Transfer to Secondary School

apply online

for a school place at
www.bury.gov.uk/admissionssecondary
- a quick and easy way to apply with an instant acknowledgement.
You will also receive notification by email of the outcome of your application

Bury Council

Apply online at: www.bury.gov.uk

You can apply online from home, from public libraries, from work or from any mobile device.

What are the benefits of applying online?

- It's a quick and easy way of completing the application on a secure system.
- There is accessible information to assist you in identifying school preferences, including a list of your local schools and distance measurements from your home address.
- The application process is easy to follow with clear prompts to guide you through.
- The system helps you by checking for errors before you submit your application.
- You receive immediate confirmation that your application has been safely received.
- There is no risk that a paper application will be lost.
- There is no need to post a Common Application Form (CAF) back to us or to deliver a CAF to school or the office.
- You will get notification by email of the outcome of your application after 9am on 1st March 2027 or you can log into your account to view your offer. This will be a day earlier than if you have applied on the paper form.

- The process is easy to follow so why not have a go?

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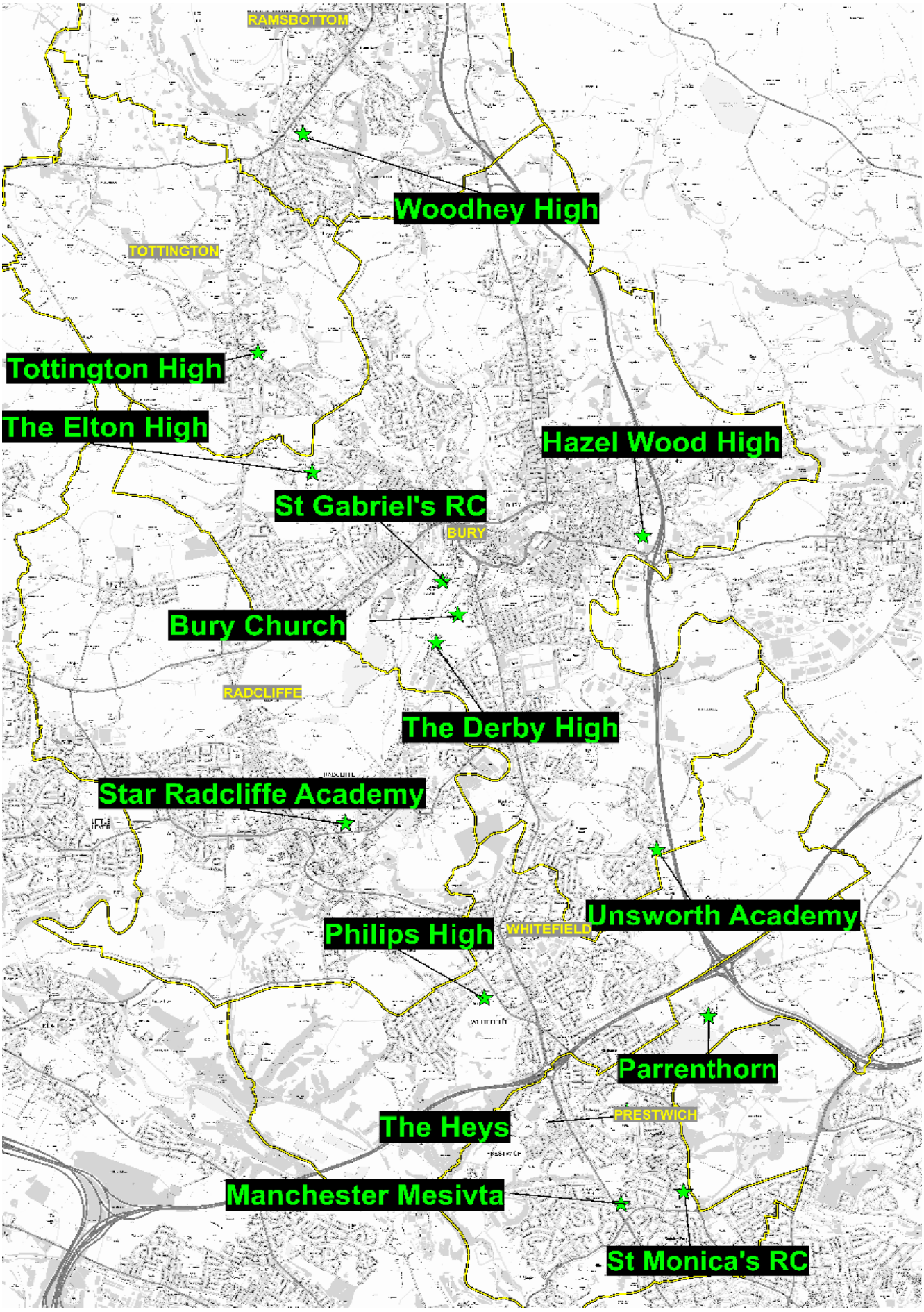
Closing date for applications is 31st October 2026.

LOCATION OF SECONDARY SCHOOLS IN THE BOROUGH



FOREWORD

Dear Parent or Carer

This guide aims to give you lots of information and to answer any questions you may have so you can make an informed decision about which school you would prefer your child to attend. There are links to other information such as Ofsted reports, performance tables, and other sites of interest. Each school has a prospectus which is available at the open events or by contacting the school.

* **Try to make realistic preferences. Most disappointments are caused when parents select popular schools, some distance from their home address, or do not fulfil faith requirements.**

* You must complete an application form even if you already have a child in the school. Your child will not automatically be given a place.

* You may have older children and feel that you know the admissions process but please don't assume that everything will still be the same.

* Try applying online at www.bury.gov.uk/admissionssecondary. It's a quick, safe and an easy way of applying and has several benefits, including finding out your school offer on national offer day rather than waiting for your letter to arrive in the post.

* Make sure you complete and return the application form by 31st October 2026. A late application will lessen your chances of getting your preferred school.

* Over the last 3 years, over 89% of parents have got their first preference school so we will do our very best to allocate your child a school of your preference, but if we receive more applications than we have places, not everyone will get a place at a preferred school. Promises of more parental choice have encouraged some parents to believe that they have the right both to choose a school and to have that choice met. This is not the case. The law on admissions gives parents the right to express a preference for a school. It does not use the word choice.

* Emails will be sent and Notification letters posted out on 1st March 2027.

We advise all parents/carers to read this guide carefully and keep it until your child begins secondary school. If your child is not offered one of your preferred schools and you decide to appeal, this guide may be referred to at the appeals hearing.

Finally, we wish your child a happy and successful journey through the next stage of their education.

Yours sincerely

Ben Dunne
DIRECTOR OF EARLY YEARS, EDUCATION AND SKILLS

WHICH CHILDREN WILL TRANSFER?

Children born between 1st September 2015 and 31st August 2016 will transfer to secondary schools in September 2027. This guide contains important information about the transfer process.

There are three types of secondary schools in Bury. Admissions for Community schools are the responsibility of the Local Authority (LA), Admission to Academies are the responsibility of the Academy Trust and Admissions to Voluntary Aided (Denominational schools) are the responsibility of the Governing Body of the school, the Local Authority coordinate all the admissions. All schools in Bury take boys and girls aged 11 - 16 except Manchester Mesivta which takes boys only.

WHICH SCHOOLS ARE AVAILABLE IN BURY?

Voluntary Aided Secondary Schools/Academies

School Name	Address	Tel. No	Type of school	Website
Hazel Wood High School	Hazel Avenue Bury, BL9 7QT	0161 797 6543	Academy	www.hazelwoodhigh.co.uk
Unsworth Academy	Parr Lane, Bury BL9 8LP	0161 796 9820	Academy	https://unsworthacademy.org.uk/
The Derby High	Radcliffe Road, Bury BL9 8LP	0161 764 1819	Academy	www.thederbyhighschool.co.uk
The Elton High Specialist Arts College	Walshaw Road, Bury BL8 1RN	0161 763 1434	Community school	www.eltonhigh.bury.sch.uk
Parrenthorn High	Heywood Road, Prestwich M25 2GR	0161 773 8634	Academy	www.parrenthorn.co.uk
Philips High	Higher Lane, Whitefield M45 7PH	0161 351 2200	Academy	www.philipshigh.co.uk
Star Radcliffe Academy	Spring Lane, Radcliffe	0161 329 7400	Academy	www.starradcliffe.org
The Heys School	Heys Road, Prestwich M25 1JZ	0161 773 2052	Academy	http://Theheys.school
Tottington High	Laurel Street, Tottington BL8 3LY	01204 885913/2327	Academy	www.tottington.bury.sch.uk
Woodhey High	Bolton Rd West Ramsbottom BL0 9QZ	01706 825215	Academy	www.woodhey.bury.sch.uk

Voluntary Aided Secondary Schools/Academies

Bury CE High	Haslam Brow, Bury, BL9 0TS	0161 797 6236	Academy	www.burychurch.bury.sch.uk
Manchester Mesivta Jewish School (Boys only)	Beechwood, Charlton Avenue, Prestwich, M25 0PH.	0161 773 1789	Voluntary aided	www.mesivta.org.uk
St. Gabriel's Roman Catholic High School	Bridge Road, Bury BL9 0TZ.	0161 764 3186	Academy	www.st-gabrielshigh.stoccat.org.uk
St. Monica's Roman Catholic High School	Bury Old Road, Prestwich, M25 1JH.	0161 773 6436	Academy	www.stmonicas.stoccat.irg.uk

WHAT IF MY CHILD HAS SPECIAL EDUCATIONAL NEEDS?

All children have different learning styles and schools take account of this in their teaching and learning practice. However, some children have a learning difficulty or a disability that means that they have a significantly greater difficulty in learning than the majority of other children. These children may have special educational needs (SEN). Many children and young people will have special educational needs of some kind during their educational career. Early year's providers, schools and colleges can help most children and young people overcome the barriers that their difficulties present with changes to their practices and or additional support. For a small number of children, they will need a significant level of extra help for some or all of their time in education. This may be provided through your child's school, through additional funding from the Local Authority (LA) or through an Education Health and Care (EHC) plan. If your child has an EHC plan, then the process for applying for a high school place is slightly different.

HOW DO I APPLY FOR A HIGH SCHOOL PLACE IF MY CHILD HAS AN EHC PLAN?

You will receive correspondence via email (if supplied) or post at the beginning of September that will ask you to express a preference for up to three schools that you would like your child to attend. You will be asked to complete an application form with your preferences and return it directly to the EHC team by email at ehc@bury.gov.uk. Alternatively, you can send the form by post. You must complete the application form and return it by 31st October 2026. If we do not receive your application form by this date, we will consult with the nearest school to your home address.

HOW DO I REQUEST A SPECIAL SCHOOL FOR MY CHILD?

You can request a special school place by using the application form and putting the school in the order of your preference. If your child is currently in a mainstream school and you want them to transfer to a special school, then you need to put at least one other preference of a mainstream school as well as the special school you are requesting. This is because we will consult with the special school you have selected and a local mainstream school.

When we have received your application the SEN Team will carry out a consultation with your preferred school. The Local Authority must name your preferred school unless:

- It would be unsuitable for the age, ability, aptitude or SEN of your child, or
- The attendance of your child would be incompatible with the efficient education of others or the efficient use of resources.

Once the school has responded to the consultation the EHC Team will inform you of the proposed high school for your child and issue a Final Amended EHC plan by **15th February 2027.**

WHAT IF I DISAGREE WITH THE SCHOOL NAMED ON THE EHC PLAN?

In Bury we are committed to working with parents to try to resolve any issues. We will contact you if any issues arise in relation to the school that you are requesting. We will also be talking to Headteachers during this process so we can try and meet your preference and ensure that your child meets the outcomes in their EHC Plan. However, there may be times when we cannot agree to your preference for a particular school. If this is the case and we cannot resolve this locally, you do have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST). Further information about how you can do this and where you can get support will be sent to you with the amended EHC plan.

WILL MY CHILD BE ABLE TO GET ASSISTANCE WITH HOME TO SCHOOL TRAVEL?

If your child is eligible for assistance for travel and you ask the Local Authority (LA) to name a school on the EHC plan that is not the nearest suitable school, then the LA is not obliged to provide any travel assistance. For further information please refer to the travel section.

HOW WILL PLACES BE ALLOCATED TO COMMUNITY SECONDARY SCHOOLS AND NON-FAITH ACADEMIES?

Where the level of demand exceeds the number of places available, places will be offered in accordance with the policy shown in Appendix 1.

HOW WILL PLACES BE ALLOCATED TO FAITH SCHOOLS?

The four faith schools in Bury will give priority to children of their faith. The policies are given in detail on our website at www.bury.gov.uk/admissionssecondary.

The Governors of Bury Church of England High School require you to complete a supplementary form (BCE 2027) available from the school, the LA, or via the website www.bury.gov.uk, in addition to the CAF. This should be returned directly to the school by 31st October 2026.

The Governors of St Gabriel's Roman Catholic High School require a Roman Catholic Baptismal Certificate for consideration under the faith criteria.

The Governors of St Monica's Roman Catholic High School require a Roman Catholic Baptismal Certificate and a Certificate of Sacramental Programme for consideration under the faith criteria.

WHAT ARE MY CHILD'S CHANCES OF GETTING MY PREFERRED SCHOOL?

90.2% of Bury parents of the 2026 intake were initially offered their highest ranked preference school, and a further 2.2% were offered an alternative preference school. The following table provides details of the admission number for each school and other comparative data at the initial allocation stage. Similar historical information for the last 5 years is available on the website at: www.bury.gov.uk/admissionssecondary

School	Agreed Admission No. for Sept 2027	No. of First/All preferences in 2026	How places were allocated				Furthest distance offered in 2026 (miles)	No. of appeals allowed
			SEN	LAC	SIB	DIST		
Derby	180	224/486	4	1	62	115	1.420	0
Elton	200	288/600	6	2	46	156	0.871	5

Hazelwood	120	115/222	4	2	39	75	All	-
Parrenthorn	210	248/480	8	6	62	134	1.803	2
Philips	176	182/464	3	1	40	138	4.384	-
The Heys	130	56/226	3	1	22	32	All	-
Tottington	150	77/357	0	1	31	70	All	-
Unsworth	187	204/457	10	3	40	147	8.632	-
Woodhey	210	287/496	9	5	77	135	1.909	6

School	Agreed Admission No. for Sept 2027	No. of First/All preferences in 2026	How places were allocated						Furthest distance offered in 2026 (miles)	No. of appeals allowed
Star Radcliffe	150	147/274	SEN	LAC	STAFF	SOCIAL/MEDICAL	SIB	DIST	2.535	3
			7	1	1	0	14	129		

PLEASE NOTE:

- Figures are as at allocation day 2026.
- The number of appeals granted for any school can vary considerably from one year to the next.
- You should be aware that the number of preferences for each school changes each year. The LA and the schools cannot anticipate the demand or the pattern of demand until after the application forms are returned.

Voluntary Aided Schools

School	Agreed Admission No for Sept 2027	No. of First/All Preferences for the school in 2026	No. of children on intake list for Sept 2026	Number of successful appeals
Bury C of E High	162	130/480	136	0
Manchester Mesivta Jewish School	40	51/54	48	0
St. Gabriel's Roman Catholic High	210	163/452	179	0
St. Monica's Roman Catholic High	230	190/374	228	0

By looking at the admission numbers and the numbers of preferences shown in the tables, you can see the level of demand for places at individual schools in the previous year.

This information is intended to assist you in making an informed decision. Decisions relating to the order of, or choice of preferences, lie with parents.
An Admission Authority may vary its admission arrangements to comply with legislation for sharing pupils under a fair access protocol.

HOW DOES THE EQUAL PREFERENCE SYSTEM WORK?

The application can be completed online at: www.bury.gov.uk/admissionssecondary Detailed information on making your application can be found in Appendix 4.

First, second and third preferences for all schools in Bury will be considered equally. If it is possible to offer a place at more than one school, the highest ranked school will be offered. See the following examples.
Here are some examples of preferences and how they may be dealt with.

Examples:

A.Your preferences

1. Woodhey High – According to the sibling criteria, Bury LA can offer a place.
2. Haslingden High - According to their agreed criteria, Lancashire County Council (LCC) is unable to offer a place.
3. Bury CE High - According to their agreed criteria, the Governors are able to offer a place.

You will receive an offer for a place at Woodhey, as it is your highest ranked preference, at which a place can be offered. You will not then receive an offer of Bury Church of England High.

B.Your preferences

1. Haslingden High - According to their agreed criteria, LCC is unable to offer a place.
2. Bury CE High - According to their agreed criteria, the Governors are able to offer a place.
3. Woodhey High - According to the distance criteria, Bury LA can offer a place.

You will receive an offer of a place at Bury Church, as it is your highest ranked preference, at which a place can be offered. You will not then receive an offer of Woodhey High School.

C.Your preferences

1. Woodhey High - A place cannot be offered on the distance criteria.
2. Tottington High - A place can be offered on the sibling criteria.
3. The Elton High – According to the distance criteria, Bury LA can offer a place.

You will receive an offer for a place at Tottington, as it is your highest ranked preference at which a place can be offered. You will not then receive an offer of The Elton High School.

D.Your preferences

1. St Gabriel's RC High - According to their criteria, the Governors are unable to offer a place.

2. St Monica's RC High - According to their criteria, the Governors are unable to offer a place.
3. Parrenthorn High - According to the distance criteria, Bury LA can offer a place.
You will receive an offer for a place at Parrenthorn as this is your highest ranked preference, at which a place can be offered.

WHAT IF I CHANGE MY MIND ABOUT MY PREFERRED SCHOOL?

The preferences which you state on your application remain as you give them. **Any alteration can be made up to 31st October 2026 only.** If you want to change your preferences after this date you must confirm in writing. They will be treated as late applications. If an application is received after the initial allocation of places, a place will only be offered if a vacancy exists. If the approved admission number has been reached, the application will be considered if any places become available due to withdrawals. This 'topping-up' procedure will be carried out in accordance with the over-subscription criteria. If a place cannot be offered, you will have the right of appeal and will be notified if alternative vacancies exist.

CAN I APPLY TO SCHOOLS OUTSIDE BURY?

Yes, you can - you may prefer that your child attends a school which is not maintained by Bury LA. If this is the case, you should make enquiries as stated below. It would be advisable to make enquiries immediately to ensure that you do not miss any deadlines for that school and to be sure you know the policy for admission. Contact details for other authorities are given on page 12.

(a) Maintained schools in other LAs must be included on your application. Bury LA will notify the other LA of your stated preferences, under the co-ordinated scheme, which is explained below. If your child sits the entrance exam for a maintained grammar such as Bacup & Rawtenstall Grammar School, you must state this on the application AND apply to the school for details about the exam and timetable.

(b) Independent schools should be approached directly to find out the policy, procedure, and costs of sending your child to that school. Independent schools should not be included on the application.

If you subsequently accept a place at an independent school or another area school, please tell us as soon as possible.

HOW DOES THE CO-ORDINATED SCHEME WORK?

A co-ordinated scheme is in operation, which is intended to make the process simpler for parents. You need to complete just one application, which can include faith schools and schools in other LAs (except for independent schools). This form is now available online from your home authority. Each LA will forward requests to other LAs who will consider all requests in accordance with their criteria. If two LAs are able to offer places, the school which you ranked highest will be offered.

WHEN WILL I HEAR IF MY CHILD HAS A PLACE?

Bury LA will notify Bury parents of decisions. Other LAs will notify parents who live in their area. This should result in you receiving just one offer of a place. If you have applied online you will receive notification by email or you can log into your account on 1st March 2027. If you have applied by application form or telephone a notification letter will be posted out on 1st March 2027.

WHAT HAPPENS IF MY CHILD IS NOT OFFERED MY PREFERRED SCHOOL?

Where all the places at your preferred school are filled by children who have a higher priority than your child, it will not be possible to offer your child a place at that school. Your other preferences will have been considered and you will be offered a place if one is available. If the LA is unable to offer you a place at any of your preferred schools, a place will be offered at the nearest school to your home that has a vacancy. If you have been refused a place at a school in another area, you are entitled to appeal and should contact that LA to find out what happens and what you should do.

CHILDREN NOT OFFERED PLACES AT BURY SCHOOLS

Topping up Procedure

In all cases, where it has not been possible to offer a place at your higher ranked preference(s), applications will continue to be considered if any places become available due to withdrawals. This "topping-up" procedure will be carried out in accordance with the criteria listed. The number of children waiting for places changes constantly. If a place becomes available, all children, (including those who submitted late applications) will be considered, and the place will be offered in accordance with the over-subscription criteria.

(a) Appeals

If your child is not offered a place at a school of your preference, you have the right of appeal to an Independent Appeals Panel. You can appeal to any or all of the schools, using the appeals form at www.bury.gov.uk/admissions or you can request a form from the Admissions Team.

You should give the reasons for wanting a place at each school. A statement will be prepared showing why the LA has not been able to offer a place.

Your form and the LA statement will form the basis of the consideration by the Appeals Panel. You will be invited to the meeting to discuss your case with the Panel. An LA or Governor representative will also be invited. The Panel will make their decision based on the information available to them at the meeting.

It is anticipated that appeals will be heard from April onwards, depending on the amount of topping-up the LA can do and how many appeals are received.

If it is necessary for you to go to the Independent Appeals Panel, further information will be sent to you by the Democratic Services Section of the Council who arrange the appeals meetings.

(b) Waiting lists

After 31st August, all names held on the waiting list will be forwarded to the appropriate school.

WHAT HAPPENS IF I MOVE HOUSE?

You may decide to move house before 1st March 2027. Your new address can be taken into account only if you exchange contracts on a property or if you have a legally binding long-term rental agreement by 31st October 2026, and where this is your only property or place of residence. It is essential that acceptable evidence of residency is provided before consideration can be given to using that address. The LA cannot take any other circumstances into account.

If you move after 1st March 2027, the following arrangements will apply;

(a) In cases where parents move from inside or outside the Borough to an address in the area of a secondary school which is already filled to the designated intake level, and request a place at that school, then consideration can only be given through the topping-up procedures and in accordance with the criteria. It is essential that acceptable evidence of residency is provided before consideration can be given to using that address.

(b) In cases where parents move house further away than the furthest distance allocated for an oversubscribed school, or move outside the Borough before the end of April 2027, the LA reserves the right to amend the original allocation.

IS THERE ANYTHING ELSE I NEED TO KNOW?

Bury Council does not fund places in independent schools.

As space is limited in this information guide, you may find the following links useful:-

* Examination results are published in the school prospectus and OFSTED Inspection reports are available from each school or via www.ofsted.gov.uk.

* School performance information for Bury LA (DfE No: 351) is available free from the Department for Education (DfE), Tel: 087 0000 2288
Email: coi.perftables@tpg.co.uk or see DfE website www.education.gov.uk

* In addition, each secondary school has produced a prospectus containing detailed information about the school. A free copy of each school's prospectus is available directly from the school. (Telephone numbers of each school are given previously in this information guide).

* Information about school uniforms, after school activities, bullying policies etc. may be contained in the prospectus or can be discussed at Open Days, or by telephoning the school.

* Details of bus routes and timetables are available from TFGM -telephone 08712 00 22 33 or via www.tfgm.com.

* Information for the Metrolink is available at main Metrolink Stations or via www.metrolink.co.uk.

* Other useful information for parents can be found at www.directgov.uk and at www.parentscentre.gov.uk.

* Some children may be entitled to free school meals or to help towards travel costs. If you live in the Bury area, please contact 0161 253 5858 for free school meals or 0161 253 6968 or schoolandcollegetransport@bury.gov.uk for transport.

* If you do not name local schools as a preference, you should be aware of the possible consequences:-

1. You may not be offered a school of your preference, especially if the schools you have listed are the ones which are usually oversubscribed.
2. You may then find that the schools closest to your home have been filled from children who did express them as preferences.
3. The only schools which have vacancies may not be close to your home.

Over a number of years some parents have used an address which is not the child's normal place of residence, in an attempt to enhance the chance of a place being offered in a preferred school. The LA will seek further evidence of any address, where it is felt necessary. If a child obtains a place by fraudulent means, the sibling rule will not apply to younger children.

Places will be withdrawn if it is found that incorrect information has been supplied on the application form as a means of securing a place at a preferred school.

* Where a child lives part of the week with one parent and the other part with another parent, the LA will only accept the address of the child's main residence. For example where the child benefit is paid, or where the child is registered with a GP and in agreement with both parents.

OTHER LA CONTACT NUMBERS

If you intend to apply for a school in another area, you must include it on the application provided by your home LA. This will be the Authority you pay your council tax to. However, you should check individual school policies and timescales with the school or with the LA the school belongs to.

There are links to other LA websites at www.bury.gov.uk

Bolton	01204 332137/332143/332144
Lancashire (Rossendale Area)	01254 220718
Manchester	0161 245 7166
Oldham	0161 911 4213
Rochdale	01706 925982
Salford	0161 909 6508

PLEASE REMEMBER

1. The information given in this document has been prepared in advance of the 2027/2028 school year to which it refers. It is possible, therefore, that there may be changes affecting the information contained in this information guide for the 2027/2028 school year or subsequent years.

2. Admission Authorities reserve the right to make any adjustments to the published admission policy where this is necessary to comply with legislation.

3. Admission Authorities will withdraw the offer of a place if it is subsequently shown that incorrect details have been supplied to secure the place.

4. Data Protection Act - The Council maintains a Register Entry in respect of Education, which includes the administration relating to pupils. Personal information provided is treated in confidence and complies with the requirements of the Act. This information may also be shared with other relevant parties such as other Local Authorities, Admission Authorities, schools and other departments of the Council.

APPENDIX 1 ADMISSIONS POLICY FOR COMMUNITY SECONDARY SCHOOLS AND NON FAITH ACADEMIES

Children with an Education, Health and Care Plan, will be given a place at the school named on their EHCP.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children. (1) (2)

2. Children who will have an older brother or sister in the school in September 2027. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.

3. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/carer to whom the Child Benefit payment is paid or where the child is registered with a GP and in agreement with both parents.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

1st, 1st and 1st preferences for all secondary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

1 A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions, in England.

2 A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, aswell as a child who appears to have been in state care outside of England care (ie. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

The Admission polices for our voluntary aided schools can be found on our website at :- www.bury.gov.uk/admissionssecondary.

APPENDIX 2 DETAILS OF OPEN DAYS/EVENINGS

Details of Open evenings dates and times can be found on our website at www.bury.gov.uk/admissionsecondary.

Invitation to or attendance at these events in no way guarantees an offer of a place at the school. Places will be allocated in accordance with the admissions criteria.

APPENDIX 3 SEN PROVISION

The LA provides a continuum of provision with the majority of pupils with SEN being educated in mainstream schools. However, a small number of pupils are educated within special schools or specialist provision associated with a mainstream school. The table below provides information in relation to such provision.

Provider	Type of provision
Woodhey Specialist Science College	Provision for pupils with social communication difficulties
Elms Bank Specialist Arts College	Day special secondary school for pupils with severe and complex learning difficulties and social communication difficulties
Brookhaven	Provision for pupils with autism and/or speech and language communication difficulties.
The LA also utilises a range of non-maintained special and independent schools	

APPENDIX 4 MAKING YOUR APPLICATION

- Where a child lives part of the week with one parent and the other part with another parent, the LA will only accept the address to which the Child Benefit is paid, or where the child is registered with a GP and in agreement with both parents.

- Please do not state independent schools on your application as they are not part of the co-ordinated scheme. You will need to apply directly to those schools.

- The LA will seek further evidence of any address, where it is felt necessary. If a child obtains a place by fraudulent means, the place will be withdrawn and the sibling rule will not apply to younger children.

- You should state 3 schools for which you have a preference. These can be schools in Bury or in other LA areas. Do not waste preferences by naming the same school more than once - it does not increase your chances of getting a place and does mean that you have missed the chance of putting an alternative school.

- Each preference you state will be considered equally.

- You can change your preferences up to and including 31st October 2026. It may not be possible to consider changes after that date. If you have submitted your online form and wish to make changes you must contact the admissions team.

- Do you need to include any supplementary evidence? - a baptismal certificate for St. Gabriel's, a baptismal certificate, and a sacramental programme for St. Monica's and a BCE2027 for Bury Church. These documents should be sent directly to the school.

- You must include any older brothers or sisters already in secondary school, and who will still be at school in September 2027. If you do not name them, your child will not be considered fully.

- If your child is in public care, or was previously in public care, please tick the box, and this can then be considered when allocations are processed.
- You have a legal right to state any reasons for your preferences. However, places will be allocated according to the criteria listed in the guide.
- Please ensure that you have included all the information needed for your application to be considered fully.
- Apply online or return the CAF to your child's primary school before 31st October 2026.

APPENDIX 5

Free School Meals - Free School Meals Section –
www.bury.gov.uk/freeschoolmeals

You may be entitled to free school meals for your child if you are in receipt of one of the following;

- Universal Credit – and your earned income is less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Job Seekers Allowance
- Income related Employment Support Allowance
- Child Tax Credit with an annual income that does not exceed £16,190 and you are not claiming Working Tax Credit
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

If your child is moving from primary to secondary in September 2027 and is currently receiving free school meals, we will check if they are still entitled and let their new school know. There is no need for you to reapply.

If you are not receiving free school meals and you believe you will be eligible you can apply

- by completing the form at www.bury.gov.uk/freeschoolmeals
- or by phone on 0161 253 5858

If your child is eligible for free school meals, it's worth registering them even if they're not going to have the school lunch. This is because schools receive a 'pupil premium' payment for each eligible child which they can spend on things which will benefit your child's education.

Bury Council administers free school meals claims for families who live in the borough and also for households in Manchester Council's area whose children attend schools in Bury. If you live anywhere else outside Bury Council's area, please contact the council where you live to claim free school meals.

If you have any further enquiries, please see our website at;

- www.bury.gov.uk/freeschoolmeals
- Telephone us on 0161 253 5858
- Email us at freeschoolmeals@bury.gov.uk

Home to School Travel Assistance – School and College Transport Team

Introduction

The Home to School Travel Policy outlines the circumstances in which Bury Council (the Authority) will provide travel assistance for children and young people, of compulsory school age, attending a mainstream school. This will usually be a free travel pass that is valid for the journey between home and school on school days only. If the school selected is based upon parental choice and there is a closer appropriate school with vacancies, then the pupil will not qualify for assistance unless one of the eligibility criteria below applies.

Eligibility

An eligible child is defined in the Education Act 1996 (inserted by the Education and Inspections Act 2006), Schedule 35B, for the purposes of Section 508B. Section 508B describes the local authority's duty in providing free travel arrangements for eligible pupils. The Council's statutory duties in respect of the provision of free transport are set out in section444 and Schedule 35B of the Education Act 1996 (inserted by the Education and Inspections Act 2006).

A pupil from a low-income family will be eligible for assistance if they meet one of the following criteria:

☐ 8 to 10 years who are attending their nearest appropriate school that is more than 2 miles from their home

☐ 11 to 16 years attending 1 of 3 nearest appropriate schools that is more than 2 miles and less than 6 miles from their home.

☐ Aged 11 to 16 years attending nearest appropriate school preferred by religion, faith or belief that is more than 2 miles but less than 15 miles from home.

A low-income family is defined as a family whose parents/carers are in receipt of the maximum level of working tax credit or the pupil / young person is eligible for free school meals

In addition, the Authority will provide support for pupils / young people who are:

☐ Under 8 years, where the distance is over 2 miles to their nearest appropriate school

☐ 8 years and over where the distance is over 3 miles to their nearest appropriate school.

The "appropriate" school in the case of mainstream education would usually be the nearest school in the area the pupil resides with the capacity to accommodate them.

The Authority will provide assistance towards the travel for pupils / young people who are attending a school that is a City Technology College, City College for the Technology of the Arts or an Academy, providing they meet the eligibility criteria within the policy. The Authority will not provide assistance towards the cost of travel to pupils / young people attending independent schools or to pupils under or over the compulsory school age. f you wish to apply for assistance with travel for September 2027, applications can be made online www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance.

Travel Assistance for pupils with Special Educational Needs

The Council provides assistance with travel arrangements for eligible pupils who because of their special educational needs, disability or mobility difficulties, cannot reasonably be expected to walk to school. This policy is available via the website at www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance.

In making provision to meet the needs of those deemed to be eligible, the Council will consider the use of sustainable modes of travel, providing a number of options based on choice and independence including assisted use of public transport, financial assistance for parents providing transport, wherever possible promoting independent travel as part of the core offer.

The parents' or young person's preferred school or college might be further away from their home than the nearest school or college that can meet the child or young person's special educational needs. In such a case, the local authority can name the nearer school or college in the Education, Health Care Plan, if it considers it to be appropriate for meeting the child or young person's special educational needs. If the parents prefer the school or college that is further away, the local authority may agree to this but is able to ask the parents to provide some or all of the transport funding. Code of Practice 2014.

Pupils /young people who have a learning difficulty or are registered blind or profoundly deaf and without speech are entitled to a free travel pass from Transport for Greater Manchester (TfGM).

Pupils/young people partially sighted or profoundly or severely deaf are entitled to a free limited travel pass from TfGM. These passes are only valid after 9:30am.

If you would like to apply for a free TfGM concessionary travel pass please contact TfGM www.tfgm.com.

If your child has an Education Health Care Plan and is eligible for assistance with travel to school you need to apply using the application form which can be downloaded from www.bury.gov.uk/schools-and-learning/school-and-college-travel-assistance. If your child is not eligible for assistance with travel, however they have additional special educational needs which impacts on their ability to travel independently the Council are able to offer support with Independent Travel Training using a parent pack. Please contact the school and college transport team for further information.

APPENDIX 6

Summary of the Co-ordinated Admission Schemes for BURY LA maintained schools 2027/28

1. The scheme enables parents of all pupils living within Bury who are transferring to secondary schools, to compete an application expressing three preferences for admission to all maintained schools within Bury and in other LA areas. The preferences are to be ranked in preference order, and parents will be asked if they wish to state reasons for their requests. Supplementary forms may be required for some schools. It is the responsibility of the parent to complete both forms. Independent schools are not included in the scheme.
2. An information letter will be sent to parents/carers early in September 2026 via your child's primary school.
3. The completed application must be returned or submitted online by 31st October 2026.
4. All preferences for Bury secondary schools will be considered equally.
5. If more than one school place can be offered to one pupil by different admissions authorities, a single offer will be made by the home LA for the school which is ranked the highest by the parent.
6. Email notifications will be sent to online applicants after 9am on 1st March 2027. Bury will post out letters to those that have applied by paper form on 1st March 2027.
7. Applications received after the closing date of 31st October 2026 will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after 1st March 2027

Transfer to Secondary School

Timeline

SEPTEMBER

Information letter will be sent to you via your child's primary school.

Visit school Open Day and Evenings.
Collect school prospectuses.

OCTOBER

Apply online at www.bury.gov.uk before 31st October 2026 or complete a paper application and return to your child's school or Admissions Team.

NOVEMBER

All applications are processed and preferences are considered in line with the published admissions policies.

We will liaise and exchange information with neighbouring Authorities.

JANUARY/ FEBRUARY

Allocations and offers are finalised.

MARCH

Letters informing you of which school your child has been allocated are posted out on 1st March 2027. If you have applied online email notifications are sent out after 9am on 1st March 2027.

You will accept or decline your child's place.

If you are not offered your first preference you will be advised about the appeals process. Places may also become available through the "topping up" process.

MAY

Appeals will be held.

JUNE

Summer term 2027 - Your allocated school will contact you directly with details of your child's induction.

Department for Children and Young People
3 Knowsley Place, Duke Street, Bury BL9 0EJ
www.bury.gov.uk