

ARRANGEMENTS FOR ADMISSION TO RECEPTION FOR THE 2026/27 ACADEMIC YEAR

GUIDANCE FOR PRIMARY SCHOOLS

Timetable for applications

As you are aware the applications for primary school are now all online through Tameside's website www.tameside.gov.uk/admissions. This will be available from **1st November 2025** to the closing date of **15th January 2026**.

The timetable is shown below:

Timetable of co-ordinated primary school scheme

October 2025	Letters to be sent to all children on schools list plus children in nursery
1 November 2025	Tameside Online application becomes available
15 January 2026	Closing date for online applications to be submitted.
23 January 2026	LA to send details to neighbouring LAs if a preference for one of their schools has been expressed.
6 February 2026	VA schools to be sent copies of all the applications for their school and distances
13 February 2026	Schools to have verified siblings using Schools Portal
27 February 2026	VA schools to provide LA with ranked lists for all preferences using the Schools Portal
9 March 2026	Begin exchanging information and allocation process
15 April 2026	All schools to receive notification of the pupils allocated places at their school by Schools Portal
16 April 2026	Allocation Letters posted / Emails go out.
17 April 2026	Schools to write to parents asking them to accept by 28 th April 2026
27 April 2026	2 nd round for Late applications received between 16/1/26 and 26/4/26
28 April 2026	Acceptance slips to have been received by schools
29 April 2026	Schools to have advised Admissions of any places that have become available
30 April 2026	Reallocation of any available places
1 May 2026	Primary Waiting Lists available
15 May 2026	Closing date for receipt of appeals
25 May 2026	3 rd round for Late applications received between 27/4/26 and 24/5/26
10 July 2026	Last date for hearing of appeals

Publicity

Posters have been previously emailed. Please can you display at all entrances.

Starting Out and the Application Form

Copies of the new "Starting Out" booklet, and the application form, will be available online from early November and can be accessed through Tameside's website

www.tameside.gov.uk/admissions

Attached to this email are two letters, one for Tameside residents and one for extra district residents. Please arrange for the relevant letter to be distributed to every parent who has put their child's name on your waiting list, **or** attends your nursery at the end of October/beginning of November.

The online application is available from **1st November 2025** until the closing date of **15th January 2026**

You will be able to view the applications for your school by logging onto the Schools Portal.

In light of class size limits in Key Stage 1, it is really important that applications are received on time. It would be extremely helpful if you could follow up any parents who do not submit a form to remind them / check whether they have moved out of the area. This may be done by letter or by telephone.

This year we have seen an increase in complaints being received by parents saying they haven't received any notification off schools advising them to apply. When these have been followed up, schools have been able to prove they have in fact sent several letters/emails to parents. Please can you ensure you keep a record of dates that information/applications were chased up as this will help if parents submit an appeal.

Address Checks

As in previous years, we are **only going to ask parents to provide the relevant proof where there is a question on their address.**

However, if a Voluntary Aided school requires this as part of their allocation process they can request this proof as an item of supplementary evidence.

If parents are contacted, they will need to provide **two proofs** of address from the list below and they may bring them into school. Please can you email across anything you receive to schooladmissions@tameside.gov.uk and mark clearly with the pupil's name.

- Mortgage Statement*
- Tenancy agreement or letter from landlord*
- Council Tax Statement*
- Council Tax benefit statement*
- TV licence*
- Home contents insurance certificate*
- Buildings insurance certificate*

- Recent utility bill (gas, electricity, water, land-line telephone bill but not a mobile phone bill)**
- Letter from a solicitor confirming exchange of contracts on a house**

* issued within the 12 months preceding your application

** issued within the 3 months preceding your application

Siblings

It is particularly important that sibling applications are received on time and we would be grateful if you could make every effort to inform parents of current pupils how important this is.

Additional Information VA Schools

Some VA schools require additional information e.g. a baptismal certificate, proof of address or evidence of church attendance. If you receive this and it isn't for your school, please forward to the Admissions Sections, clearly showing the name of the pupil so that it can be forwarded to the correct school. Any evidence received directly by Admissions will be forwarded to the relevant school.

Sibling Checks

In February, once all the applications from other authorities have been downloaded I will email schools asking them to verify the siblings on the portal. **Please do not do this before I email, as all the applications may not be showing on your portal.**

VA Schools

Approx 6th February I will send all the VA schools copies of their applications and a spreadsheet of applicants. Please can you arrange for your governors to meet to apply your schools criteria after this date and arrange for the rankings to be added to the portal by 27th February at the latest. As the criteria cannot be added to the portal with the rankings please return the completed spreadsheet with the ranks and criteria for each child.

National Offer Date

The offer date is Thursday 16th April and parents will be able to log onto their online application to view the school allocated to their child from midnight. They will also receive a system generated email confirming the allocation at some point on this date.

If parents have not been allocated their 1st preference school, their child's name will **automatically** be added to all of the schools waiting list that they have ranked higher than the school allocated. Parents will also have the right to appeal. If parents are happy with the school allocated they will need to email schooladmissions@tameside.gov.uk to request their child's name is removed off the list. **Failure to do this will result in them losing their allocated school for a school they originally ranked higher.**

Schools should write out as soon as possible after offer day and request that parents accept/refuse the place by 28th April at the latest. In your letter please make it clear that their child's name can only be removed off your schools list if they have another allocated school i.e. Independent School.

Please provide details of any available places by 29th April.

Waiting Lists

Positions on waiting lists will be available from 1st May and parents can either ring the Admissions team or email in to find their child's position.

If a place becomes available at your school, this place will be allocated to the child at the top of your waiting list. We **will not** ask the parents first as this is an automated process and it is presumed if they have not requested their child's name to be removed off the waiting list that they still want the place.

Late Applications

The processing of late applications will start from 27th April and I will inform schools as soon as I can after this date of any child allocated to them.