

## TRAFFORD COUNCIL

**Report to:** Executive Member for Children's Services  
**Date:** February 2020  
**Report for:** Decision  
**Report of:** Corporate Director of Children's Services

### Report Title

**Determination of the 2021 Admission Arrangements for Community and Voluntary Controlled Schools and Approval of Associated Documents**

### Summary

The Local Authority (LA), in its role as Admission Authority for community and voluntary controlled schools, is required to determine the 2021 admission arrangements for these schools by 28 February 2020.

a) **Trafford Primary/Infant/Junior Community and Voluntary Controlled Schools - 2021 admission arrangements**

The 2021 admission arrangements remain unchanged.

b) **Lostock College – 2021 Admission Arrangements**

The 2021 admission arrangements remain unchanged..

c) **2021 Community School Published Admission Numbers (PAN)**

The LA proposes an increase to the admission numbers of Gorse Hill Primary School from 50 to 60 and Worthington Primary School from 45 to 60.

d) **Co-ordinated Admission Schemes – Primary and Secondary**

The LA is responsible for the determination of co-ordinated admission schemes; both primary and secondary. These documents have also been included in the consultation process.

### Recommendations

1. That the Executive Member determines the 2021 admission arrangements as proposed in Annexes A,B and C.

Annex A 2021 Community School Published Admission Numbers (PAN).

Annex B Trafford Primary/Infant/Junior Community and Voluntary Controlled Schools – 2021 Admission Arrangements (including priority for children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted)

Annex C Lostock College – 2021 Admission Arrangements

2. That the Executive Member approves the Schemes as proposed in Annexes D and E:

Annex D 2021 Co-ordinated Admissions Scheme (Primary)

Annex E 2021 Co-ordinated Admissions Scheme (Secondary)

Contact person for access to background papers and further information:

Name: Marilyn Golding  
Extension: 912 1853

Background Papers: None

**Implications:**

Relationship to Policy Framework/Corporate Priorities	Preserving and improving educational excellence for all our children.
Relationship to GM Policy or Strategy Framework	N/A
Financial	There are no financial implications
Legal Implications:	The proposed admission arrangements comply with School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None
Risk Management Implications	None
Health & Wellbeing Implications	None
Health and Safety Implications	None

**1. Background**

Admission authorities must determine their 2021 admission arrangements by 28 February 2020. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

Trafford LA has undertaken consultation with regard to the following policies and procedures:

- a) **2021 Community/Voluntary Controlled School Published Admission Numbers (PANs)**
- b) **Trafford Primary/Infant/Junior Community and Voluntary Controlled Schools - 2021 admission arrangements;**
- c) **Lostock College - 2021 Admission Arrangements**
- d) **2021 Co-ordinated Admissions Scheme (Primary)**
- e) **2021 Co-ordinated Admissions Scheme (Secondary)**

**2. Consultation**

The governing bodies or trusts of all Trafford maintained and state funded schools, other LAs and diocesan representatives from the Diocese of Chester, Manchester, Shrewsbury and Salford were advised that consultation would take place between 7<sup>th</sup> October 2019 and will close on 18<sup>th</sup> November 2019 and advised that consultation documents could be viewed on Trafford's website. Notification of the consultation was included in Trafford's weekly update for childcare providers and also through social media channels for both early years providers and parents. Announcements were placed in a local newspapers advising "relevant parents" and "other groups with an interest in the local area (for example, community groups)" that consultation papers were available on Trafford's website.

Trafford LA published the following documents for consideration:

- a) **2021 Community/Voluntary Controlled School Published Admission Numbers (PANs)**

No comments or objections were received.

**b) Trafford Primary/infant/junior Community and Voluntary Controlled Schools - 2021 Admission Arrangements**

No comments or objections were received.

**c) Lostock College - 2021 Admission Arrangements**

No comments or objections were received.

**d) 2021 Co-ordinated Admissions Scheme (Primary)**

No comments or objections were received.

**e) 2021 Co-ordinated Admissions Scheme (Secondary)**

No comments or objections were received.

**4. Reasons for Recommendation**

Failure to reach a determination on the 2021 admission arrangements by 28<sup>th</sup> February 2020 would be in contravention of the School Admissions Code and the School Admissions Regulations 2012.

The recommendations are made in order:

- a) to enable the admission authority, the LA, to meet its duty to provide sufficient places and to allocate school places within a reasonable distance; and
- b) to meet the requirements of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code.

**Key Decision** No

**If Key Decision, has 28-day notice been given?** N/A

**Finance Officer Clearance** AN  
**Legal Officer Clearance** PD



**CORPORATE DIRECTOR'S SIGNATURE** *(electronic)*.....

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

## TRAFFORD COMMUNITY SCHOOLS – PUBLISHED ADMISSION NUMBERS (PANs)

SCHOOL	2020 PAN	2021 PAN
Barton Clough Primary School	30	30
Bollin Primary School	60	60
Broadheath Primary School	90	90
Brooklands Primary School	90	90
Broomwood Primary School	60	60
Cloverlea Primary School	30	30
Davyhulme Primary School	70	70
Firs Primary School	60	60
Flixton Primary School	60	60
Gorse Hill Primary School	50	60
Heyes Lane Primary School	90	90
Highfield Primary School	40	40
King's Road Primary School	90	90
Kingsway Primary School	30	30
Lostock College	148	148
Moorlands Junior School	60	60
Moss Park Infant School	60	60
Moss Park Junior School	60	60
Navigation Primary School	60	60
Oldfield Brow Primary School	60	60
Partington Primary School	60	60
Seymour Park Community Primary School	84	84
Springfield Primary School	90	90
St. Matthews CE Primary School	30	30
Stamford Park Infant School	70	70
Stamford Park Junior School	70	70
Templemoor Infant and Nursery School	60	60
Tyntesfield Primary School	60	60
Urmston Primary School	70	70
Victoria Park Infant School	60	60
Victoria Park Junior School	60	60
Well Green Primary School	30	30
Wellfield Infant and Nursery School	60	60
Wellfield Junior School	60	60
Willows Primary School	45	45
Woodheys Primary School	60	60
Woodhouse Primary School	30	30
Worthington Primary School	45	60

## TRAFFORD 2021 PROPOSED ADMISSION ARRANGEMENTS

### COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY, INFANT AND JUNIOR SCHOOLS

#### Infant/Primary School Admissions

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. In Trafford, all children may commence primary education earlier than the legal admission date, if parents so wish, through a single intake in September of children who will become 5 between 1 September and 31 August in the admission year. Parents can defer their child's entry until later in the school year. In this instance, the place will be held for the child and is not available to be offered to another child. However, parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can choose for their children to start school on a part time or full time basis, and can also choose a place at a nursery or other early learning setting. In addition, the parents of a summer born child may submit a request for their child's entry to be delayed until the September following the child's fifth birthday, so that the child is admitted out of their normal age group – to reception rather than year 1. Alternatively, parents can choose to provide efficient full-time education otherwise than at school.

Applications for children born between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017 can be submitted from the beginning of the 2020 autumn term. The closing date for applications is **15 January 2021**.

Decisions regarding the allocation of places will be posted to parents on **16 April 2021**. Applications received after the closing deadline, 15 January 2021, will only be considered after all other applications received on time have been processed.

#### Oversubscription Criteria

Quite often, there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed". When schools are "oversubscribed" the admissions authority has to adopt criteria for deciding which children are to be offered the available places.

All children whose Education, Health and Care (EHC) Plan names a school, **must** be admitted to that school.

Trafford is the Admission Authority for all community and voluntary controlled schools in Trafford (listed in Annex 1).

**Where the number of applications for a Trafford community or voluntary controlled school exceeds the number of places available at the relevant school, the following over-subscription criteria will apply:**

1. Looked after children and children who were previously looked after. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions. Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)<sup>1</sup>.
2. *Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*
3. Children who live in the catchment area of the requested school, who will have a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).

<sup>1</sup> Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4. Children who live in the catchment area of the requested school.
5. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or partner junior school **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
6. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school.

The distance from the home address will be calculated from the seed point of the property, which is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666), and are available on request from Trafford's School Admission Team. For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. Royal Mail Postal Address Information may be used in some instances. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the Directory of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"

In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

If there are more applicants than can be accommodated at a school in criteria 1 to 5, places will be offered to those children in each criterion, whose place of residence is nearest to the school, as defined in criterion 6.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw, conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

### **Final Tie Break Arrangements**

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list, the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

### **The Draw**

The draw will be made by a person independent of the relevant school and from the Children, Families and Wellbeing Directorate.

The draw will be scrutinised by another person independent from the relevant school, and from the Children, Families and Wellbeing Directorate.

The application reference number for each pupil to be included in the draw will be recorded in Part 1 of the 'Random Draw Record Sheet'.

Each application reference number will be recorded on a separate sheet and sealed into an envelope. The envelopes will be shuffled by the person designated to make the draw and an envelope will be chosen.

The person designated to make the draw will open the chosen envelope and record the name in Part 2 of the 'Random Draw Record Sheet'

This process will be repeated until all the available places are allocated.

The person designated to make the draw and the Independent Scrutineer will sign the declarations in Part 3 of the 'Random Draw Record Sheet' to confirm that the process has been carried out in accordance with this procedure.

### **Junior School Admissions**

Trafford Community Junior Schools will admit into Year 3 **all** pupils from year 2 of their partner Infant school whose parents so wish, regardless of their published admission number. Other pupils will be admitted provided that the prospective Year 3 age group has not reached the School's published admission number.

**Should the School receive more applications from "non partner infant school" pupils than can be accommodated, places will be offered in accordance with the published oversubscription criteria.**

## Home Address

The criteria used by Trafford in determining admissions to Community and Voluntary Controlled Schools refer, in every instance, to the child's home address. This means the address where the child normally and permanently lives. In the case of parents who are separated:

- where child-care arrangements are shared between two addresses in the catchment area, the child will be considered as living in the catchment area;
- where one of the addresses is outside the catchment area, the child will be regarded as living outside the catchment area.

If there are more applicants than can be accommodated at a school in the relevant category, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission.

It is always assumed that the correct factual information will be provided when an application for a school place is submitted. However, proof of the child's residency may be requested so that the application can be considered correctly alongside other applicants.

Applications for children who move into or within Trafford by the 15 January 2021, who have submitted an on time application, will be considered in light of the new address details. Applications for children who move after the 15 January 2021 will be considered from the new address in the review of allocation decisions in May 2021, following the same criteria as used for initial allocations.

The Admissions Team must be informed immediately of a change of address, or of an intention to change address, at any time during the transfer process, as this may change a child's priority for a particular school. Failure to advise a proposed change of address may be considered as a misleading application.

Trafford takes very seriously any attempt to gain an unfair advantage in the admissions process by giving false information and will make every effort to ensure that sufficient documentary evidence is provided to support a claim. **If a place is offered at a school and then it is discovered that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living at an address) the place will be withdrawn and offered to the next eligible child.** A place may also be withdrawn even after a child has started school.

## Catchment Areas

All Trafford Community/Voluntary Controlled Infant and Primary Schools have a catchment area. Property information on catchment areas is held in Trafford's Local Land and Property Gazetteer which complies with BS7666. A number of community schools share an area with an adjacent community school and children who live in such a "shared" area are considered, for admissions purposes, to live within the catchment area for both schools.

## Delayed Entry of Summer Born Children

In a very few circumstances, a parent may feel that their summer born child is not ready to begin school before their fifth birthday. In this case, where a child is born between 1 April and 31 August a parent can request that their child's admission to school is delayed, so that the child is admitted into the reception class, out of their normal age group, at the point at which other children in their age range are beginning Year 1.

### 1. Request Process

Parents will be required to approach all the preferred schools to discuss their child's circumstances by 15<sup>th</sup> January 2021. Each school will complete a Delayed Entry Request Form with the parent. Each school will consider the information provided and complete the Decision Outcome Section of the Delayed Entry Request Form.

### 2. Decision Making Process

A Decision Panel will be constituted. The Panel will include at least 3 headteachers; this will be the headteachers from all the preferred schools and any other nominated headteachers and 2 officers from Trafford's primary Team. The Panel will consider the decision outcomes from the relevant

schools and a final decision will be agreed. All schools participating in the Scheme will abide by the final decision of the Panel.

### **3. Notification of Decision**

Parents will be advised of the outcome of their request by 16th April 2021. Where the request is agreed, the application for the normal age group will be withdrawn and no place will be offered.

If the request is refused, the parent will receive the offer of a school place for admission to the normal age group on 16th April 2021. The parent must decide whether to accept the offered place, and may choose to defer admission until later in the reception year, or to refuse it and make an in year application for admission to year one in the September following the child's fifth birthday.

### **4. Application/Allocation Process**

Where a request is agreed, this is an agreement in principle and does not reserve a place or guarantee that the child will be allocated a place at a preferred school in the next admission round. Therefore, where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. That application will be considered, alongside all the other applications received for admission that year, according to the published oversubscription criteria. Where a place cannot be allocated at any of the preferred schools, a place will be allocated at the nearest participating school with a vacancy. Again, the parent must decide whether to accept the offered place, and may choose to make an in year application for admission to year one at a preferred school.

Parents who are refused a place at a school for admission to the normal age group have the right of appeal to an independent appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. In the case of schools participating in the Scheme they should complain through Trafford's complaints procedure. For all other schools or academies, parents should make a complaint under the school's complaints procedure.

Although it is the case that one admission authority cannot be required to honour a decision made by another admission authority, all participating schools agree to abide by the decision of the Panel and will consider the delayed entry application, if required, in accordance with the published oversubscription criteria, for admission in the next admission round.

### **In Year Applications**

Applications received outside the normal admissions round "In Year", will be determined by the same oversubscription criteria.

Children in public care, who require admission to a school outside the normal admissions round, will normally be offered a place at the school serving the address at which the pupil is living, subject to the requirements of Infant Class Regulations. Applications will normally be processed within ten school days of the application.

### **Nursery Places**

Applications for admission to a nursery class should be made to the Headteacher of the school who decides on admissions, in accordance with the policy adopted by the Governing Body of the School. Attendance at a nursery class attached to a community/voluntary controlled school does not give a child any additional priority when applying for a place in the reception class of the school.

### **Right of Appeal**

In accordance with the School Standards and Framework Act applicants have the right to appeal against any decision made by the Admission Authority. An Independent Appeals Panel has been set up specifically for this purpose. To exercise this right, an appeal form must be requested from the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221.



## **Annex 1**

### **Trafford Community/Voluntary Controlled Primary, Infant, Junior Schools**

Broadheath Primary School	Seymour Park Community Primary School
Brooklands Primary School	Springfield Primary School
Broomwood Primary School	St. Matthew's C.E. Primary School
Cloverlea Primary School	Stamford Park Infant School
Davyhulme Primary School	Stamford Park Junior School
Firs Primary School	Templemoor Infant and Nursery School
Flixton Primary School	Urmston Primary School
Gorse Hill Primary School	Victoria Park Infant School
Heyes Lane Primary School	Victoria Park Junior School
Highfield Primary School	Well Green Primary School
King's Road Primary School	Wellfield Infant and Nursery School
Kingsway Primary School	Wellfield Junior School
Moorlands Junior School	Willows Primary School
Moss Park Infant School	Woodheys Primary School
Moss Park Junior School	Woodhouse Primary School
Navigation Primary School	Worthington Primary School
Oldfield Brow Primary School	

## LOSTOCK HIGH SCHOOL - 2021 ADMISSION ARRANGEMENTS

Trafford is the Admission Authority for Lostock High School. The closing date for applications for transfer to secondary school in September 2021 is 31<sup>st</sup> October 2020. Applications received after the closing date will only be considered after all other applications received on time have been processed.

### Over-Subscription Criteria

Quite often there are not enough places at a school to satisfy every parent who wants to send their child there. This is what is meant when a school is "oversubscribed".

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted. If the number of other applications exceeds the number of places available the following criteria will apply:

7. Looked After Children and all previously Looked After Children. 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 (as defined in Section 22(1) of the Children Act 1989). Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)<sup>2</sup>.
8. *Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*
- 3 Children who live in the catchment area of the School who will have a sibling attending the School at the time of the applicant's proposed admission (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
- 4 Children who live in the catchment area of the School,
- 5 Children who live outside the catchment area who will have a sibling attending the School **at the time of the applicant's proposed admission** (This includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit),
- 6 Children who live nearest to the School, calculated in a direct straight line from the child's permanent place of residence to the School. The co-ordinates that will be used for Lostock High School are 378147, 395323. For the home address the distance will be calculated using property co-ordinates provided from Trafford's Local Land and Property Gazetteer (BS7666) (Royal Mail postal address Information may be used in some instances). In the case of a child living in a block of flats, co-ordinates will be obtained in the same way.

If there are more applicants than can be accommodated at a school in criteria 1. to 5. places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 6.

Where two or more applications cannot be otherwise separated the final place will be determined through a random draw conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate.

### Final Tie Break Arrangements

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

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<sup>2</sup> Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **The Draw**

The draw will be made by a person independent of the relevant school and from the Children, Families and Wellbeing Directorate.

The draw will be scrutinised by another person independent from the relevant school, and from the Children, Families and Wellbeing Directorate.

The application reference number for each pupil to be included in the draw will be recorded in Part 1 of the 'Random Draw Record Sheet'.

Each application reference number will be recorded on a separate sheet and sealed into an envelope. The envelopes will be shuffled by the person designated to make the draw and an envelope will be chosen.

The person designated to make the draw will open the chosen envelope and record the name in Part 2 of the 'Random Draw Record Sheet'

This process will be repeated until all the available places are allocated.

The person designated to make the draw and the Independent Scrutineer will sign the declarations in Part 3 of the 'Random Draw Record Sheet' to confirm that the process has been carried out in accordance with this procedure.

## **Catchment Area**

The catchment area for Lostock High School – All M32 postcodes

## **Your home address**

The criteria used by Trafford in determining admissions to Community and Voluntary Controlled Schools refer, in every instance, to the child's home address. This means the address where the child normally and permanently lives. In the case of parents who are separated:

- where child-care arrangements are shared between two addresses in the catchment area, the child will be considered as living in the catchment area;
- where one of the addresses is outside the catchment area, the child will be regarded as living outside the catchment area.

If there are more applicants than can be accommodated at a school in the relevant category, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. You may also be required to provide proof of residency. Failure to do so may result in the offer of a place being withdrawn.

## **In Year Applications**

Applications received outside the normal admissions round "In Year", will be determined by the same oversubscription criteria.

## **The information you provide to the LA**

We assume that you will always provide us with the correct factual information when you apply for a school place and you may be required to provide proof of residency at your stated address. You should be aware that any place that has been offered on the basis of false or misleading information may be withdrawn and the place may be offered to another child.

## **Right of Appeal**

In accordance with the School Standards and Framework Act you have the right to appeal against any decision made by the Admission Authority and an Independent Appeals Panel has been set up specifically for this purpose. If you wish to exercise your right of appeal you must contact the Legal and Democratic Services Team, Town Hall, Talbot Road, Stretford, M32 0YT, telephone number 0161 912 4221, to obtain an appeal form.

## 2021 PRIMARY CO-ORDINATED ADMISSIONS SCHEME

This Scheme is formulated in accordance with School Admissions Code which came into force on 19<sup>th</sup> December 2014.

Trafford LA has formulated this Scheme in relation to each school in the Trafford area.

The Governing Bodies/Trusts of the following schools and academies are the admission authorities for the primary schools to which this scheme applies:

Acre Hall Primary School	Partington Central Academy
All Saints' Catholic Primary School	St Alphonsus RC Primary School
Altrincham CE Primary School	St Anne's CE Primary School
Barton Clough Primary School	St Ann's RC Primary School
Bollin Primary School	St Hilda's CE Primary School
Bowdon CE Primary School	St Hugh of Lincoln RC Primary School
Elmridge Primary School	St Hugh's Catholic Primary School
English Martyrs' RC Primary School	St Joseph's Catholic Primary School
Forest Gate Primary School	St Margaret Ward Catholic Primary
Holy Family Catholic Primary School	St Mary's CE Primary (Davyhulme)
Lime Tree Primary School	St Mary's CE Primary School (Sale)
Old Trafford Community Academy	St Michael's CE Primary School
Our Lady of Lourdes Catholic Primary	St Monica's RC Primary School
Our Lady of the Rosary Catholic Primary	St Teresa's RC Primary School
Park Road Sale Primary School	St Vincent's Catholic Primary School
Park Road Academy Primary School	Tyntesfield Primary School

Trafford LA is the admission authority of the following primary schools to which this scheme applies:

Broadheath Primary School	St Matthew's CE Primary School
Brooklands Primary School	Seymour Park Community School
Broomwood Primary School	Springfield Primary School
Cloverlea Primary School	Stamford Park Infant School
Davyhulme Primary School	Stamford Park Junior School
Firs Primary School	Templemoor Infant School
Flixton Primary School	Urmston Primary School
Gorse Hill Primary School	Victoria Park Infant School
Heyes Lane Primary School	Victoria Park Junior School
Highfield Primary School	Well Green Primary School
King's Road Primary School	Wellfield Infant School
Kingsway Primary School	Wellfield Junior School
Moorlands Junior School	Willows Primary School
Moss Park Infant School	Woodheys Primary School
Moss Park Junior School	Woodhouse Primary School
Navigation Primary School	Worthington Primary School
Oldfield Brow Primary School	

## 1. APPLICATION PROCEDURE

- i) By 12<sup>th</sup> September in the offer year the primary application process will be open to all Trafford residents who wish to apply for places in state funded primary schools for following admission year. Applications can be submitted on line at [www.trafford.gov.uk](http://www.trafford.gov.uk), and paper application forms can be obtained on request from the Trafford's School Admissions Team.
- ii) An advertisement will be placed in the local press inviting parents whose children may not currently be attending a nursery class in a Trafford primary school to submit an application.
- iii) Applications must be submitted by **15 January** in the offer year.
- iv) Parents can apply for upto 5 schools, ranked in order of preference. It will be made clear that parents should include preferences for **any** state funded school where they wish their child to be considered for a place.

## 2. EXCHANGE OF DATA WITH OTHER AUTHORITIES

- i) The LA will process the common application form and by 7 February<sup>3</sup>, lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area. Similarly Trafford will receive list of parents resident outside Trafford who have expressed a preference for a Trafford maintained school.
- ii) By **21 February** Lists will be sent to all academies and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii) Academies and voluntary aided schools will be asked to apply their own admission criteria and to send back their lists by **7 March**. The list will indicate the order in which all children, for whom application to the school has been made, have priority by reference to those over-subscription criteria.
- iv) The LA will draw up similar lists for the community primary schools for which it is the admission authority.

## 3. ALLOCATION PROCEDURE

- i) By **7 March** the LA will have a list for each of its maintained schools and will compare the lists from all the schools in its area. When a child qualifies for one of the available places at more than one school, the LA will provisionally allocate a place at the school ranked highest by the parent on the CAF. The LA will also adjust the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible to be allocated a potential place, up the list to the provisional place which has been vacated.
- ii) Where a child is eligible to be granted admission to more than one school a place will be allocated at whichever of those schools is ranked highest by the parent. Where Trafford determine that a child is to be granted or refused admission to a school for which the governing body are the admission authority (see above), Trafford will notify the school's governing body of its determination.
- iii) Where the child is resident in the Trafford area any determination granting or refusing admission to a school will be sent direct to the parent (such determination being sent on behalf of a school's governing body in any case where Trafford are not the admission authority for the school).

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<sup>3</sup> Where any published date is not a working day, the next working day will apply

- iv) Where the child is resident in a different local education authority's area, Trafford will notify that authority "the home authority", by **21 March**, of their determination. The home authority will send any determination granting or refusing admission to a school in a maintaining authority's area to the parent (such determination being sent on behalf of the school's governing body in any case where they are the admission authority for the school).
- v) Where it appears that a child resident in Trafford is eligible to be granted admission to more than one school for which application has been made a place will be allocated at whichever of those schools is ranked highest. Where that place is in the area of another LA Trafford will write, on behalf of the LA or relevant admission authority.
- vi) Where any Trafford resident child cannot be allocated a place at a preferred school, Trafford will consider how to place that child in a school within the Trafford area. This will usually be the nearest school with a vacancy.
- vii) At this stage in the allocations process, any applications submitted after 15 January will be processed and places will be allocated in line with the published criteria.
- viii) By **31<sup>st</sup> March** notification of final offers/refusals will be sent to and received from other LAs
- ix) By **31<sup>st</sup> March** Trafford LA sends the final lists of pupils to be offered places to schools in Trafford and notifies the home authorities of the final determination.
- x) On **16<sup>th</sup> April** – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body.

#### 4. REVIEW PROCESS

- i) The offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by **30<sup>th</sup> April**. The acceptance of all places will be co-ordinated by Trafford LA. Parents will be invited to apply, direct to Trafford LA, for any vacancies that may arise, by **30<sup>th</sup> April**. Lists of applicants will be sent to other LAs, where the school is in another area and to voluntary aided schools within Trafford by **6<sup>th</sup> May**. Voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by **13<sup>th</sup> May**.
- ii) At this stage in the review process, any applications received after the closing date of **30<sup>th</sup> April** will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- iii) On **20<sup>th</sup> May** – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body. This offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by **3<sup>rd</sup> June**.
- iv) Applications for vacancies or applications received after **30<sup>th</sup> April** will be considered in relation to the number of available vacancies. Where vacancies exist at a preferred school the highest available preference will be offered. Where more applications have been received for the places available the relevant admission authority will apply the admission criteria and advise the LA where places can be offered.
- v) Further allocations will be made where possible on the following dates:

13<sup>th</sup> June or next working day – Closing date for acceptance 14 days from date of offer  
 9<sup>th</sup> July or next working day – Closing date for acceptance 14 days from date of offer

Where places are offered to applicants resident in another LA, Trafford will advise that LA that an offer can be made.

vi) Applications received after 9<sup>th</sup> July will be passed to the relevant admission authority for consideration after 1<sup>st</sup> September.

## 5. RIGHT OF APPEAL

Where an offer of a place at a preferred school cannot be made parents will be advised of the right to appeal to an independent appeal panel. Appeals relating to on time applications must be heard within 40 school days of the deadline for lodging the appeal.

## 6. WAITING LISTS

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Children allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list.

The LA will maintain waiting lists for all oversubscribed community and voluntary controlled schools.

## 7. IN YEAR APPLICATIONS

For the purposes of this Scheme an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after 15<sup>th</sup> July in the offer year or it is for the admission of a child to an age group other than a relevant age group.

Parents may submit an In Year application to any academy or school. Where the LA is the admission authority (that is in community and voluntary controlled schools) the application must be passed to the LA for consideration.

Where the Governing Body/Trust is the admission authority for the academy or school, the admission authority **must**, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place<sup>4</sup>.

Parents can also apply for a school place using the LA's on line application system or by completing a copy of Trafford's In Year CAF. Any applications received by the LA for own admission authority schools will be forwarded to the relevant admission authority for consideration<sup>5</sup>.

Applications received for admission to community or voluntary controlled schools in advance for the next admission year will be considered after 6<sup>th</sup> July. Parents will be advised of the outcome of their application before the schools close for the summer break. Applications received between the 15<sup>th</sup> July and 31<sup>st</sup> August will be considered at the beginning of the autumn term and parents will be advised of the outcome of their application after the 15<sup>th</sup> September. Applications received for community or voluntary controlled schools after 31<sup>st</sup> August will be considered after the initial allocation and parents will be advised of the outcome by the end of September.

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<sup>4</sup> In accordance with 2.22 of the School Admissions Code

<sup>5</sup> In accordance with 2.21 of the School Admissions Code

## TIMETABLE FOR PRIMARY CO-ORDINATED ADMISSIONS

Common application forms will be available to Trafford residents applying for places in maintained primary schools during the autumn term (offer year). CAFs will be available on line and by telephoning the Trafford School Admissions Team.

Where any published date is not a working day, the next working day will apply.

Closing date for the submission of applications.  
**15 JANUARY**

LAs exchange lists of preferences expressed for schools in their areas.  
**7 FEBRUARY**

LA sends applications to academies/voluntary aided primary schools.  
**21 FEBRUARY**

Academies/voluntary aided primary schools to return ranked data.  
**7 MARCH**

LAs exchange data on potential offers  
**21 MARCH**

LAs confirm acceptance or refusal of potential offers  
by **31 MARCH**

Lists to primary schools  
by **31 March**

Offers made to all parents by home LA.  
**16 APRIL**

Closing date for acceptance of offers.  
**30 APRIL**



## 2021 SECONDARY CO-ORDINATED ADMISSIONS SCHEME

This Scheme is formulated in accordance with the School Admissions Code which came into force on 19<sup>th</sup> December 2014.

Trafford LA has formulated this Scheme in relation to each school in the Trafford area.

The Governing Bodies/Trusts of the following schools/academies are the admission authorities for the secondary schools to which this scheme applies:

Altrincham College; Altrincham Grammar School for Boys; Altrincham Grammar School for Girls; Ashton-on-Mersey School; Blessed Thomas Holford Catholic College; Broadoak School; Flixton Girls' School; Loreto Grammar School; North Cestrian School; Sale High School; Sale Grammar School; Stretford Grammar School; Stretford High School; St Ambrose College; St Antony's Catholic College; Urmston Grammar School; Wellacre Academy and Wellington School.

Trafford LA is the admission authority for Lostock High School.

### **NORMAL ADMISSION ROUND (transfer from primary to secondary school) SEPTEMBER 2021**

#### **1. APPLICATION PROCEDURE**

- i) In the autumn term of the offer year all parents of Year 6 children will be invited to submit an application. Information on how to apply will be sent to all parents of pupils resident in Trafford, at their home address.
- ii) An advertisement will be placed in the local press inviting parents who are resident in Trafford whose children may not currently be attending a Trafford primary school to submit an application.
- iii) Information will be sent to all parents by 12 September in the offer year and they will be asked to submit their application by 31 October, thereby ensuring that all parents have the statutory 6 week period in which to express their preferences.
- iv) Parents can submit up to 5 preferences.
- v) Parents will be invited to name their preferred schools, ranked in order of preference. It will be made clear that parents should express a preference for all schools, wherever they are located, where they wish their child to be considered for a place.

#### **2. EXCHANGE OF DATA WITH OTHER AUTHORITIES**

- i) The Admission Team will process applications and, by 19 November, lists will be sent to all LAs informing them of parents who have expressed a preference for a school in their area.
- ii) On 29 November lists will be sent to all academies, foundation and voluntary aided schools informing them of parents who have expressed a preference. The order of preferences will not be included in the lists sent to these schools.
- iii) Academies, foundation schools and voluntary aided schools will be asked to apply their own admission criteria and to send back their ranked lists by 17 December. The list will indicate the order in which **all** children, for whom application to the school has been made, have priority by reference to the over-subscription criteria.
- iv) The LA will draw up similar lists for community secondary schools, for which it is the admission authority.

### **3. ALLOCATION PROCEDURE**

- i) By 17 December the LA will have a list for each of its schools and will compare the lists from all the schools in its area. When a child qualifies for one of the available places at more than one school, the LA will provisionally allocate a place at the school ranked highest by the parent in their application. The LA will also adjust the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible to be allocated a potential place up the list to the provisional place which has been vacated.
- ii) By 24 January notification of determinations will be sent to other LAs where parents resident in that LA have expressed a preference for a place at schools in Trafford. Also by 24 January Trafford LA will have received similar notifications from other LAs.
- iii) Where a child is eligible to be granted admission to more than one school a place will be allocated at whichever of those schools is ranked highest by the parent. Where Trafford determine that a child is to be granted or refused admission to a school for which the governing body are the admission authority (see above), Trafford will notify the school's governing body of its determination.
- iv) Where the child is resident in the Trafford area any determination granting or refusing admission to a school will be sent direct to the parent (such determination being sent on behalf of a school's governing body in any case where Trafford are not the admission authority for the school).
- v) Where the child is resident in a different local authority's area, Trafford will notify that authority "the home authority" of their determination. The determination will be sent by the home authority on behalf of the school's governing body in any case where they are the admission authority for the school.
- vi) Where it appears that a child resident in Trafford is eligible to be granted admission to more than one school for which application has been made a place will be allocated at whichever of those schools is ranked highest. Where that place is in the area of another LA, Trafford will write, on behalf of the LA or relevant admission authority.
- vii) Where any Trafford resident child cannot be allocated a place at a preferred school, Trafford will allocate a place at the nearest eligible school with a vacancy.
- viii) If no preferred school in Trafford can be offered, there will be no need to look for an alternative place if another LA has determined to offer a place at a preferred school.
- ix) At this stage in the allocations process, any applications submitted after 31 October will be processed and places will be allocated in line with the published criteria.
- x) On 18 February Trafford LA sends the schools in its area the final lists of pupils to be offered places and notifies the home authorities of the determination.
- xi) On the national offer day for secondary school places – 1 March, where 1 March is not a working day, the prescribed day is the next working day – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body.

### **4. REVIEW PROCESS**

- i) The offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 15 March (or next working day). The acceptance of all first round offers will be co-ordinated by Trafford LA. Parents will be invited to apply for any vacancies that may arise, by 15 March (or next working day). Lists of applicants for vacancies will be sent to other LAs, where the school is in another area and to academies, foundation and voluntary aided schools within Trafford by 18

March. Academies, foundation and voluntary aided schools within Trafford will be asked to apply their own admission criteria and to send back their ranked lists by 28 March.

- ii) At this stage in the review process, any applications received after the closing date of 15 March will be considered in light of any remaining vacancies and places will be allocated in line with the published criteria.
- vii) By 8 April – Trafford LA, as the home authority, will communicate to all parents resident in its area any determination granting or refusing admission. Where the school in question is its own admission authority, the LA will state that the offer is being made on behalf of that school's governing body. This offer letter will advise parents that they must inform Trafford LA of their acceptance of the place by 22 April.
- viii) Applications for vacancies or applications received after 8 April will be considered in relation to the number of available vacancies. Where more applications have been received for the places available, the relevant admission authority will apply the admission criteria and advise the LA where places can be offered. Where a place can be offered at more than one preferred school the highest available preference will be offered.
- ix) Further allocations will be made where possible on the following dates:
  - 31 May or next working day – Closing date for acceptance 14 days from date of offer
  - 21 June or next working day – Closing date for acceptance 14 days from date of offer
  - 9 July or next working day – Closing date for acceptance 14 days from date of offerWhere places are offered to applicants resident in another LA, Trafford will advise that LA that an offer can be made.
- x) Applications received after 9<sup>th</sup> July will be passed to the relevant admission authority for consideration after 1<sup>st</sup> September.

## 5. RIGHT OF APPEAL

Where an offer of a place at a preferred school cannot be made, parents will be advised of the right to appeal to an independent appeal panel. Appeals relating to applications made in the normal admissions round must be heard within 40 school days of the deadline for lodging appeals.

## 6. WAITING LISTS

Each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Children allocated a place in accordance with a Fair Access Protocol take precedence over those on a waiting list.

## 7. IN YEAR APPLICATIONS

- i) For the purposes of this Scheme an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after 15<sup>th</sup> July in the offer year or it is for the admission of a child to an age group other than a relevant age group.
- ii) Parents may submit an In Year application to any academy or school. Where the LA is the admission authority (that is in community and voluntary controlled schools) the application must be passed to the LA for consideration.
- iii) Where the Governing Body/Trust is the admission authority for the academy or school, the admission authority **must**, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place<sup>6</sup>.
- iv) Parents can also apply for a school place using the LA's on line application system or by completing a copy of Trafford's In Year Application Form. Any applications received by the LA for "own admission authority schools" will be forwarded to the relevant admission authority for consideration<sup>7</sup>.

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<sup>6</sup> In accordance with 2.22 of the School Admissions Code

<sup>7</sup> In accordance with 2.21 of the School Admissions Code

## TIMETABLE FOR SECONDARY CO-ORDINATED ADMISSIONS

Closing date for submission of applications.  
31 October in the offer year

Trafford sends applications to other LAs.  
19 November or next working day

Trafford sends applications, including those received from other authorities, to academies/foundation/voluntary aided schools.  
29 November or next working day

Academies/foundation/voluntary aided schools to return ranked data.  
17 December or next working day

Trafford send other LAs and Academies/Foundation/VA Schools a first cycle list of the places they are proposing to offer.  
24 January or next working day

Trafford send other LAs and Academies/Foundation/VA Schools a final list of the places they are proposing to offer.  
18 February or next working day

Offers made to all parents by home LA  
1 March or next working day

Appeals to be lodged with the appropriate admissions authority.