

## LOSTOCK COLLEGE - 2018 ADMISSION ARRANGEMENTS

Trafford is the Admission Authority for Lostock College. The closing date for applications for transfer to secondary school in September 2018 is 31<sup>st</sup> October 2017. 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:

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)<sup>1</sup>.
2. 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).
3. Children who live in the catchment area of the School,
4. 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),
5. 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 College 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 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.

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<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).

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 College – All M32 postcodes

### **Your home address**

The criteria used to determine admission, refer in every case to the child's home address. This means the address where the child normally and permanently lives, not the address of any child-minder or relative. In the case of parents who are separated and where child-care arrangements are shared between two addresses, 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 and the average of the distances of the two addresses from the School will be used. 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.