

STARTING PRIMARY/INFANT SCHOOL

GUIDANCE FOR TRAFFORD RESIDENTS

This guidance provides a summary of the application process. Full details of the policies and procedures agreed by schools in Trafford are contained in the Information Booklet “[Starting Primary School September 2018](#)”. Parents are advised to read the information provided before submitting an application.

If your child is a Trafford resident born between **1 September 2013 and 31 August 2014** and you wish to apply for a school place you must submit your application to Trafford. You can apply online 24 hours a day, seven days a week. Our quick and easy system will be live until the closing date for applications on 15 January 2018. Our system is secure and there is no risk that your application will be lost in the post. You will receive an email to confirm receipt of your application and you can amend your application at any time up to midnight on 15 January 2018. You will be able to view the outcome of your application on your online account on 16 April 2018. To apply online, return to the School Admissions Login.

IF YOU APPLY ONLINE DO NOT COMPLETE A PAPER APPLICATION

If your child is resident in another Local Authority you can still apply for Trafford schools, but you must apply to your own home Local Authority, that is the authority where you pay Council Tax. As part of the co-ordinated admissions scheme Local Authorities will exchange information to ensure that children will only receive an offer of a place at ONE school, so it is important that you list schools carefully in your order of preference.

Voluntary Aided Schools (Faith Schools)

If applying for a place in a voluntary aided school you may be required to complete a supplementary form and to provide information about your child’s baptism. These forms are available from schools and are included in the Information Booklet “[Starting Primary School September 2018](#)”. Supplementary forms should be returned to the school direct but **you must remember to still include that school in your application**. If you do not include the school in your application, your child will not be considered.

Closing Date

The Primary/Infant Applications must be received by 15 January 2018. Applications received after this date will not be considered until all on time applications have been determined.

Allocation Date

Offers will be published online and posted to parents on 16 April 2018.

Order of Preference

List the schools in the order of your preference. This means you should put your favourite school first, your next favourite school second and so on through all your preferences. You can apply for up to 5 schools.

Current Siblings

Provide any information about siblings who will be attending your preferred schools.

Important Information about Your Younger Children

If you are allocated a place at a school other than your catchment area school, it must be clearly understood that children living within the catchment area of that school will continue to have priority in the allocation of places, and **there can be no guarantee that places will be available in the future for any younger children in your family. This is something you should consider carefully before you submit your application.**

Catchment Area School

Trafford schools are very popular and most are oversubscribed. To avoid disappointment, it is best to **list your catchment area school or schools** in your list of preferences. A place cannot be automatically reserved for your child at the catchment area school and all available places may be allocated in the first round. If a place cannot be offered at one of your preferred schools, a place will be allocated at the nearest school with vacancies.

Reasons for your Preferences

Admission authorities can only allocate places in accordance with the criteria they have published. Therefore, the reasons you express should relate to the oversubscription criteria for your preferred school. Other reasons might be considered at a later stage of the process, if it is not possible to allocate a place at one of your preferred schools. This may only be done in light of the availability of places.

Where You Live

The address used by Trafford is the child's permanent home address. This means the address where the child normally and permanently lives, not the address of any child-carer, grandparent or other relative.

It is always assumed that parents will provide the correct information. Unfortunately, this is not always the case. Providing incorrect or misleading information in order to gain an advantage will take a place away from a child that should rightfully have that place. Therefore, Trafford Council reserves the right to check the information you submit and may request further evidence to ensure that places are correctly allocated.

If a place is offered at a school and then it is discovered that the offer was made because of incorrect or misleading information (for example, a false claim to living at an address), then the place will be withdrawn. It is important to note that a place may also be withdrawn even after the child has started school.

If you think another parent is providing false information you should contact Trafford School Admissions on 0161 912 5007.

Moving House

You must advise Trafford immediately if you change your address.

What will happen to my application?

After the closing date of **15 January**, your application will be entered onto a list for each of the schools where you have applied. If, for example, you have applied for places at 3 schools, your child's name will be placed on each of the three lists. The schools will not know whether you have put them first, second or third. The lists will be sorted into order according to each school's admissions criteria. The list of applicants for all Trafford community schools will be ranked by the Trafford School Admissions Team. The lists of applicants for academies and voluntary aided schools will be passed to the school and they will rank the list in accordance with their own criteria. Trafford will look at all the lists and see which of your chosen schools can offer you a place.

How will Trafford decide which school to offer?

Trafford will allocate a place at the school you have ranked highest where a place can be offered. This means that if your first choice, or favourite school, can offer a place, you will be offered that school. If that school cannot offer because all the places have been given to children higher on the list than your child, Trafford will look at your second choice school and so on through all your

choices. If any child is unplaced, 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.

GLOSSARY (An explanation of some of the terms and phrases used)

Catchment Area School - A local school where children living in the catchment area are given priority over children living outside the catchment area.

Sibling - Trafford community schools use the following definition “older brothers or sisters 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). Voluntary aided schools may use a different definition and you should check with that school.

Academy/Free School - schools that is directly funded by central government.

Community School/Voluntary Controlled School - A school where Trafford is the admissions authority.

Voluntary Aided School - A church school where the Governing Body is the admissions authority.