your application form will be updated. You will be sent an email confirming the changes you have made.

If you chose to apply using the paper application form, you should write to the Admissions and Exclusions team to let us know what changes you would like to make to your application. Send your letter to: Admissions and Exclusions, Children's Services, Salford City Council, Unity House, 2nd Floor, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW or email school.admissions@salford.gov.uk

After the closing date we cannot allow you to change your preferences unless there is a genuine reason for doing so. A genuine reason has to be something significant such as if you move house. You will need to write or email any changes to the Admissions and Exclusions team if this is the case. Please note we cannot accept changes over the telephone, they have to be in writing.

Q. What is the policy on twins/multiple births?

A. Wherever possible twins or other multiple birth groups of children will be placed at the same school.

Q. What happens if I move house?

A. If you change your permanent address you must notify the Admissions and Exclusions team as soon as possible in writing. Send your letter to: Admissions and Exclusions, Children's Services, Salford City

Council, Unity House, 2nd Floor, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW or email school.admissions@salford.gov.uk

Parents/carers may be asked to produce documentary evidence of their address. The evidence can include things such as:

- a council tax form
- a rental/tenancy agreement form
- a recent Child Benefit form received within the last three months
- a completion document in the case of a recent house purchase.

Q. I've missed the closing date. What should I do?

A. You must return your completed form to the Admissions and Exclusions team as soon as you can.

If you return your application form after the closing date it will be dealt with after all the other application forms which are received on time have been dealt with. Therefore submitting your application form late can reduce your chances of getting a place in one of your preferred schools. If you fail to submit an application form for your child, they will be allocated a place at the nearest school to your home address where places are available.

Salford City Council's Admissions and Exclusions team are only able to consider applications received after the closing date if there is a genuine reason for doing so. This would need to be for something significant such as the pupil moving to Salford after the closing date.

Q. When will I be told where my child has been offered a school place?

A. A letter will be sent to you (and an email if you applied online) from the Admissions and Exclusions team at Salford City Council to let you know which school your child will be offered a place at. The letter will be posted on Friday 20 April 2012.

Q. What if my child is not offered a place at my preferred school(s)?

A. We understand that it can be very disappointing for parents and children if you are not allocated a place at your preferred school(s). Some parents readily accept the alternative place they are offered.

If you have not been able to visit the school your child has been offered a place at, it would be a good idea to arrange an appointment so you can find out more about the school. You will then be able to ask any questions you may have.

If your child has been refused a place at one of your preferred schools, their name will be placed on a waiting list for that school. If any places become available they will be offered to the next child on the waiting list. The waiting list will be ordered in the same way as the individual school's oversubscription admission criteria. The length of time people have spent on the waiting list is not taken into account. You will be contacted if your child can be offered a place. The waiting list will be held until Friday 30 December 2012.

Q. Do I have the right to appeal for a place at my preferred school?

A. You have the right to appeal against the decision not to offer your child a place at any of the schools you have been refused a place at. This applies to all maintained schools.

Please note: there is no right of appeal for nursery places.

If you have been refused a place at a school in Salford, an appeal form and information booklet will be included with your offer letter. If you have been refused a school in another local authority, you should contact that local authority stating the reasons why you are appealing against the decision.

More information on appeals can be found in the appeals section on page 25.

Useful addresses and numbers

Children's Services

Salford City Council, Unity House,
2nd Floor, Salford Civic Centre,
Chorley Road, Swinton,
Salford M27 5AW.
Phone: 909 6539

The Admissions and Exclusions team

(at the above address)

Phone: 909 6508

Email: school.admissions@salford.gov.uk

Family Information Service (FIS)

(at the above address)

Freephone: 0800 195 5565

Email: SLW@salford.gov.uk

Website: www.salfordchildren.info

Locality teams

Phone: 909 6530

Central locality team

Unwin Court, Fitzwarren Street,
Salford M6 5LN

North locality team

Mossfield Sure Start
Children's Centre,
Mossfield Road,
Swinton M27 6EH

West locality team

Brierley House,
335 Manchester Road East,
Little Hulton, Worsley M28 9AR

South locality team

Peel Green House, Liverpool Road,
Eccles M30 7LP

Local Government

Ombudsman

Beverley House, 17 Shipton Road,
York YO30 5FZ

Phone: 01904 380 200

Fax: 01904 380 269

Email: enquiries@lgo.org.uk

Referral and Assessment team

Salford City Council,
Salford Civic Centre, 3rd Floor,
Chorley Road, Swinton,
Salford M27 5DA
Phone: 603 4500

Contact details for neighbouring local authorities

Bolton

Director of Children's Services
Bolton Council, PO Box 53, Paderborn
House, Civic Centre, Bolton BL1 1JW
Phone: 01204 333 333
Fax: 01204 332 145
Email: admissions@bolton.gov.uk
Website: www.bolton.gov.uk

Bury

Director of Children's Services
Bury MBC, Athenaeum House,
Market Street, Bury BL9 0BN
Phone: 253 6474
Fax: 253 5653
Email: admissions@bury.gov.uk
Website: www.bury.gov.uk

Manchester

Director of Children's Services
Manchester City Council,
Overseas House,
Quay Street, Manchester M3 3BB
Phone: 234 7188
Fax: 234 7255
Email: school.admissions@manchester.gov.uk
Website: www.manchester.gov.uk

Rochdale

Director of Children's Services,
Rochdale MBC, PO Box 70,
Municipal Offices, Smith Street,
Rochdale OL16 1XU
Phone: 01706 647 474
Fax: 01706 658 560
Email: online.admissions@rochdale.gov.uk
Website: www.rochdale.gov.uk

Trafford

Director of Children's Services,
Trafford MBC, Fourth Floor,
Waterside House,
Waterside, Sale M33 7ZF
Phone: 912 5007
Fax: 912 5083
Email: school.admissions@trafford.gov.uk
Website: www.trafford.gov.uk

Warrington

Director of Children's Services,
Warrington Borough Council,
New Town House,
Buttermarket Street,
Warrington WA1 2NJ
Phone: 01925 442 902
Fax: 01925 443 140
Email: schooladmissions@warrington.gov.uk
Website: www.warrington.gov.uk

Wigan

Director of Children's Services,
Wigan MBC,
Progress House,
Westwood Park Drive,
Wigan WN3 4HH
Phone: 01942 486 038
Fax: 01942 486 060
Email: schoolplacements@wigan.gov.uk
Website: www.wigan.gov.uk

If you have a complaint

Information about how a school deals with complaints should appear in the school information to parents/carers. You can also contact the school for more details. If you need to contact Children's Services, phone **909 6539**.

If your complaint is about your child's school

Most problems and misunderstandings about things that might happen to your child at school can be quickly sorted out by talking to your child's year tutor or the headteacher. You should always do this first. If you are not satisfied you can make a formal complaint to the school's chair of governors.

In the case of an unsatisfactory outcome being reached you can then contact the Local Government Ombudsman.

Phone: 01904 380 200

Fax: 01904 380 269

Email: enquiries@lgo.org.uk

In writing to: Local Government Ombudsman, Beverley House, 17 Shipton Road, York YO30 5FZ

If your complaint is about the education service

The Customer First officer oversees these complaints and arranges for the complaint to be dealt with by the appropriate senior member of staff.

Complaints hotline: 909 6540

Website: www.salford.gov.uk/complaintsform

In writing to: Salford City Council, Unity House, 2nd Floor, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW

Glossary

This section explains some of the terms used in this booklet. This may help you with the application process.

Academy – Academies are funded by central government. There are four academies in Salford: Salford City Academy, Oasis Academy: MediaCityUK and The Swinton High School. The schools' governing bodies allocate places for these schools.

Admission authority – This is the body which decides a school's admission arrangements. This is either the local authority (such as Salford City Council) or the school governing body.

Admission criteria (also referred to as oversubscription criteria) – This is the list of criteria used to decide which children will be allocated school places at a school when it is oversubscribed. The criteria are listed in order of the priority given to children for places.

Admissions and Exclusions team – The team coordinates the school admissions processes for all school applications.

Appeal panel – The independent appeal panel will listen to appeals against admissions decisions. There are normally three to five people on each panel. Each panel member is independent of the admission authority.

Children's Services – This is the department within Salford City Council that is responsible for education in Salford.

Community schools – Community schools are run by the local authority. The local authority decides on the admission arrangements for these schools. There are eight community secondary schools in Salford.

Department for Education – The government department responsible for education.

Faith schools – Faith schools have a particular religious character. They are mostly run in the same way as other state schools, but their faith status may affect their curriculum and admission policies.

Family Information Service (FIS) – FIS provides information about services for children and young people from birth to 19 years of age and their families. They can be contacted by calling freephone 0800 195 5565 or emailing SLW@salford.gov.uk

Governing body – All schools have a governing body made up of local authority representatives, parents/carers, teachers, school staff and people from the community. The governing body of a school decides, within certain guidelines, how the school will be run, which staff will work there, how the school spends its money and what pupils will learn.

Key stage – There are four key stages that cover periods of a child's schooling up to the age of 16. Key Stage 1 covers reception to Year 2; Key Stage 2 covers Years 3-6; Key Stage 3 covers Years 7-9; and Key Stage 4 covers Years 10-11. The curriculum a child studies will be determined by the key stage they are in.

Local authority (LA) – Salford City Council is the local authority for the city of Salford. The Children's Services department of the LA deals with education.

Looked After Children (LAC) – These children are in the care of the local authority.

Oversubscription criteria (also known as admission criteria) – This is the list of criteria that is used to decide which children will be allocated school places at a school when it is oversubscribed. The criteria are listed in order of the priority given to children for places.

Published Admission Number (PAN) – The PAN is the agreed number of children who can be admitted to a school year group.

Preferences – This is the school choices you make and put on your application form. Schools should be listed on the form in the order you would prefer your child to be given a place.

Siblings – Brothers and sisters of a child, including half-siblings, step-siblings, foster and adopted children and children living as part of the same family unit. For school admissions purposes the older child must be attending the school when the younger child is due to start.

Statement of Special Educational Needs (SEN) – The document that sets out a child's needs and the help that he or she should have. It is given when the local authority decides that the special help a child needs cannot reasonably be provided within the resources available to the school.

Tie-breaker – Final decision maker used (usually distance) when there are more applicants in the final criteria than there are available places.

Unique Personal Identifier (UID) – A unique number given to your child to be used when applying online. It allows all your child's details to be entered into the online form.

Voluntary aided schools – Voluntary aided schools are maintained by the local authority but controlled by the governors of the school. The governors employ the staff and decide which pupils they will admit and they also have a greater financial responsibility. In Salford, all the Roman Catholic high schools and Beis Yaakov High School are voluntary aided schools. There are also eight voluntary aided Church of England primary schools. The school governing body allocates school places for these schools.

Voluntary controlled school – Voluntary controlled schools are owned by school trustees. The maintenance and control of the school resides with the local authority. There are 12 voluntary controlled schools in Salford. The local authority allocates school places for these schools.

Still unsure about something in this booklet?

Phone the Admissions and Exclusions team on **909 6508** or email **school.admissions@salford.gov.uk**

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Salford City Council



Children's Services

Unity House
Chorley Road
Swinton
Salford
M27 5AW



Phone 0161 909 6539



Web www.salford.gov.uk

This document can be provided in large print, audio, electronic and Braille formats. Please contact Children's Services at Salford City Council on 0161 909 6539.

If you need this interpreting please telephone

Arabic

إذا كنتم بحاجة الى تفسير او ترجمة هذا الرجاء الاتصال

Chinese

如果需要翻译，请拨打电话

Czech

Pokud potřebujete tlumočnické služby prosím zavolejte

Farsi

اگر به ترجمه این نیاز دارید ، لطفاً تلفن کنید

French

Si vous avez besoin que cela soit traduit contactez

Kurdish Sorani

ۆب هكب زوفهلهت تئوهه تهنه ئه ئه گرهه مهئ رهگهئ

Pashto

ئېرکون و فلت افطل ، یراوغ لوک همجرت اد هک

Polish

Jeżeli potrzebne jest Państwu to tłumaczenie, proszę zadzwonić pod numer.

Punjabi

جے تہانوں ترجمانی دے لوڑاے تے براہ کرم فون کرو

Hindi

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਦੀ ਵਿਆਖਿਆ ਕਰਨ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਟੈਲੀਫੋਨ ਕਰੋ

Russian

Если Вам требуется перевод, просим звонить по телефону.

Somalie

Haddii aad u baahan tahay tarjumiddan fadlan soo wac

Tigrinyan

ነዚ ናይ ምትጻም አገልግሎት እንተ ደሊኹም ደግሎልና።

Urdu

اگر آپ کو اس ترجمانی کی ضرورت ہے تو مہربانی کر کے فون کریں۔



0161 909 6539