Choosing a school
IN Salford
Academic year 2020-21
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.
- 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: School Admissions, 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
31 October 2019 (Secondary)
15 January 2020 (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 contact us online at www.salford.gov.uk/school-admissions-online
Contents

Section 1  Applying for a school place
6       How to apply for a nursery school place
10      How to apply for a reception school place
13      How to apply for a school place in Year 7
14      Secondary school open evenings
16      Filling in the application form
18      The application process
21      How to apply for Year 10 place at UTC @MediaCityUK
22      How to apply for post-16 education
23      Applying for a school place at any other time of the year
26      Appealing against an admissions decision
29      Asking for help
30      Choosing a school

Section 2  Useful information
36      The curriculum
42      Frequently asked questions
45      Useful addresses and numbers
47      If you have a complaint
48      Glossary

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. Find your nearest Gateway Centre at www.salford.gov.uk/gateway

Printed: August 2019
Please note: all information contained in this booklet is correct at the time of printing, but details may be subject to change.
Section 1
Applying for a school place
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.

However, if you do send your child to a nursery class in a Salford school you should be aware that there is no guarantee that your child will be offered a reception place at the same school.

The information below is specific to nursery provision run by primary schools.
Further information is available in the Childcare section of our website: www.salford.gov.uk/childcare

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 1 September 2019.

You can apply online at www.salford.gov.uk/school-admissions-online or collect an application from your local Gateway Centre.

Your application for a nursery place must be received by 15 January 2020 – 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 your child will turn three years of age between 1 September 2016 and 31 August 2017 you can apply for a place in a nursery class. If you wish to make an application for any of the following five schools you should contact the school directly to find out about admission processes and to make your application: Broughton Jewish Cassell-Fox Primary School, St Pauls CE Primary School Cross Lane, St Philips RC Primary School, St Teresa’s RC Primary School.
Applications for a nursery place in all other Salford schools should be made direct to the local authority as detailed below.
To apply you need to fill in an application form listing schools you would be happy for your child to attend. We ask for more than one school because we cannot guarantee your first choice of school.

Please note: Salford can only accept applications for nursery schools in Salford. If you wish to apply for a nursery school in another local authority area, you should contact that local authority directory. Contact details for other local authorities can be found on p44.

To apply using the online application form:
You can make your application in the Family Portal by visiting www.salford.gov.uk/school-admissions-online
You will be able to apply online in the Family Portal until 15 January 2020.

To apply using the paper application form:
A paper copy of the application form is available from your local Gateway Centre. This should be completed and handed in at the Gateway Centre or return by post to: School Admissions, 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 15 January 2020. Please allow time for Royal Mail to deliver it to us.
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 residing within the local authority of Salford. This includes all children whose parents/carers 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/carers receive their council tax bill from another local authority).

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.

The following schools offer part-time places: Light Oaks Infant School and Clifton Primary School. The following schools offer a mix of full and part-time places: St Marks CE Primary School and St Philips RC Primary School.

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.

Please be aware that your child is not automatically entitled to a nursery place in a school. Not all children will be successful in their application for a school nursery place as places are limited. School is just one of several options available to parents for nursery provision. If your child is not successful in getting a school nursery place, they can attend a private nursery provider, playgroup or childminder.
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 Starting Life Well team online at www.salford.gov.uk/childcare

If you are a working parent, you may be eligible to claim 30 hours a week of free nursery provision. You can check whether you are eligible and apply for the funding at www.childcarechoices.gov.uk.

If you are eligible, you will be given an 11 digit code that you must take to the childcare provider or school you have been offered.
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. **There is no guarantee your child will be offered a place at the same school where they attended nursery class.**

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, all children have the right to start school in a 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.

If you wish for your child to be taught outside of their usual chronological age group, you should still complete an application at the usual time but you should also contact the school admissions team to discuss your request further.

**Applying for a reception school place**
If you live in Salford and your child will turn four years of age between 1 September 2015 and 31 August 2016 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 schools you would be happy for your child to attend. We ask for more than one school 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 prompted to make an application for the reception class by November 2019. All parents can access information and make an application online at www.salford.gov.uk/school-admissions-online

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:

You can make your application online on the Family Portal by visiting www.salford.gov.uk/school-admissions-online

You will be able to apply online in the Family Portal until 11.59pm 15 January 2020.

To apply using the paper application form:

A paper copy of the application form is available from your local Gateway Centre. This should be completed and returned to: School Admissions, 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 15 January 2020. 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.

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.

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.

If there are any terms in this booklet that you do not know the meaning of, please refer to the Glossary on page 46.
If you live in Salford and your child will turn 11 between 1 September 2008 and 31 August 2009, 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 schools you would be happy for your child to attend. We ask for more than one school because we cannot guarantee your first choice of school.

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 is available at your local Gateway Centre and Broughton Hub.

To apply using the online application form:
You can make your application online in the Family Portal by visiting www.salford.gov.uk/school-admissions-online

To apply using the paper application form:
This should be completed and returned to:
School Admissions, 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 31 October 2019 – if you are applying using the paper form please allow time for Royal Mail to post it to us.
Secondary school open evenings

Most secondary schools hold open evenings or open days during the application period. They are a good chance for parents to experience the school and see what it has to offer their child. You can take your child with you and see how they feel about the school. Often there is opportunity to meet not only staff, but also pupils from the school, and to hear from the Headteacher. You will also be able to tour the school and see facilities that it has available to your child. We would advise that you contact the individual school with regards to the dates and times of their opening evenings as they are subject to change.
If you have an email address, and are a Salford resident, you can make your application online in the Family Portal. You will be able to apply online until 15 January 2020 for primary and until 31 October 2019 for secondary places.

If you choose not to apply online, please complete the paper application form available from the Gateway Centres and Broughton Hub.

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 is secure and your information is protected.
- You can make amendments at any time up until 15 January 2020 for primary and 31 October 2019 for secondary. (Make sure you write down your username and password 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.
- The online system is available 24 hours a day, seven days a week up until 15 January 2020 for primary and 31 October 2019 for secondary

• 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.

• For primary places you will receive details of the place which has been allocated for your child on 16 April 2020. For secondary places you will receive details of the place which has been allocated for your child on 2 March 2020. To access details of the place your child has been offered, you will need to log in to the Family Portal on or after the offer date for your child’s school place.

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 2019 (secondary) and 15 January 2020 (primary).

Having trouble using the online system?
This process is easy to follow, but if you have any problems contact the School Admissions team via our website www.salford.gov.uk/school-admissions-online
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.

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

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 2018. 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

Many schools use children’s addresses when deciding who to offer places to. You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility normally lives.

We carry out checks to confirm that addresses are genuine. If we are unable to verify an address, or any issues are raised concerning your address, we may carry out further checks. We may ask to see two to four forms of evidence of your home address (photocopies are acceptable). This may include:

- Proof of where you are registered for council tax
- Proof of your child tax credits
- Rental/tenancy agreement
- Your television licence
- Recent child benefit form received within the last three months
- Wage/salary slip
- Completion document in the case of a recent house purchase

Any evidence you provide must show that the parent or main carer lives at this address.
If your address changes temporarily within the UK (for example, if you go to live with a relative) you cannot use this temporary address.

If you change address you should write to or email the School Admissions team as soon as possible to let them know the changes. If you do not inform us of your change of address then any place offered to your child may be withdrawn.

If you give any false information to get a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect someone has given false information to get a school place please contact the School Admissions team.

Please note the local authority will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address where the child is not actually living.

**Address:** School Admissions, Children’s Services, Salford City Council, Unity House, Salford Civic Centre, Chorley Road, Swinton, Salford M27 5AW.
**Email:** school.admissions@salford.gov.uk

---

### 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.

---

### 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

If you applied using a paper application form, a letter will be sent to you from the School Admissions team at Salford City Council to let you know at which school your child has been offered a place. This will be sent on 16 April 2020 for primary and 2 March 2020 for secondary places.

If you applied online, to view the school place offered to your child, you will need to log in to the Family Portal on or after the offer date for your child’s school place in order to view the school place offered to your child.

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 Salford schools where they have been refused a place. If a place becomes available for your child we will contact you.

If you wish your child to go on a waiting list for a school in another local authority area, you must contact that local authority directly to arrange this. Salford City Council cannot add your child’s name onto a waiting list for a school in another local authority area.

To admit children above the class limit would affect the quality of education they would receive.

If your child cannot be offered a place at one of your preferred schools, your child will be allocated a place at the nearest school to your home address that still has places remaining and you will be sent information about how to make an appeal against this decision. Your child’s name will remain on the waiting list for all the Salford 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 23.

Children of UK Service Personnel

Applications for children of service personnel with a confirmed posting or crown servants returning from overseas will be considered in advance of the family moving to the area if necessary. Where possible, an application must be included in the normal admissions round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the local authority as soon as possible. This should include the relocation date and unit postal address or quartering area address (the address of the closest house in the nearest quartering area).

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
How to apply for a year 10 place at UTC@MediaCityUK

UTC@MediaCityUK is a 14-19 school on Salford Quays specialising in digital media courses. If your child will turn 14 between 1 September 2006 and 31 August 2005 then they are eligible to apply for a year 10 place at UTC@MediaCityUK.

To apply you will need to visit the school’s website at www.utcmediacityuk.org.uk. You need to submit your application by 31 October 2019.

Admission criteria for the school are based on various residential ‘zones’ incorporating the entire Greater Manchester area. Places are allocated randomly from within these different zones. There is no need to submit examples of work to support the application as these cannot be taken into account when offering places. Full details of the application requirements are available on the school’s website.

All applicants will be informed of whether they have been offered a place at the school on 2 March 2020. These offers are made directly by the school and parents should contact the school directly if they require any further information.
Young people completing secondary education (i.e. year 11) are required to remain in post-16 education and training until their 18th birthday under regulations introduced as part of the raising of the participation age (RPA) policy. Participation is categorised as one of the following three pathways:

- Full time education (i.e. school sixth form or college)
- Work based learning (i.e. an apprenticeship)
- Part time education or training if employed, self-employed or volunteering for more than 20 hours per week

UCAS progress

Year 11 pupils in Salford secondary schools and academies are encouraged to use the UCAS progress system to search and apply for their post-16 learning and training opportunities. The system is used by a wide range of local colleges, sixth forms and training providers, including Salford City College, St Ambrose Barlow RC High School and the UTC@MediaCityUK.

All pupils are given an account that allows them to access the system, which is available at www.ucasprogress.com. Login details can be requested from their school or by emailing rpa@salford.gov.uk. The system is operated by UCAS with the full support of Salford City Council. However, it is not compulsory for all pupils to use the system and other types of application may be made available by the relevant institution.

Apprenticeships

Young people can find and apply for an apprenticeship by going to www.gov.uk/apply-apprenticeship. Year 11 pupils can also express an interest in taking an apprenticeship through the UCAS progress system.

Admissions to school sixth form

Admissions criteria and entry requirements for school based sixth forms can be found by visiting that school’s website.
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 Salford.

Applications for moving during the school year can only be made online in the Family Portal www.salford.gov.uk/inyear

If you wish to apply for a school in another local authority area, you should contact that local authority to find out the process for schools in that area. Contact details for neighbouring local authorities can be found on page 44.

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.
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 is received by Salford City Council, the School Admissions 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 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 an email informing you that your child’s school place details are available within the Family Portal once a decision has been reached on your application. To view the offer information, you will need to log in to the Family Portal. This will advise you of the school place offered to your child and what you need to do next.
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.

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 23 for details of how to appeal. Parents can accept alternative places and still pursue an appeal for their preferred school.

Please note: no waiting lists are held for in year admissions. If you still require a place for your child at your preferred school you will need to reapply on a regular basis.

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:

- Homeless children and those in temporary accommodation
- Children of refugees and asylum seekers
- Children requiring re-integration from a Pupil Referral Unit
- Children who have been out of education for longer than two months
- Children with unsupportive family backgrounds, where a place has not been sought
- Traveller children
- Children who are carers
- Children with significant special educational needs (but without a statement)
- Children returning from secure accommodation

If your child is considered for a school place under the Fair Access Protocol the local authority does not have to comply with parental preference. You may be offered a place at an alternative school that will be able to meet your child’s needs.
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 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 may impact the education provided and resources available. This is called prejudice.

Appeal forms and an information leaflet are available on our website at www.salford.gov.uk/primary-appeal.
**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 and academies are organised by Salford City Council. The procedures to follow are set out in the Admissions and Appeals Codes of Practice.

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:

- Infant class size legislation does not apply
- That the child would have been admitted had the admission arrangements not been contrary to the requirements of the School Admissions Code and the School Standards and Framework Act
- 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.

---

Section 1
Applying for a school place

Closing date for applications:
31 October 2019 (Secondary)
15 January 2020 (Primary)

---

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.
If you want more information about the admissions procedure or you need advice, you can contact the School Admissions team online at www.salford.gov.uk/school-admissions-online.

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

- Swinton Gateway M27 5AW (open Monday to Friday 9.00am to 6.00pm)
- Eccles Gateway, 28 Barton Lane, Eccles M30 0EP
- Pendleton Gateway, 1 Broadwalk, Pendleton M6 5FX
- Walkden Gateway, 2 Smith Street, Walkden M28 3EZ.
- Broughton Hub, 50 Rigby Street, Salford M7 4BQ.

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. Broughton Hub opening hours vary and can be checked at www.salford.gov.uk/council-buildings-and-venues/.
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 46 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. There are also 7 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 8 secondary academies and 5 primary academies in Salford. The school’s governing body allocates the places for these schools.

• **Special schools.** These meet the needs of children with Education, Health and Care Plans.

All schools in Salford admit boys and girls, except for Beis Yaakov Jewish High School for Girls. Most schools provide a full curriculum.

Additionally, St Ambrose Barlow RC High School and UTC@MediaCityUK 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.

Section 1
Applying for a school place

Closing date for applications:
31 October 2019 (Secondary)
15 January 2020 (Primary)
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. See page 14.

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.compare-school-performance.service.gov.uk](http://www.compare-school-performance.service.gov.uk)

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](http://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 Walkden 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
42. The Deans primary

### Swinton North
43. Clifton primary
44. Mossfield 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
52. Light Oaks infants
53. St John’s CE primary
54. St Luke’s RC primary

### Weaste and Seedley
55. St Philip’s CE primary [Cross Lane]
56. Holy Family RC primary
57. Lark Hill primary
58. Willow Tree primary

### Langworthy
59. St Philip’s CE primary [Langworthy]
60. St Joseph’s RC primary [Ordsall]
61. Primrose Hill primary

### Ordsall
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

### Irwell Riverside
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

### Kersal
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:
- Secondary: 31 October 2019
- Primary: 15 January 2020
Section 1
Applying for a school place

Secondary schools in Salford

1. Buile Hill Visual Arts College
2. Harrop Fold School
3. Irlam and Cadishead College
4. Moorside High School
5. The Albion Academy
6. Co-op Academy Swinton

7. Co-op Academy Walkden
8. Ellesmere Park High School
9. All Hallows RC High School
10. St Ambrose Barlow RC High School
11. St Patrick’s RC High School
12. Beis Yaakov High School for Girls
13. Salford City Academy
14. Oasis Academy: MediaCityUK
15. UTC @MediaCityUK

Closing date for applications:
31 October 2018 (Secondary)
15 January 2019 (Primary)
Section 2

Useful information
The curriculum

Early years education

During their early years children develop more rapidly than at other times of their lives. Early years 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. Early years 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. Early years 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 in local authority maintained schools 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 set out by The Department for Education to ensure that every child has access to a broad and balanced 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 three central subjects which are known as the core subjects. These are English, mathematics and science. The remaining 8 subjects of the National Curriculum are known as the foundation subjects. These are art and design, computing, design technology, geography, history, music, physical education and languages in key stage 2.

Academies and free schools are not required to follow the national curriculum but must teach the core subjects.

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, online resources)
- 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 usually 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,

Closing date for applications:
31 October 2019 (Secondary)
15 January 2020 (Primary)
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 sets out 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.

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 achieved 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.

Please note there have been changes to school transport policy. From September 2013, you will only be able to claim transport on the ground of religion if you qualify under the low income criteria as outlined on the left.

Claim forms are available:

- From your child’s school
- Online www.salford.gov.uk/schooltransport
Frequently asked questions

Q. Can I get help to complete my form?
A. If you have any queries regarding completing your form, please contact us online at www.salford.gov.uk/school-admissions-online

Q. Can I apply for any school using the online application form?
A. If you are a Salford resident you can apply for any school using the online application form in the Family Portal. Where you have asked for a school administered by another admissions authority [this can be another local authority 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 School Admissions team whether or not your child is given a place at an independent school.

If you applied using a paper application form, a letter will be sent to you 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 16 April 2020 for primary places and 1 March 2020 for secondary places.

If you applied online, you will need to log in to the Family Portal on or after the offer date for your child’s school place in order to view the school place offered to your child.

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).

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 change my preferences once they have been submitted?
A. You can keep on going back to your online 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.

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 send any changes to the School Admissions team if this is the case. You can do this using the ‘contact us online’ facility at www.salford.gov.uk/school-admissions-online. 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 should contact the School Admissions team at www.salford.gov.uk/school-admissions-online as soon as possible.

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

Q. How can I apply for a place for my child in a different year group?
A. You can apply for your child to start school a year early, for example if they are exceptionally gifted or talented, or a year late, for example if they have a significant level of learning delay or are summer born (born between 1 April and 31 August). You should still apply for a school place at the usual time (September after their third birthday) and you should contact the school admissions team to discuss your request immediately.

The local authority may ask for additional information to be collected from other professionals, such as an educational psychologist or medical professional, in order to help make a decision about your child’s case.

The local authority and school may agree to your request or may offer a place in the usual year group. Whilst you will have the right to appeal for a place at your preferred school if you are refused a place at the school, you do not have the right to appeal for a place if you are offered a place at the school but not in the year group you wished.

Q. I’ve missed the closing date. What should I do?
A. You must return your completed form to the School Admissions 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
Section 2
Useful information

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 School Admissions 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. If you applied using a paper application form, a letter will be sent to you from the School Admissions 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 16 April 2020 for primary places and 1 March 2020 for secondary places.

If you applied online, you will need to log in to the Family Portal on or after the offer date for your child’s school place in order to view the school place offered to your child.

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 31 December 2020.

Please note: no waiting lists are held for in year admissions. If you still require a place for your child at your preferred school you will need to reapply on a regular basis.

If you wish your child to go on a waiting list for a school in another local authority area, you must contact that local authority to arrange this. Salford City Council cannot add your child’s name onto a waiting list in another local authority area.

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 are available at www.salford.gov.uk/primary-appeal. 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 23.
Useful addresses and numbers

Children’s Services

School Admissions team
www.salford.gov.uk/school-admissions-online

Starting Life Well team
www.salford.gov.uk/childcare

Education Welfare Team
www.salford.gov.uk/educationwelfare

Special Educational Needs team
www.salford.gov.uk/sen

Local Government Ombudsman

Beverley House, 17 Shipton Road, York
YO30 5FZ
Phone: 01904 380 200
Fax: 01904 380 269
Email: enquiries[at]lgo.org.uk
Section 2
Useful information

Worried about a child?

If you are worried about the welfare or safety of a child it is very important you contact us.

Phone: 0161 603 4500
Email: worriedaboutachild@salford.gov.uk

Contact details
for neighbouring local authorities

Bolton
Pupil and Student Services
Bolton Council,
Town Hall,
Civic Centre,
Bolton,
BL1 1RU
Email: admissions@bolton.gov.uk
www.bolton.gov.uk/admissions

Bury
School Admissions,
Bury Council,
3rd Floor,
Knowsley Place,
Duke Street,
Bury BL9 0EJ
Email: admissions@bury.gov.uk
www.bury.gov.uk/admissions

Manchester
Director of Children’s Services
Manchester City Council,
PO Box 52,
Town Hall,
Manchester,
M60 2LA
Email: school.admissions@manchester.gov.uk
www.manchester.gov.uk/admissions

Rochdale
Early Help and Schools,
Rochdale Borough Council,
Number One Riverside,
Smith Street,
Rochdale OL16 1XU
Email: school.admissions@rochdale.gov.uk
www.rochdale.gov.uk/admissions

Trafford
School Admissions,
Trafford Council,
Waterside House,
Sale
M33 7ZF
Email: school.admissions@trafford.gov.uk
www.trafford.gov.uk/admissions

Warrington
School Admissions,
Universal Services,
Families and Wellbeing Directorate,
Warrington Borough Council,
New Town House,
Buttermarket Street,
Warrington
WA1 2NH
Email: schooladmissions@warrington.gov.uk
www.warrington.gov.uk/admissions

Wigan
School Organisation Team People:
Directorate Wigan Council
PO Box 100
Wigan
WN1 3DS
Email: schoolplaces@wigan.gov.uk
www.wigan.gov.uk/schools

Closing date for applications:
31 October 2019 (Secondary)
15 January 2020 (Primary)
If you have a complaint

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.

Website: www.salford.gov.uk/complaints
Glossary

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

Academy schools. Academy schools are state funded schools in England which are directly funded by the Department for Education and independent of local authority control. In Salford there are 5 Primary academies and 8 Secondary academies. Places at this school are determined by the academy as they are their own admission authority.

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.

School Admissions 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.

Department for Education. The government department responsible for education.

Education and Health Care Plan (EHCP). 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.

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.

Free schools. A free school is a type of academy, a non-profit-making, independent, State-funded school which is free to attend but which is not controlled by a local authority. There are currently no Free Schools in Salford.

Starting Life Well team. 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 0161 793 2500 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.

**Prejudice.** If your child is refused a place because the school is full, the school will argue that another child will mean larger classes which stretches teachers, equipment and space. This is called ‘prejudice’.

**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.

**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 are voluntary aided schools. There are also 7 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?

Contact us online at www.salford.gov.uk/school-admissions-online
This document can be provided in large print, audio, electronic and Braille formats. Please telephone 0161 793 2500.