

TRAFFORD PRIMARY/INFANT/JUNIOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS - 2018 ADMISSION ARRANGEMENTS

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 may request that their child's entry be deferred 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 request that their child's entry is 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 can be submitted from the beginning of the 2017 autumn term. Details of Trafford's procedure for the delayed admission of summer born children are included in Trafford's Policy; Admission of Summer Born Children.

The closing date for applications for admission in the academic year 2018 is **15 January 2018**.

Decisions regarding the allocation of places for September 2018 will be posted to parents on **16 April 2018**. Applications received after the closing deadline, 15 January 2018, 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 statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted.

Where the number of other applications for a Trafford community or voluntary controlled school exceeds the number of places available at the relevant school the following oversubscription criteria will apply:

1. 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)[‡].
2. 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).
3. Children who live in the catchment area of the requested school.
4. 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).

[‡] 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).

5. 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. 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. The co-ordinates used for each school are held in Trafford's School Admissions and Transfer system and are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school, as defined in criterion 5.

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, not the address of any child-carer, grandparent or other relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses in the catchment area, the average of the distances of the two addresses from the school will be used for the purposes of determining priority for admission. Where one of the addresses is

outside the catchment area, the applicant will be regarded as living outside the catchment area, for the purpose of determining which category the application will be considered under, and the average of the distances of the two addresses from the school will be used for the purposes of determining priority.

It is always assumed that you will provide the correct factual information when you apply for a school place. Trafford takes very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent applications. **If a place is offered at a school and then it is discovered that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the place offered will be withdrawn and the place may be offered to another child.** A place may also be withdrawn even after your child has started school.

Pupils who move into/within Trafford during the Transfer Procedure

The Authority accepts as evidence of removal into/within the area proof of exchange of contracts relating to the purchase of a property or a copy of a signed rental agreement (minimum 12 months) **and** proof of the effective disposal of the previous home. The Authority retains the right to check on occupancy arrangements and the decision of the Executive Director, Children and Young People's Service on such matters is final.

Applications for children who move into/within Trafford by the 15 January 2018, who have submitted an on time application, will be considered in light of the new address details. However, where an on time application has not been submitted, applications will only be considered after all applications received by 15 January 2018 have been considered.

Applications for children who move after the 15 January 2018 will be considered from the new address in the review of allocation decisions in May 2018, following the same criteria as used for initial allocations. Where it proves impossible to accommodate a child in their preferred school, Trafford will consider how best to place that child in a school within Trafford.

You must inform the Admissions Team immediately if you change your address, or intend to change your address, at any time during the transfer process, as this may change your child's priority for a particular school. Failure to advise a proposed change of address may be considered as a misleading application. We assume that you will always provide us with full and factual information when you apply for a school place. **You should be aware that any school 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.**

Catchment Areas

All Trafford Community/Voluntary Controlled Infant and Primary Schools have a catchment area. Information on catchment areas is held in Trafford's Local Land and Property Gazetteer which complies with BS7666. Maps showing the boundaries of those catchment areas can be viewed on the Council's website. 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.

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. Admissions will normally be processed within ten 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 your 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 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.

Definitions

The following terms used by Trafford are defined as follows:

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance from Home to School

For the home address the distance is calculated from the seed point of the property. The seed point of each property is defined by co-ordinates held in Trafford's Local Land and Property Gazetteer (BS7666) which are available, on request, from Trafford's School Admissions Team. For applicants resident outside Trafford, the seed point data will be provided by the Home Authority. In cases where this data is not available, Royal Mail postal address Information may be used. In the case of a child living in a block of flats, co-ordinates will be obtained in the same way. The co-ordinates used for each school represent a fixed point at each school which has been used to determine priority since 2003. These co-ordinates are listed in the Alphabetical List of Primary Schools contained in Trafford's Composite Prospectus, published on Trafford's website under the title "Starting Primary School"

Annex 1

Trafford Community/Voluntary Controlled Primary, Infant, Junior Schools

Barton Clough Primary School	Oldfield Brow Primary School
Bollin Primary School	Seymour Park Community Primary School
Broadheath Primary School	Springfield Primary School
Brooklands Primary School	St. Matthew's C.E. Primary School
Broomwood Primary School	Stamford Park Infant School
Cloverlea Primary School	Stamford Park Junior School
Davyhulme Primary School	Templemoor Infant and Nursery School
Firs Primary School	Tyntesfield Primary School
Flixton Infant School	Urmston Infant School
Flixton Junior School	Urmston Junior 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

Scheme For The 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. 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. 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. 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.