

What sort of help and advice is available?

- Help in completing form online or paper application.
- How the co-ordinated admission arrangements work, should you want a school in a different area.
- How admission policies work and why they are all different e.g. Local Authority, Voluntary Aided, Academies and Trust Schools.
- Where to find information about the latest Ofsted reports, performance and achievement tables for individual schools.
- Which schools are popular and information about previous years allocations, number of successful applications and how waiting lists are managed for schools.
- Gather information about individual schools including prospectus, online profiles, ethos and any special facilities available.
- Information about special needs facilities and provision within individual mainstream schools.
- Details of curriculum on offer including whether school's have a 'specialism'.
- Times of school day and term dates.

- Information about transport and eligibility.
- Uniform policies and what help is available.
- Schools charging policies to include details of whether there is any help with costs for school trips and activities.
- Advice and support on appeals, number of appeals heard and how many were successful.
- Help and support for parents who have been refused a place at their preferred school and wish to appeal.

The Choice Adviser will:

- Have discussions with individual parents either on the phone or by making an appointment.
- Research information for parents.
- Arrange meetings in primary schools for groups/individual parents.
- Will be available at open evenings at secondary schools.
- Arrange drop in sessions within the community if required.

